

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: ADOPTION OF COURSES OF STUDY

ADOPTED: June 19, 2003

REVISED:

107. ADOPTION OF COURSES OF STUDY	
<p>1. Purpose Title 22 Sec. 4.11, 4.13</p>	<p>The Joint Operating Committee shall provide a comprehensive instructional program to serve the educational needs of the students of this school.</p>
<p>2. Definition</p>	<p>For purposes of this policy, a course of study shall be defined as the planned course which consists of at least: written statement of objectives to be achieved by students; content to be used to reach objectives for which credit is awarded; expected levels of achievement; and procedures for evaluation.</p> <p>Academic and Vocational technical education courses shall be developed in the planned instruction format and shall be accessible to all high school students attending participating districts in the grades in which the courses are offered. Special courses shall be provided for out-of-school youth and adults who wish to pursue special vocational or technical interests or who may want to secure a GED diploma.</p>
<p>3. Authority SC 508, 1512 Pol. 006</p>	<p>No course of study shall be taught in the school unless it has been adopted by a majority vote of the full Joint Operating Committee. The Joint Operating Committee reserves the right to determine which units of the instructional program constitute courses of study and are subject to adoption by the Joint Operating Committee.</p> <p>The Carbon Career & Technical Institute shall offer the prescribed curriculum and courses as approved annually by the Joint Operating Committee and published in the Course Selection Handbook.</p> <p>Before adopting new courses or curricula, the Joint Operating Committee will consider the recommendations of the Occupational Advisory Committees, Professional Advisory Committee, Local Advisory Committee, and the Administration.</p>

<p>4. Delegation of Responsibility</p>	<p>The Administrative Director is responsible for the continuous evaluation of the efficacy of courses of study and shall recommend to the Joint Operating Committee new courses of study s/he deems to be in the best interests of the students of this school.</p> <p>The Administrative Director shall invite the participation of administrative and professional staff members in the formulation of his/her recommendation.</p> <p>The Administrative Director's recommendation shall include the following information about the proposed course of study:</p> <ol style="list-style-type: none"> 1. Applicability to students and an enumeration of those groups of students to be affected by it. 2. Description and content, including the instructional method where such method departs significantly from the traditional and is an integral part of the course of study. 3. Rationale in terms of the goals of this school and justification, especially when it is proposed to take the place of an existing course of study. 4. Resources that its implementation will require: textbooks, materials, equipment, specially trained personnel. 5. Evaluative methods and standards by which its effectiveness will be monitored and measured.
<p>5. Guidelines</p> <p>School Code 508, 1512</p> <p>PA Code Title 22 Sec. 4.11, 4.13, 4.31</p> <p>Joint Operating Committee Policy 002</p>	<p><u>Integration Of Academic/Vocational Skills</u></p> <p>The Joint Operating Committee endorses the 10 Key Practices of High Schools That Work as key factors in providing rigorous and relevant studies for all students.</p> <ol style="list-style-type: none"> 1. Set HIGHER EXPECTATIONS and get all students to meet them. 2. Emphasize use of high-level mathematics, science, language arts, and problem-solving skills in the CONTEXT OF MODERN WORKPLACE PRACTICES and in preparation for continued learning. 3. Use REAL-WORLD EXAMPLES to teach the essential concepts of the college preparatory curriculum. 4. Have students complete a CHALLENGING PROGRAM OF STUDY with an upgraded academic core and a major. 5. Give students access to a structured system of SCHOOL-BASED AND WORK-BASED LEARNING planned cooperatively by educators, employers, and workers and resulting in an industry-recognized credential and employment in a career pathway. 6. Provide a school structure and schedule enabling academic and vocational teachers to plan and teach CHALLENGING INTEGRATED CONTENT.

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	<ol style="list-style-type: none">7. Engage all students in ACTIVE LEARNING.8. Provide a GUIDANCE AND COUNSELING SYSTEM that involves parents and teachers in helping students plan and complete an accelerated program of study.9. Provide EXTRA HELP to enable students to meet the higher expectations and standards of accelerated programs.10. Participate in and use student ASSESSMENT AND EVALUATION data to continuously improve the quality of student performance.
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