

INSTRUCTION

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Lesson Plan

To insure proper planning and continuity of instruction, the Board requires that each teacher prepare lesson plans for daily instruction. To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance and are due for review at the end of each week, before the teacher leaves for the weekend. The building principal may allow teachers an extension through the weekend. The format for the lesson plan will be specified by the building principal and will be reviewed on a regular basis. The plan book must be readily available, when a substitute teacher is needed.

Policy History:

Adopted on: February 2007

Revised on: