

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: June 19, 2003

REVISED: April 20, 2006

106. GUIDES FOR PLANNED INSTRUCTION	
<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p>	<p>Learning guides shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the students toward the attainment of academic standards and established career and technical competencies for the 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. Objectives of the instruction.</li> <li>2. Concepts and skills to be taught, including career and technical and academic components.</li> <li>3. Attitudes and work ethic to be developed.</li> <li>4. Suggested activities designed to achieve the objectives.</li> <li>5. Suggested methods of instruction.</li> <li>6. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved.</li> </ol> <p>Each teacher shall use the planned instruction guides as the core of the course s/he has been assigned to teach.</p>
<p>3. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall be responsible for development and implementation of a plan for preparation of such guides which includes:</p> <ol style="list-style-type: none"> <li>1. Participation by appropriate staff members and resource personnel.</li> <li>2. Continuing research in instructional methods, materials, activities and assessment strategies.</li> <li>3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards and competencies.</li> </ol>

106. GUIDES FOR PLANNED INSTRUCTION - Pg. 2

<p>School Code 1841</p> <p>PA Code Title 22 Sec. 4.4, 4.11, 4.13</p> <p>Joint Operating Committee Policy 107</p>	<p>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.</p> <p>Career and technical course guides shall reflect nationally recognized or state-mandated skill standards and the recommendations of the Occupational Advisory Council. Whenever nationally recognized supporting curriculum is available, it shall be incorporated into the school model. Every program/course guide shall provide for horizontal and vertical articulation with participating districts' and postsecondary programs.</p> <p>Copies of all current guides for planned instruction shall be kept on file in the office of the Administrative Director, the building principal, and the Supervisor of Special Education.</p>
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