

# EPHRATA AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: October 25, 2004

REVISED: March 16, 2015

<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<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 established for a course of study.</p> <p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. Objectives of the instruction.</li> <li>2. Concepts and skills to be taught.</li> <li>3. Appreciations to be developed.</li> <li>4. Suggested activities designed to achieve the objectives.</li> <li>5. Suggested methods of instruction.</li> <li>6. Suggested curriculum resource materials.</li> <li>7. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> </ol> <p>Guides for planned instruction shall be given to new teachers and discussed periodically with all teachers of the various departments. Teachers in other departments or grades can refer to guides to planned instruction to determine what experiences students may have had. Teachers are expected to follow the basic structure of the content, allowing for changes as needed.</p> <p>The Superintendent or designee shall be responsible for the preparation of guides, and shall develop administrative regulations for such preparation which include:</p> <ol style="list-style-type: none"> <li>1. Participation by appropriate staff members and resource personnel.</li> </ol>
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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.

Copies of all current guides for planned instruction shall be kept on file in the office of the Superintendent and Assistant Superintendents.

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