 **No. 106**

 **SECTION: PROGRAMS**

**TITLE: GUIDES FOR PLANNED INSTRUCTION**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

106. GUIDES FOR PLANNED INSTRUCTION

Guides, also referred to as scope and sequence documents, 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.

Each guide may contain, as appropriate to that planned instruction:

 1. Objectives of the instruction and concepts and skills to be taught.

 2. Suggested activities designed to achieve the objectives and methods of instruction

 3. Assessment criteria and methods intended to evaluate the extent to which learning objectives

 have been achieved.

 4. Reading list of supplemental titles for the guidance of teachers.

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

The Principal/CEO or designee shall be responsible for development of administrative regulations for preparation of such guides which includes:

 1. Continuing research in instructional methods, materials, activities and assessment strategies.

 2. 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 teachers to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept on file in the office

of the Principal/CEO and on the District website.

 References:

School Code – 24 P.S. Sec. 1511, 1512

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11