106. GUIDES FOR PLANNED INSTRUCTION

1. Authority
   SC 1511, 1512
   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
by that course of study.

2. Guidelines

   Each guide/curriculum map shall contain, as appropriate to that planned instruction:
   1. Academic standard statements denoting concepts and skills to be taught.
   2. Measurable learning objectives/essential questions for the course of study.
   3. Concepts and skills to be taught.
   4. Materials and resources.
   5. Assessment criteria and methods intended to evaluate the extent to which
      learning objectives have been achieved.

3. Delegation of Responsibility

   Each teaching staff member shall conduct the assigned planned instruction in
   accordance with the course guide. Any deviation from its content must be approved
   in advance by the teacher's principal or supervisors.

   Each course guide shall be construed as providing a basic framework for the planned
   instruction. Within this framework, each teacher shall use the course guide in a
   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 Assistant Superintendent for Instruction 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. Consideration of the strategic plan.

3. Continuing research in instructional methods, materials, activities and assessment strategies.

4. Systematic review of all guides to ensure their continuing usefulness in achieving established academic standards.

5. 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.

6. Electronic copies of all current course guides for planned instruction shall be kept on file in a district database accessible to all staff.

References:

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11, 4.13

Board Policy – 000, 100, 107