

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: March 23, 2004

REVISED:

	111. LESSON PLANS
1. Authority SC 510	To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.
2. Delegation of Responsibility	<p>To facilitate more effective instruction, weekly lesson plans must be prepared and submitted to the building principal prior to the first day of each oncoming school week. Lesson plans will be reviewed and must conform to the guidelines established by the building principal and Superintendent.</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 ongoing program or provide a meaningful educational alternative that relates to the subject area.</p> <p>A copy of the lesson plan must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>
3. Guidelines	<p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> <li>1. Lesson plans may be prepared on master sheets and reproduced.</li> <li>2. The format for lesson plans shall be decided at the building level.</li> <li>3. Lesson plans shall include information pertinent to the effective implementation of a lesson, including as a minimum: objectives and activities. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study.</li> <li>4. 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.</li> </ol>

111. LESSON PLANS - Pg. 2

<p>School Code 510</p>	<ol style="list-style-type: none"><li>5. Material to be used in a lesson, such as duplicated material, cassette tapes, films, videos, transparencies, may serve as an integral part of the plan.</li><li>6. 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>
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