



**PLANNING and RECORD KEEPING**  
(Personnel and Management)

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1. Planning and record keeping are integral components of an organized, well-disciplined classroom. Lesson Plans, up to date one week in advance, shall be available. Plans should consist of learning targets and outcomes. A seating plan and/or register of the classroom students shall also be available electronically.
2. Each classroom teacher will maintain accurate records of student enrollment and attendance and any other statistics required by the administration. Parental notification notes for absences, tardiness, and dismissals shall be kept on file.

Legal Reference:  
cf. (GBCC-B)

Approved: Prior to 1/1/90  
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