

ADMINISTRATIVE PROCEDURES FOR LESSON PLANS

(Attachment for Policy No. 111)

The building principal will establish the timeline and protocol for submission (i.e., weekly, bi-weekly). The building principal will share these expectations during the week when teachers return to work prior to the first day of school each year. The lesson plan format should include, but not be limited to the components outlined in policy 111. The building principal and/or designee will be responsible for reviewing the plans submitted. These plans should be submitted in advance of the week intended for implementation to allow for review and any adjustments, if necessary.

Emergency lesson plans must be available for substitute use. A minimum of five (5) days must be prepared and should be detailed enough for a substitute teacher to implement. Building principals will communicate to their staff the location where lesson plans should be placed so that the substitute will have access to emergency plans.

Any employee who is rated unsatisfactory may be required to prepare more detailed lesson plans and may be required to increase the frequency of submission. This will be at the discretion of the building principal and/or designee.