

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: November 9, 1995

REVISED: June 9, 2005

Palmyra Area School District

	111. LESSON PLANS
1. Purpose SC 510	To ensure continuity of instruction, the Board requires lesson plans.
2. Responsibility	Plan books will be inspected and must conform to the guidelines established by the Principal. Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. Plans must be prepared prior to the delivery of instruction.
3. Standards	Guidelines for the implementation of this policy shall include: 1. Lesson plans shall include information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study. 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. Material to be used in a lesson(s) – such as duplicated material, cassette tapes, films, filmstrips, transparencies – may serve as an integral part of the plan. 3. 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.

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<p>School Code 510</p>	<p>Lesson plans and/or emergency plans must be available to substitute teachers at all times.</p>
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