

***Lesson Plans***

The instructional activity provided by District teachers is an element essential to the attainment of District and school goals, objectives, and standards. Implementation of the instructional program shall include the preparation of instructional plan books.

A daily plan book will be maintained by all teachers including classroom teachers and teachers of special subjects. Because substitutes will be provided for special subject area teachers when they are absent, the teachers of special subjects will be required to maintain written plan books on the same basis as regular classroom teachers. Plans must be made on a week to week basis and should be completed in sufficient detail to act as a guide for a substitute as well as the regular teacher. Special duties for the teacher and special teachers should be included in the daily plans. Plans will be checked periodically by the principal.