

Instructional Plan
and Course Syllabus

Prior to the beginning of each semester, each teacher shall provide a copy of the teacher's instructional plan or course syllabus for each class for which the teacher provides instruction. The use of District-approved curriculum will suffice for collection of instructional plans for teachers.

The teacher shall provide this information to the District administration and the parent of each student enrolled in the teacher's class. Additional copies of the instructional plan or course syllabus shall be made available to a parent of a student enrolled upon that parent's request.

District Website

The Superintendent shall develop administrative procedures for the posting of the instructional plans and course syllabi for each class offered in the District on the District's website.

Lesson Plans

Written lesson plans shall be required of every teacher in order to facilitate efficient and effective instruction of the District curriculum. The lesson plan shall serve as a means of administrative monitoring of the instructional program. In the absence of the teacher, the lesson plan shall provide the substitute teacher a guide for presenting the daily activities.

For students with disabilities, a current individualized education program (IEP) shall be used as the basis for the development of lesson plans.