

Lesson Plans

- I. **WRITTEN LESSON PLANS:** Each teacher is expected to maintain written lesson plans that provide an overview of the intended instruction for each school day. Weekly lesson plans are to be prepared in advance of the date they are to be used.

- II. **EMERGENCY PLANS:** Each teacher is expected to maintain a set of emergency plans, relevant to the overall goals of the subject(s) being taught, that can be used by a substitute if the teacher's regular teaching plans are unavailable or if the regular plans are not appropriate for the substitute based on the substitute's background and training.

- III. **LOCATION OF PLANS:** Regular and emergency plans should be kept together with a seating plan for each class in a convenient location in/on the teacher's desk.

- IV. **EVALUATION OF PLANS:** Lesson plans shall be subject to evaluation by the building principal or the principal's designee.

Policy Approved: 6/24/85

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