



Section: PROGRAMS
Title: LESSON PLANNING
Adopted: September 17, 1996
Revised: September 21, 2004

111. LESSON PLANNING		
<p>1. Purpose</p> <p>2. Responsibility</p> <p>3. Standards</p>	<p>To insure continuity of instruction, the Joint Operating Committee requires detailed lesson planning.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare competency guides reflecting such preparation. The term “written” shall be defined as typed, computer generated.</p> <p>Guidelines for the implementation of this policy shall include:</p> <ul style="list-style-type: none"> • Competency guides shall include information pertinent to the effective implementation of a lesson; therefore, major topic, competency, performance standards, competency procedures, learning steps, support documents including information sheets, assignment sheets, project or job sheets, performance checklist, quiz, test. • 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. Material to be used in a lesson(s) – such as duplicated material, DVD, films, software, transparencies – may serve as an integral part of the plan. • Teachers are to provide adequate directions for substitutes – the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area. • Plans must be available for substitute teachers at all times. <p style="text-align: center;"><i>Refer to Staff Handbook for Curriculum Plan.</i></p>	<p>§ 510</p>