

Instruction

LESSON PLANS

Well-written lesson plans are a priority for designing an effective lesson. You are required to write lesson plans weekly. Lesson plans should be completed on E-Z Lesson Planner. Plans should include the following: **DUE MONDAY**

- Objective/Standards
- Activities
- Assessment/Evaluation Instrument
- Homework

GRADES/GRADEBOOK

- Post every Monday
- Two (2) grades per week
- Three (3) major grades per 9-weeks

TEACHER EVALUATION

Formal evaluation of teacher performance will occur at least twice per year. An administrator will also make informal visits throughout the school year. Homework should be made available on canvas and lesson plans available through the lesson plan procedures.

TEACHER PHONE/EMAIL LOG

Parental contact is mandatory. Please contact parents about areas of concern. You may use the Teacher Phone/Email Log form to document each parental communication.

BELL – TO – BELL

It is essential that everyone teaches bell-to-bell every block. Instruction is so vital and is depleted in some capacities throughout the year. Therefore, each block should be worked hard for the entire block to maximize student learning for the school year. This will be part of the evaluation process.