

Series 6000 – Instruction

1. Elementary and Secondary

E. Instructional Arrangements

(9) Lesson Plans

Each teacher is expected to keep detailed lesson plans for all classes in a plan book or other satisfactory method. Tentative outlines of class work should be prepared one week in advance and should be readily available for a substitute in the event of absence. An accurate, up-to-date list of students with seating plan must be available. Schedule of classes, bell schedule, resources to be used, as well as other information helpful to a substitute teacher should be readily available.

The building principal is responsible for monitoring lesson plans of certified staff.