

# UNITED SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: March 11, 2008

REVISED:

| 111. LESSON PLANS                          |   |
|--|---|
| <p>1. Authority<br/>SC 510</p>             | <p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p>   |
| <p>2. Delegation of<br/>Responsibility</p> | <p>To facilitate more effective instruction, lesson plans must be prepared and submitted to the office by the last instructional day of the week for the following week of instruction.</p> <p>The principal will set the time and method for collecting lesson plans; however, such time will not be before noon.</p> <p>Plan books will be inspected and must conform to the guidelines established by the principal.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.</p> <p>Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.</p> <p>Lesson plans must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p> |
| <p>3. Guidelines</p>                       | <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> <li>1. The format for lesson plans shall be decided at the building level by the principal.</li> <li>2. Lesson plans shall include information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans shall refer to the appropriate phase or aspect of the program under study.</li> </ol>   |

3. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.
4. Material to be used in a lesson, such as duplicated material, electronic media, audio-visual resources, and transparencies, may serve as an integral part of the plan.
5. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student records may serve as an integral part of the lesson plan.

Teachers are to provide adequate directions for substitute teachers, the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area.

References:

School Code – 24 P.S. Sec. 510

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.