

CANON-MCMILLAN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: March 19, 2007

REVISED:

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p> <p>To facilitate more effective instruction, lesson plans must be prepared no later than the Friday of the previous instructional week. If that Friday is not a school day, then lesson plans are due no later than the last school day of the week prior to the instructional week. Plans/plan books will be inspected and must conform to the guidelines established by the building principal.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. Plans are to include appropriate national and/or state standards and appropriate anchors.</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 be available to substitute teachers at all times.</p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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.
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References:

School Code – 24 P.S. Sec. 510