

# Stanwood Camano School District #401

26920 Pioneer Hwy.  
Stanwood, WA 98292-9548  
360-629-1200  
[www.stanwood.wednet](http://www.stanwood.wednet)

## INSTRUCTIONAL SERVICES

**Lloy Schaaf**

Assistant Superintendent of Teaching and Learning

### MEMORANDUM

**To:** Stanwood-Camano School Board of Directors  
**Fr:** Lloy Schaaf, Ed.D.  
**Re:** Approval of Second Reading/Adoption of Revised Policy 2023  
**Date:** March 1, 2016

Attached, please find the second reading/adoption of revised Instruction Policy 2023 Lesson Plans.

District officials who are responsible for components of the policy have reviewed this document.

### RECOMMENDATION:

**That the Board approves the Second Reading/Adoption of Revised Policy 2023 Lesson Plans.**

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## LESSON PLANS

To insure proper planning and continuity of instruction, each teacher shall prepare lesson plans for daily instruction. To facilitate effective instruction and in preparation for possible substitute teachers, lesson plans must be prepared sufficiently in advance of class presentation. ~~The format for the lesson plans will be specified by the building principal, shall~~ **Lesson plans may** be reviewed on a regular basis and must be readily available in the event a substitute teacher is needed.

### Legal References:

WAC 180-44-010 Responsibilities related to instruction

**Adoption Date: 06.17.03**  
**Stanwood-Camano School District**  
**Revised: Proposed 03.01.16**