

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: October 1, 2013

REVISED:

<ol style="list-style-type: none"> 1. Authority SC 510 2. Delegation of Responsibility 3. Guidelines 	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure consistency and 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 in advance. 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.</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>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times and shall be submitted to the building principal prior to, or in conjunction with, any absence.</p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 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 and audiovisual resources 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.
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References:

School Code – 24 P.S. Sec. 510