

**LESSON PLANS**

To insure proper planning and continuity of instruction, each teacher shall prepare lesson plans for daily instruction. To facilitate effective instruction and in preparation for possible substitute teachers, lesson plans must be prepared sufficiently in advance of class presentation. The format for the lesson plans will be specified by the building principal, shall be reviewed on a regular basis and must be readily available in the event a substitute teacher is needed.

Legal References: WAC 180-44-010 Responsibilities related to instruction

**Adoption Date: 03/20/02, 02/22/12**

**Review/Revision Date: 02/22/12**

**1<sup>st</sup> Reading: 12/20/11**

**2<sup>nd</sup> Reading: 02/22/12**

**Review/Revision Date:**

**1<sup>st</sup> Reading:**

**2<sup>nd</sup> Reading:**

**School District Name: Keller School District #3**

**WSSDA Revised:**

**Classification: Optional**