

Book	Policy Manual
Section	100 Programs
Title	Guides for Planned Instruction
Number	106
Status	First Reading
Legal	1. 22 PA Code 4.4 2. Pol. 107 24 P.S. 1511 24 P.S. 1512 24 P.S. 1841 22 PA Code 4.11
Last Revised	April 11, 2018
Last Reviewed	April 11, 2018

Authority

Guides shall be prepared for **all planned instruction** adopted by the **Joint** Operating Committee in order to direct and assist the professional staff toward the attainment of **academic and career & technical standards and established competencies** for a course of study.[\[1\]](#)[\[2\]](#)

Guidelines

Each guide **may** contain, as appropriate to that **planned instruction**:

1. Objectives of the **instruction**.
2. Concepts and skills to be taught.
3. Suggested activities designed to achieve the objectives.
4. Suggested methods of instruction.
5. **Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved.**
6. **Reading list of supplemental titles for the guidance of teachers.**

Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.

Delegation of Responsibility

The Director **or designee** shall be responsible for the preparation of guides, and shall develop **administrative regulations** for such preparation **which include:**

1. **Participation by appropriate staff members and resource personnel.**
2. **Continuing research in instructional methods, materials, activities and assessment strategies.**
3. **Systematic review of all guides to ensure their continuing effectiveness in achieving established academic and career standards standards and competencies.**

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 Director.

Last Modified by Terri Birchard on April 11, 2018