

# PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: September 13, 2010

REVISED: January 5, 2015

	106. GUIDES FOR PLANNED INSTRUCTION
1. Authority Title 22 Sec. 4.4 Pol. 107	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 established for a course of study.
2. Guidelines	<p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. Objectives of the instruction.</li> <li>2. Concepts and skills to be taught.</li> <li>3. Appreciations to be developed.</li> <li>4. Suggested activities designed to achieve the objectives.</li> <li>5. Suggested methods of instruction.</li> <li>6. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> <li>7. Reading list of supplemental titles for the guidance of teachers.</li> </ol>
3. Delegation of Responsibility	<p>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 principal or designee.</p> <p>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.</p> <p>Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.</p>

	<p>The Superintendent or designee shall be responsible for the preparation of guides, and shall develop administrative regulations for such preparation which include:</p> <ol style="list-style-type: none"><li>1. Participation by appropriate staff members and resource personnel.</li><li>2. Continuing research in instructional methods, materials, activities and assessment strategies.</li><li>3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards.</li></ol> <p>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.</p> <p>Copies of all current guides for planned instruction shall be kept on file in the office of the Superintendent or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1511, 1512</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11</p> <p>Board Policy – 000, 107</p> <p>PSBA Revision 6/14</p> <p>© 2014 PSBA</p>
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