

R 3270 LESSON PLANS AND PLAN BOOKS

A. Lesson Plans

1. Each teaching staff member assigned specific instructional responsibilities shall prepare regular lesson plans.
2. Lesson plans must be completed at least one week in advance.
3. Lesson plans will follow the format established at the building or departmental level, as appropriate. Lesson plans will ordinarily be prepared on a daily basis, but, if the format so dictates, may be prepared on a long-range unit basis.
4. Lesson plans must be prepared with clarity and in sufficient detail to permit a person unacquainted with the classroom to conduct the lesson efficiently and effectively.

B. Plan Books

1. A plan book will be kept by each teacher as a master plan for instruction in the classroom. In addition, the plan book will permit administrators to monitor classroom instruction and will give direction to substitutes.
2. Plan books will be submitted to the Principal or subject supervisor for review.
3. Plan books must be available for use by a substitute in an unforeseen situation.
4. Plan books will be turned in to the Building Principal at the end of the school year and kept until the opening of the next school year.

Each teacher shall submit a substitute folder to the Principal or Assistant Principal.