



Title: **Guides for Planned Instruction**

Code: 106

Book: Policy Manual

Section: 100 Programs

Authority

Guides shall be prepared for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards by that course of study. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Guidelines

Each guide shall 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.

Delegation of Responsibility

Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide. Any deviation from its

content must be approved in advance by the Superintendent or designee.

Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide in a selective manner best designed to meet the needs of students.

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

The Superintendent or designee shall be responsible for development and implementation of a plan for preparation of such guides that includes:

1. Participation of 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 usefulness 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 in the office of the Superintendent.

Adopted: **October 21, 1981**

Last Revised: **July 23, 2002**

Legal References:

- [1. 24 P.S. 1511](#)
- [2. 24 P.S. 1512](#)
- [3. 22 PA Code 4.4](#)
- 4. Pol. 107
