



Section: PROGRAMS
Title: GUIDES FOR PLANNED INSTRUCTION
Adopted: September 17, 1996
Revised: September 21, 2004

	107.1 GUIDES FOR PLANNED INSTRUCTION	
<p>1. Authority</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<p>Planned instruction guides shall be prepared for all instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards including Career, Education and Work.</p> <p>Each guide shall contain, as appropriate to that planned instruction:</p> <ul style="list-style-type: none"> • PDE required data including but not limited to: local title, CIP code, state title, instruction schedule, articulated planned courses, plan of delivery. • Cooperative Education, Job Shadowing or Clinical options. • Course descriptions. • Occupations covered in the course. • Major course topics or duties. • Source of the occupational analysis. • Guidelines for grading and reporting student progress. • Competency/Task list. <p>Each teaching staff member shall conduct the assigned instruction in accordance with the planned instruction guide. Any deviation from its content must be approved in advance by the Administrative Director or designee.</p> <p>Each guide shall be construed as providing a basic framework for the planned instruction.</p> <p>The Administrative Director or designee shall be responsible for development and implementation of a curriculum plan for preparation of curriculum materials that will be utilized in each program.</p> <p>The curriculum plan will be prepared and continually updated through:</p> <ul style="list-style-type: none"> • Participation of appropriate staff members and resource personnel. • Participation of students and craft advisory committee members. 	<p>SC 1511, 1512 Title 22 Sec. 4.4</p> <p>Title 22 Sec. 4.13</p>

	<p style="text-align: center;">107.1 GUIDES FOR PLANNED INSTRUCTION</p> <ul style="list-style-type: none"> • Continuing research in instructional methods, materials, activities and assessment strategies. • Systematic review of all curriculum materials and competency guides to ensure their continuing usefulness in achieving established academic standards. <p>Annual spot checks through teacher observations and evaluations shall be implemented to ensure that curriculum materials are being followed by teaching staff members to the degree of conformity required.</p> <p>Copies of all current guides for planned instruction and individual program competency guides shall be kept on file in the office of the Administrative Director.</p>	<p>School Code 1511, 1512</p> <p>PA Code Title 22 Se. 4.4, 4.11, 4.13</p>
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