

**CHAPTER: INSTRUCTION**  
**TITLE: LESSON PLANS**

It is the responsibility of every teacher to develop appropriate lessons to teach instructional objectives. Teachers are to organize teaching strategies to maximize allocated instructional time to increase student learning by preparing and implementing lesson plans. Lesson plans are intended to serve as a daily guide for teachers and substitutes.

Teachers shall submit a copy of their weekly lesson plans to their building principal prior to instruction as well as keeping plans available for inspection at all times by the building principal and central office curricular administration. The building principal is responsible for monitoring compliance with this policy and for approval of acceptable lesson plan formats. The building principal will provide each teacher written feedback on lesson plans a minimum of once each quarter for the purpose of improving instruction.

**Reference: SBP 5310; 2320**  
**Adoption Date: 11/09/09**