

Lesson Plans

Lesson plans are essential for a well-planned program. Teachers are required to maintain day-to-day lesson plans as well as to plan longer range (e.g., for an academic term or a school year). It is through the long-range planning that each teacher sees and plans overall objectives and goals to be accomplished. It is through daily planning that each teacher knows exactly what steps must be taken each day in order to accomplish long-range goals.

Teachers must make certain that daily lesson plans are available in the event a substitute is required. Lesson plans are to be kept in a location determined by the building administration. To make a substitute most effective, a teacher should note in the plan book such information as method of reporting absences, special duties, teacher's daily schedule, lunch schedule, seating arrangement, etc. Information regarding special treatment of individuals who have handicaps such as poor sight or hearing is helpful. Notes regarding special instruction of individuals, such as remedial reading, speech, etc., should also be made.

Lesson plans are to be updated and evaluated by the teacher. They are to be examined by the teacher's evaluator as part of the evaluation process.

Policy Approved: 6/24/85

Policy Revised: 12/17/01