

## SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 106  
SECTION: PROGRAMS  
TITLE: **GUIDES FOR PLANNED INSTRUCTION**  
DATE ADOPTED: NOVEMBER 1998  
DATE LAST REVISED: SEPTEMBER 2008

### **GUIDES FOR PLANNED INSTRUCTION**

#### AUTHORITY

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.

#### 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 have been achieved.
6. Reading list of supplemental titles for the guidance of teachers.
7. Enrichment and remediation strategies.

#### DELEGATION OF RESPONSIBILITY

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.

The CEO or designee shall be responsible for development and implementation of a plan for preparation of such guides which includes:

1. Participation by appropriate staff members, students, community 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 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 guides are developed or existing guides revised, copies of these additions or changes shall 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 CEO.

References: School Code 1511, 1512  
PA School Code Title 22 Sec 4.4, 4.11, 4.13