

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: March 10, 1997

REVISED:

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 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>
3. Standards	<p>Guidelines for the implementation of this policy shall include:</p> <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 information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study. 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. 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. 4. 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>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>