

# SHALER AREA SCHOOL DISTRICT

No: 106

## SECTION: PROGRAMS

### TITLE: GUIDES FOR PLANNED INSTRUCTION

ADOPTED: APRIL 15, 1998

REVISED: JUNE 16, 1999; AUGUST 20, 2014

106. GUIDES FOR PLANNED INSTRUCTION	
1. Purpose SC 1511, 1512 Title 22 Sec. 5.4	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	Each course guide shall contain, as appropriate to the planned instruction: <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 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 selective manner best designed to meet the needs of students.</p> <p>Each teacher shall use the planned instruction 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>

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.

Whenever new course guides are developed or existing guides revised, copies of these additions or changes will be made available to the Board for informational purposes.

Copies of all current guides for planned instruction shall be kept on file in the office of the Director of Curriculum.

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, 107