

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: August 19, 2002

REVISED: December 21, 2015

111. LESSON PLANS	
<p>1. Authority SC 510</p>	<p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p>
<p>2. Delegation of Responsibility</p>	<p>To facilitate more effective instruction, lesson plans must be prepared a minimum of three (3) <u>five (5)</u> days in advance. <u>Lesson plans</u> Plan books will <u>may</u> be <u>subject to inspection by the school principal</u> and must conform to the guidelines established by the <u>school principal Assistant Superintendent for District Programs</u>.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written or electronic plans reflecting such preparation.</p> <p>Teachers are to provide adequate directions for substitutes; the purpose of which shall be to continue the ongoing program or provide a meaningful educational alternative that relates to the subject area.</p> <p>Plan books <u>Lesson plans</u> must <u>be available for immediate access by assigned</u> remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>
<p>3. Guidelines</p>	<p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> <u>1. Lesson plans may be prepared on master sheets or online templates.</u> 1.2. <u>2.</u> The format for lesson plans shall be decided at the <u>building district administrative</u> level. 2.3. <u>3.</u> 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. 3.4. <u>4.</u> Material to be used in a lesson, such as duplicate material printed or digital <u>material</u> and audiovisual resources, may serve as an integral part of the plan. 4.5. <u>5.</u> Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student <u>plans or</u> records may serve as an integral part of the lesson plan.

	<p>References: School Code – 24 P.S. Sec. 510 <u>Policy 113, 814, 815</u></p>
--	---

DRAFT