

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 200.1
PROGRAM**

LESSON PLANS

~~Teachers shall prepare instructional plan books at least one week in advance of class period in which the instructional plan will be used. Principals or department heads shall inspect each teacher's plan book not less than once each week and the contents of the plan book must meet the requirements established by the principal or department head, and must contain the following information:~~

- ~~1. Adequate instructional directions for substitute teachers.~~
- ~~2. Information in regard to classroom procedures which might be required to assist a substitute teacher in proper classroom management.~~

~~Plan books shall remain in a teacher's desk overnight to be available to substitute teachers at all times.~~

Adopted: April 15, 1981
Amended: December 1, 1983
Eliminated: July 9, 2019 (Refer to Policy 200)