

Instruction

Instructional Planning/Schedules

Lesson Plans

Each teacher shall keep a detailed plan of 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. Plan books should be in use whenever the teacher is teaching a class. An accurate up-to-date list of class membership with seating plan should be kept in the book. Schedule of classes, bell schedule, name of textbooks used, as well as other information helpful to a substitute teacher should be readily available.