

SHALER AREA SCHOOL DISTRICT

No: 111

SECTION: PROGRAMS
TITLE: LESSON PLANS
ADOPTED: APRIL 15, 1998
REVISED: JULY 20, 2005

111. LESSON PLANS	
1. Purpose SC 510	To ensure continuity of instruction, the Board requires lesson plans.
2. Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Plan books will be submitted to and reviewed by the building principal and must conform to the guidelines established by the Shaler Area School District.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation. Plans are to be submitted electronically to the building principal.</p> <p>Guidelines for the implementation of this policy shall include:</p>
3. Guidelines	<ol style="list-style-type: none">1. The format(s) for lesson plans shall be decided at the building level, i.e., school-wide formats, departmental formats, or individual formats, or any combination thereof, are acceptable.2. Lesson plans shall include an objective, description of the procedure, needed resources, and assessment techniques, curriculum, and standards addressed during the lesson. <p>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. Material to be used in a lesson(s), such as duplicated material, cassette tapes, films, filmstrips, transparencies, may serve as an integral part of the plan.</p> <p>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.</p>
School Code 510	<p>Teachers are to provide adequate directions for substitutes, 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.</p> <p>Plan books must be available to substitute teachers at all times.</p> <p style="text-align: right;">cag</p>