MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL PLANNING

ADOPTED: July 1, 1991

REVISED:

| | 111. INSTRUCTIONAL PLANNING |
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| 1.Purpose SC 510 | To ensure continuity of instruction, the Execu tive Council requires written instructional plans. |
| 2.Responsibility | To facilitate more effective instruction, lesson and/or management plans must be prepared in advance. Written plans will be inspected and must conform to the guidelines established by the Director. These guidelines shall be in accordance with all applicable state regulations. |
| | Teachers shall make thorough preparation for all daily activities and shall prepare written plans and learning guides reflecting such preparation. |
| | Teachers are to provide adequate plans for substitutes the purpose of which shall be to continue the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area. |
| | Substitute plans must be updated periodically with copies filed in the main office and in the teacher's desk overnight to be available to substitute teachers at all times. Substitute plans must conform to the guidelines established by the Director. |
| School Code 510 | |