

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL PLANNING

ADOPTED: June 19, 2003

REVISED:

111. INSTRUCTIONAL PLANNING	
1. Authority SC 1850.1	Planning for instruction is required by the Joint Operating Committee to ensure high quality, consistency, and continuity of instruction.
2. Responsibility	It shall be the responsibility of each instructor to prepare and maintain an instructional plan that reflects both long range and short-term planning. Each instructional day must be planned.
3. Guidelines	Guidelines for the implementation of this policy are as follows: <ol style="list-style-type: none">1. Instructors shall maintain a daily attendance and grade book, which shall be turned in at the end of the school year.2. Instructors shall maintain a plan book for the current school year that reflects the tasks/competencies to be addressed in daily instruction.3. The plan book must be maintained in the instructor's desk overnight to be available for substitute teachers. Instructors are to provide adequate directions for substitutes, including a plan for related theory and an employability lesson.4. Vocational-technical teachers shall develop a student learning guide for each task/competency on the approved course task list. Each learning guide shall conform to the guidelines established by the Administrative Director.5. Academic teachers shall develop lesson plans for each objective using the approved lesson plan format.
School Code 1850.1	