

# ALLENTOWN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: 1/27/00

REVISED:

<ol style="list-style-type: none"> <li>1. Authority SC 1511, 1512 Title 22 Sec. 4.4 Pol. 107</li> <li>2. Guidelines</li> <li>3. Delegation of Responsibility</li> </ol>	<p style="text-align: center;">106. GUIDES FOR PLANNED INSTRUCTION</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 contained within the planned instruction.</p> <p>Each guide shall contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. Objectives of the planned instruction.</li> <li>2. Concepts and skills to be taught.</li> <li>3. Activities designed to achieve the objectives.</li> <li>4. Methods of instruction.</li> <li>5. Assessment criteria and methods intended to evaluate the extent to which objectives have been achieved.</li> <li>6. List of materials and resources for the use of teachers.</li> </ol> <p>Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide.</p> <ol style="list-style-type: none"> <li>1. Any deviation from its content must be approved in advance by the Superintendent or designee.</li> <li>2. Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall augment the guide in a manner designed to meet the academic standards and the needs of students.</li> <li>3. Each teacher shall use the course guide as the core of the course s/he has been assigned to teach.</li> </ol>
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<p>School Code 1511, 1512</p> <p>PA Code Title 22 Sec. 4.4, 4.11 4.13</p>	<p>The Superintendent or designee shall develop and implement a plan for the preparation of such guides that includes:</p> <ol style="list-style-type: none"><li>1. Participation of 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 usefulness in achieving established academic standards by staff and students.</li></ol> <p>A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members.</p> <p>Copies of all current guides for planned instruction shall be kept on file in the office of the Assistant Superintendent for Curriculum, Assessment, and Instruction.</p>
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