

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

No. 404.6

SECTION: PROFESSIONAL EMPLOYEES

TITLE LESSON PLANS

ADOPTED: APRIL 20, 2015

REVISED: FEBRUARY 20, 2006  
FORMERLY 3500

## 404.6 LESSON PLANS

1. The following regulations apply to all teachers:
  - a. All lesson plans shall be prepared and submitted by Monday for the upcoming week.
  - b. The lesson plans shall be sufficiently in detail to permit a substitute teacher to proceed with a minimum interruption to the scope and sequence of the subject matter. Short notes of page numbers and assignments are not sufficient for this purpose.
  - c. The lesson plans, plan book, and other pertinent materials shall be in the teacher's desk at the close of the day so as to be easily found and recognized by a substitute teacher.
  - d. Written lesson plans shall be available at all times during the school day for the perusal of the supervisory staff.

Reviewed 3/12/01, Revised 2/20/06