

LEBANON SCHOOL DISTRICT

POLICY: 106

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED INSTRUCTION

ADOPTED: July 18, 1994

LAST REVISED: May 17, 2021

106. 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.¹

Guidelines

Each guide may 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, including but not limited to scaffolding, accommodations, and interventions appropriate for student populations.
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.

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.²

¹ 22 Pa. Code. 4.4, 4.11.

² 22 Pa. Code. 4.11.

The Superintendent or designee shall be responsible for the preparation of guides, and shall develop administrative procedures for such preparation which include:

1. Participation by appropriate staff 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.

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