FERNDALE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: JUNE 13, 2007

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

To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to the guidelines established by the building principal.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

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.

Lesson plans must be available to substitute teachers at all times.

3. Guidelines

Guidelines for implementation of this policy shall include:

1. The format for lesson plans shall be decided at the building level.

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.

3. 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.

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.

School Code 510