HAMPTON TOWNSHIP SCHOOL DISTRICT

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SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED INSTRUCTION

ADOPTED: February 18, 2004

REVISED:

	106. GUIDES FOR PLANNED INSTRUCTION
1. Authority 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 established for a course of study.
2. Guidelines	Each guide shall contain, as appropriate to that planned instruction:
	1. Objectives of the instruction.
	2. Concepts and skills to be taught.
	3. Appreciations to be developed.
	4. Suggested activities designed to achieve the objectives.
	5. Suggested methods of instruction.
	6. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.
	7. Reading list of supplemental titles for the guidance of teachers.
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 Superintendent or designee.
	Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide in a selective 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.

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Title 22 Sec. 4.13	 The Superintendent or designee shall be responsible for development and implementation of a plan for preparation of such guides which includes: Participation by appropriate staff members and resource personnel. Participation by students and community members. Continuing research in instructional methods, materials, activities and assessment strategies. 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. Whenever new planned instruction is developed or existing courses 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 Superintendent.
School Code 1511, 1512 PA Code Title 22 Sec. 4.4, 4.11, 4.13 Board Policy 107	