

SUN AREA TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED
INSTRUCTION

ADOPTED: February 21, 2002

REVISED: June 19, 2014

<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">106. GUIDES FOR PLANNED INSTRUCTION</p> <p>Guides shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards and established competencies for a course of study.</p> <p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Objectives of the instruction. 2. Concepts and skills to be taught. 3. Suggested activities designed to achieve the objectives. 4. Suggested methods of instruction. 5. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved. 6. Reading list of supplemental titles for the guidance of teachers. <p>Each teacher shall use the planned instruction guide as the core of the course s/he has been assigned to teach.</p> <p>The Administrative Director or designee shall be responsible for the preparation of guides and shall develop administrative regulations for such preparation which include:</p> <ol style="list-style-type: none"> 1. Participation by appropriate staff members and resource personnel. 2. Continuing research in instructional methods, materials, activities and assessment strategies.
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3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards and competencies.

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.

Copies of all current guides for planned instruction shall be kept on file in the office of the Administrative Director or designee.

References:

School Code – 24 P.S. Sec. 1511, 1512, 1841

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.11

Joint Operating Committee Policy – 000, 107