

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: ADOPTION OF PLANNED  
INSTRUCTION

ADOPTED: June 19, 2003

REVISED: April 20, 2006

107. ADOPTION OF PLANNED INSTRUCTION	
<p>1. Purpose Title 22 Sec. 4.11, 4.13</p>	<p>The Joint Operating Committee shall provide a comprehensive program of planned instruction to enable students to strive for educational goals and attain academic standards and established competencies. Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"> <li>1. Objectives to be achieved by all students.</li> <li>2. Content, including materials, activities and instructional time.</li> <li>3. Relationship between objectives of a planned course and the established academic standards and career and technical competencies.</li> <li>4. Procedure for measurement of the objectives.</li> </ol>
<p>2. Authority Title 22 Sec. 4.31</p>	<p>Academic and career and 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 career and technical interests or who may want to secure a GED diploma.</p>
<p>SC 508, 1512 Pol. 006</p>	<p>No planned instruction 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 planned instruction and are subject to adoption by the Joint Operating Committee.</p> <p>The Carbon Career &amp; 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 Committee, Professional Advisory Committee, Local Advisory Committee, and its school administration.</p>

<p>3. Delegation of Responsibility</p>	<p>The Administrative Director is responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Joint Operating Committee new programs deemed to be in the best interests of students and employers.</p> <p>The Administrative Director shall invite the participation of administrative and professional staff members at appropriate levels in the formulation of recommendations.</p>
<p>4. Guidelines</p>	<p>The Administrative Director's recommendation may include the following information about the proposed planned instruction/program:</p> <ol style="list-style-type: none"> <li>1. Applicability to students and an enumeration of the group of students affected.</li> <li>2. Description and content, including the instructional method where such method departs significantly from the traditional and is an integral part of the instruction.</li> <li>3. Rationale in terms of the school's goals and academic standards and justification when it is proposed to take the place of an existing career and technical competencies program.</li> <li>4. Resources that its implementation will require, such as textbooks, materials, equipment, personnel.</li> <li>5. Assessment methods and criteria by which its effectiveness will be monitored and measured.</li> </ol> <p><u>Integration Of Academic/Career and Technical 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"> <li>1. Set HIGHER EXPECTATIONS and get all students to meet them.</li> <li>2. Provide EXTRA HELP to enable students to meet the higher expectations and standards of accelerated programs.</li> <li>3. Provide a GUIDANCE AND COUNSELING SYSTEM that involves parents/guardians and teachers in helping students plan and complete an accelerated program of study.</li> <li>4. Participate in and use student ASSESSMENT AND EVALUATION data to continuously improve the quality of student performance.</li> <li>5. Give students access to a structured system of SCHOOL-BASED AND WORK-</li> </ol>

<p>School Code 508, 1512</p> <p>PA Code Title 22 Sec. 4.11 4.13, 4.31</p> <p>Joint Operating Committee Policy 006</p>	<p>BASED LEARNING planned cooperatively by educators, employers, and workers and resulting in an industry-recognized credential and employment in a career pathway.</p> <ol style="list-style-type: none"><li>6. Provide a school structure and schedule enabling academic and vocational teachers to plan and teach CHALLENGING INTEGRATED CONTENT.</li><li>7. Engage all students in ACTIVE LEARNING.</li><li>8. Use REAL-WORLD EXAMPLES to teach the essential concepts of the college preparatory curriculum.</li><li>9. Emphasize use of high-level mathematics, science, language arts, and problem-solving skills in the CONTEXT OF MODERN WORKPLACE PRACTICES and in preparation for continuing learning.</li><li>10. Have students complete a CHALLENGING PROGRAM OF STUDY with an upgraded academic core and a major.</li></ol>
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