

BETHEL PARK SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: JUNE 27, 2007

REVISED: APRIL 19, 2007

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| <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 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 conform to the guidelines established by the building principal and the district.</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 be available to substitute teachers and building administrators.</p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. The plan book shall correlate with approved curriculum and state standards. Lesson plans must include an objective or goal; activities and/or procedures; materials; and assessment that meet the needs of all learners. 2. Plans shall be neatly and legibly written. 3. The plan book shall be available to the principal or the supervisor. 4. The principal or supervisor may review plan books. 5. The format for lesson plans shall be decided at the district-level. 6. 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. |
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| <p>School Code 510</p> | <ol style="list-style-type: none">7. 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.8. 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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