

# DEER LAKES SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED:

REVISED: June 18, 2012

<b>111. LESSON PLANS</b>	
<p>1. Authority SC 510</p>	<p><b>To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</b></p>
<p>2. Delegation of Responsibility</p>	<p><b>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Lesson plans will be inspected and must conform to the guidelines established by the building principal.</b></p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare lesson plans reflecting such preparation.</p> <p><b>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.</b></p> <p><b>Lesson plans, seating charts, and teacher handbooks shall be kept in a secure location within the work area and shall be available to substitute teachers at all times.</b></p>
<p>3. Guidelines</p>	<p><b>Guidelines for implementation of this policy shall include:</b></p> <ol style="list-style-type: none"> <li><b>1. Lesson plans shall include information pertinent to the effective implementation of a lesson.</b></li> <li><b>2. 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.</b></li> <li><b>3. Material to be used in a lesson, such as duplicated material and audiovisual resources may serve as an integral part of the plan.</b></li> <li>4. 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.</li> </ol>

References:

School Code – 24 P.S. Sec. 510