

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

107-AR. PROPOSAL FOR PLANNED INSTRUCTION

When an addition or revision to the district's planned instruction is recommended by an individual employee or group of professional employees in a grade or department, a written proposal will be submitted on the district form to the Superintendent.

The written proposal will contain the following information regarding the proposed planned instruction:

1. Description and content, including the instructional method when it differs significantly from traditional methods and is an integral part of the instruction.
2. Applicability to students and a description of the group of students affected.
3. Rationale in terms of district objectives and academic standards, and justification when it will replace or alter an existing course of planned instruction.
4. Resources that its implementation will require, to include textbooks, materials, resources, personnel, and equipment.
5. Assessment and evaluation methods to be used to monitor and measure its effectiveness and impact on student achievement.
6. Developmental history, with data on its use elsewhere when available.

The Superintendent or designee will coordinate selection of a Review Committee, which will include appropriate administrators and teacher representatives. The Review Committee will review the proposal and will recommend one (1) of the following:

1. Approval of the proposal.
2. Approval of the proposal, contingent upon recommended revisions being made.
3. Disapproval of the proposal, citing reasons.

The Board will make the final determination of approval or disapproval of the proposal for adding or revising adding planned instruction.

If approved by the Board, the designated professional employees will prepare a guide for planned instruction, using the district's format, in accordance with Board policy and administrative regulations.

Upon Board approval, new courses will be added to, and deleted courses will be removed from, the district's program of planned instruction and the information provided to staff, students and parents/guardians.