

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL PLANNING

ADOPTED: June 19, 2003

REVISED: April 16, 2026

<p>1. Authority SC 1850.1</p> <p>2. Responsibility</p> <p>3. Guidelines</p> <p>School Code 1850.1</p>	<p style="text-align: center;">111. INSTRUCTIONAL PLANNING</p> <p>Authority Planning for instruction is required by the Joint Operating Committee to ensure high quality, consistency, and continuity of instruction.</p> <p>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.</p> <p>Guidelines Guidelines for the implementation of this policy are as follows:</p> <ol style="list-style-type: none"> 1. Instructors shall maintain a daily attendance and grade book, within the current platform (i.e. Google Classroom, etc.). 2. Instructors shall maintain a plan for the current school year that reflects the tasks/competencies to be addressed in daily instruction. 3. The plan must be maintained within the current platform (i.e. Google Classroom, etc.) to be available for substitute teachers. Instructors are to provide adequate directions for substitutes. 4. CTE 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 daily lesson plans/agenda using the approved lesson plan format.
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