

TITLE: Plans and Plan Books
State Board of Education Ref: 18A-5-5

All teachers will be provided with plan books. The purpose of these plan books is, first, to provide the teacher with a convenient systematic way of organizing the planning of classroom work for at least one week in advance; and, second, to provide an adequate guide for the substitute who may be called in to take over the class.

It is not intended that these plans be involved or detailed. They are to be brief, general statements of what is to be accomplished. Well-planned work which keeps pupils busy with profitable work during every minute of the day is the best discipline practice any teacher can have.