

# PENN MANOR SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED INSTRUCTION

ADOPTED: September 13, 2010

REVISED:

<ol style="list-style-type: none"> <li>1. Authority Title 22 Sec. 4.4 Pol. 107</li> <li>2. Guidelines</li> <li>3. Delegation of Responsibility</li> </ol>	<p style="text-align: center;">106. GUIDES FOR PLANNED INSTRUCTION</p> <p>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.</p> <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. Suggested activities designed to achieve the objectives.</li> <li>4. Suggested methods of instruction.</li> <li>5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> <li>6. Reading list of supplemental titles for the guidance of teachers.</li> </ol> <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>The Superintendent or designee shall be responsible for development of administrative regulations for preparation of such guides which includes:</p> <ol style="list-style-type: none"> <li>1. Participation by appropriate staff members and resource personnel.</li> <li>2. Participation by students and community members.</li> <li>3. Continuing research in instructional methods, materials, activities and assessment strategies.</li> </ol>
---	--

4. 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 in the office of the Assistant Superintendent for Curriculum and Instruction.

References:

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11

Board Policy – 000, 100, 107