

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 200  
PROGRAM**

**INSTRUCTIONAL PLANS**

Research supports that a well-planned lesson provides the instructor with the foundation to provide highly effective classroom instruction. Therefore, teachers within the Carson City School District are expected to prepare and implement lessons in alignment with state standards and District designed curriculum.

**Lesson Plans**

Lesson plans shall be prepared in either paper or digital format and made available at the beginning of the instructional week. Site administration will set the minimum elements required in a lesson plan and publish the designated requirements in the site's handbook. A teacher's instructional plans may be requested for review at any time by his/her site administrator(s).

**Substitute Plans**

The District has the expectation that high quality instruction continues even in the absence of the teacher; therefore, teachers are required to prepare plans for substitute teacher in the event of an absence. The following are required elements of substitute plans:

- Description of the daily lesson including the lesson objective/learning target(s), activities, and method(s) of student assessment;
- Academic pull out/push in or co-teach schedule of support (if applicable);
- Important student information such as medical/health needs, Individualized Education Plans, and 504 Plans;
- Classroom management procedures and expectations;
- Seating charts (if applicable); and
- School emergency procedures/information.

**Emergency Lesson Plans**

Since some absences occur due to unforeseen emergencies or illnesses, teachers are also required to prepare an emergency lesson plan to cover one-week worth of instruction. The emergency lesson plan must be related to the standards and curriculum for the respective class and must include the lesson objective/learning target(s), activities, and method(s) of student assessment. Teachers will submit their emergency lesson plans to their site administrator at the beginning of each school year.

Reference: NRS 388.165, 388.257, and 389.041

Adopted: July 23, 2019