

RECORDKEEPING REGULATION

The building administrator will be responsible for determining that the instructional staff observes the following guidelines in preparing and maintaining lesson plans, rank books, and other recordkeeping materials:

- Regularly develop and maintain appropriate lesson plans for his/her their subject area(s) which will cover a minimum of three (3) teaching days.
- Lesson plans, rank book, and other related materials will be made available for review.
- Hard copies of lesson plans, rank book, and other related materials will be submitted to the building administrator at the completion of each school year.
- Each building administrator will be provided with a contingency lesson plan packet to be used in emergencies. The packet should provide instructional activities for a minimum of three days and will be on file in the building administrative office.

Adopted: October 22, 1985
Revised: 5/19/98