

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: July 1, 1991

REVISED: September 10, 2012

<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 in order to direct and assist the professional staff toward the attainment of academic and technical standards by that program of study.</p> <p>Each guide shall 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.</li> <li>3. Employability skills to be developed.</li> <li>4. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> </ol> <p>Each teaching staff member shall be responsible to develop guides and expected to conduct the assigned planned instruction in accordance with the guide.</p> <p>Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide in a selective manner best designed to meet the needs of students.</p> <p>Each teacher shall use the guide as the core of the course s/he has been assigned to teach.</p> <p>The Assistant Director shall be responsible for development and implementation of a plan for preparation of such guides that includes:</p> <ol style="list-style-type: none"> <li>1. Participation of appropriate staff members and resource personnel.</li> <li>2. Continuing research in instructional methods, materials, activities and assessment strategies.</li> </ol>
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3. Systematic review and revising of all guides to ensure their continuing usefulness in achieving established academic and technical standards.

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.

The Assistant Director shall keep copies of all current guides for planned instruction on file.

Reference:

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

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

Executive Council Policy – 100, 107