

CHAPTER 6

6.3 Non-Instructional Time

6.3.1.1 Lesson Planning

Lesson Plan completion will be the responsibility of the individual teacher. Lesson plans should reflect the West Virginia Content Standards and Objectives and should contain all assigned duties and responsibilities.

Lesson plans should contain sufficient information to permit a substitute to carry out the instructional day.

Lesson plans should be made readily available to substitutes and principals. It is the responsibility of the principal to review and comment on them at least once each quarter. (WV Policy 2320)