

# SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED INSTRUCTION

ADOPTED: October 1, 2013

REVISED: February 17, 2015

106. GUIDES FOR PLANNED INSTRUCTION	
<p>1. Authority Title 22 Sec. 4.4 Pol. 107</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>2. Guidelines</p>	<p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. A Course overview and objectives of the instruction.</li> <li>2. Standards/anchor standards.</li> <li>3. Concepts and skills to be taught.</li> <li>4. Key ideas and vocabulary.</li> <li>5. Essential questions.</li> <li>6. Core summative assessments.</li> <li>7. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> <li>8. Resources and materials, including primary and secondary sources to be used for instructional learning activities.</li> <li>9. Curriculum map or pacing guide, shall be the plan for teaching and learning.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>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 principal or designee.</p> <p>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.</p>

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

The Assistant Superintendent shall be responsible for the preparation of guides, and shall develop administrative regulations for preparation which include:

1. Participation by appropriate staff members and resource personnel.
2. Participation by students and community members.
3. Continuing research in instructional methods, materials, activities and assessment strategies.
4. 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.

New and revised guides for planned instruction, including copies of course overviews reflecting the new additions or changes, shall be available on the district website.

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

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

