

## PLAN BOOKS AND PLANNING

Teachers must keep a plan book and keep it up to date. An outline of the unit of work to be covered and a few pertinent remarks about the lessons will be extremely helpful should it be necessary to obtain a substitute. The teacher's weekly program must be kept up to date for every structured class.

Principals work with teachers as often as possible to provide professional assistance, ideas, or advice in planning projects and are responsible for implementation of this policy.

The curriculum is not static; it constantly undergoes change as the needs of the students change. Teachers' professional opinion is solicited in all matters relating to curriculum change. While much of what teachers do in the classroom does not need administrative approval, the administration does need to be informed. It is important that teachers and administrators communicate directly with each other.

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