

**INSTRUCTIONAL PLANS**

Planning is an integral part of the instructional process. Each teacher is expected to plan lessons ahead of time, both for their own preparedness and for the benefit of substitute teachers.

All teachers are expected to provide substitutes with at least the following:

- A. An accurate seating chart for each class; and,
- B. Lesson plans which outline the purposes of the lesson and the procedures to be followed.

It is expected that all teachers will plan regularly in order to maintain and improve effectiveness. While planning may be done in many formats, all plans should, as a minimum, clearly define the purpose of the lesson or unit and should outline procedures to be used, activities to be conducted, plus assessment procedures as appropriate.

Instructional plans may be reviewed by building administration at their discretion.

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