

It is the policy of Cassia County Joint School District No. 151 that a record of objectives, strategies, and outcomes shall be maintained by instructional personnel. The lesson plans, developed on a weekly and/or unit basis, shall include subject matter, textbook and other assignments, and methodology (class discussion, projects, written assignments, etc.)

Lesson plans are to be prepared preferably one (1) week in advance, and, if requested, a copy will be submitted to the building principal.

When a classroom teacher has advance knowledge they will be absent from the classroom, the teacher shall prepare lesson plans and applicable instructions for the substitute (guest) teacher. Each teacher will maintain and have available in their classroom a substitute teacher folder that contains lesson plans and other necessary information including but not limited to: (daily class schedule, duty assignments, emergency information and procedures, class rosters, etc.) All compliance timelines and deadlines must be adhered to or completed prior to or during this leave of absence.

Teachers are encouraged to develop one or more “emergency” lesson plans or activities for use in the event of an unexpected classroom absence.

**LEGAL REFERENCE:**

Idaho Code Section 33-506

ADOPTED: May 8, 2000

AMENDED: February 09, 2017

AMENDED: October 20, 2022