

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 106

Section PROGRAMS

Title GUIDES FOR PLANNED INSTRUCTION

Adopted MARCH 21, 2017

Revised _____

POLICY NO. 106 GUIDES FOR PLANNED INSTRUCTION		
Section 1	<p><u>Authority</u></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>	Title 22 Sec. 4.4 Pol. 107
Section 2	<p><u>Guidelines</u></p> <p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Goals of the instruction. 2. Course description. 3. Standards addressed in the course. 4. Content outline with timeline. 5. Learning goals and essential questions, skills, and a brief description of the learning experience for each unit. 6. Materials and resources used. 7. Assessment practices intended to evaluate the extent to which learning goals have been achieved. 	

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Section 3

Delegation of Responsibility

Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide. Any deviation from its content must be approved in advance by the Director of Curriculum, Instruction, Assessment, and staff Development.

Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide to meet the needs of students.

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

The Superintendent or designee shall direct the preparation of guides, and shall develop administrative regulations for such preparation which include:

1. Participation by appropriate staff members and resource personnel.
2. Input by students and community members.
3. Continuing research in instructional methods, materials, activities and assessment strategies.
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 electronically in the office of the Director of Curriculum, Instruction, Assessment, and staff Development.

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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