

INSTRUCTIONAL ARRANGEMENTS  
LESSON PLANS

EEP  
(REGULATION)

Each teacher must prepare lesson plans for each subject and class or group of students taught. Lesson plans are to be completed in the form and manner required by the principal. Lesson plans are to be readily available in the classroom during instruction. Appraisers will expect to be able to find and review lesson plans during classroom observations.

Principals may require that lesson plans be turned in for review at any time.

When a teacher knows that s/he will be absent, enough detail and changes should be made to the lesson plans to ensure that the substitute teacher will be able to teach and the students will be able to learn the TEKS addressed.

Teachers may use computer programs to create their lesson plans. However, a paper copy of lesson plans for the entire year must be turned into the principal as part of the annual check out process or upon separation from the district.

Campus principals may specify additional requirements, as appropriate.