

Lesson Plan

To ensure proper planning and continuity of instruction, the Board requires each teacher to prepare daily lesson plans for instruction. To facilitate more effective instruction, lesson plans must be prepared prior to the beginning of each week in which the lessons are taught. Lesson plans should be written in plan books provided by the District and shall be reviewed on a regular basis by the building principal to ensure adequacy and relevance to teaching goals and objectives as stated in the course descriptions and the published curriculum guides. Lesson plans need not be detailed, but should be sufficiently complete to serve as an outline and guide to the teacher in accomplishing instructional objectives and to enable a substitute to carry on when necessary. The plan book must be readily available when a substitute teacher is needed.

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and/or
3. The daily activities that address the needs of students.

Planning should include:

1. Statements of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Additionally, such planning must also include a means for providing remote instruction. Such remote instruction shall accommodate students who attend school remotely due to individual circumstances or due to a closure of the school.

Planning should be creative and challenging as well as continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students. Due to the current pandemic, such flexibility and planning shall be required to include a plan to transition to remote learning.

Policy History:

Adopted on: April 18, 2016

Revised on: August 17, 2020