

Book	Policy Manual
Section	100 Programs
Title	Guides for Planned Instruction
Code	106
Status	Active
Adopted	March 26, 2019

### **Authority**

Guides shall be prepared for all planned instruction that has been adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards established for a course of study.<sup>[1]</sup>[2]

### **Guidelines**

Each guide may contain, as appropriate to that planned instruction:

1. Objectives of the instruction.
2. Concepts and skills to be taught.
3. Suggested activities designed to achieve the objectives.
4. Suggested methods of instruction.
5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.
6. Reading list of supplemental titles for the guidance of teachers.

### **Delegation of Responsibility**

Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.

The Superintendent or designee shall be responsible for the preparation of guides, and shall develop administrative regulations for such preparation which include:

1. Participation by appropriate staff members and resource personnel.
2. Continuing research in instructional methods, materials, activities and assessment strategies.
3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept on file by the office of the Superintendent or designee, and available in the classroom.

Legal

1. 22 PA Code 4.4
2. Pol. 107
- 24 P.S. 1511
- 24 P.S. 1512
- 22 PA Code 4.11