

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: November 15, 2010

REVISED: December 5, 2016

111. LESSON PLANS	
1. Authority SC 510	<p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p> <p>The administration views use of lesson plans as a means to:</p> <ol style="list-style-type: none">1. Assure the proficiency of each individual student relative to Pennsylvania and Turkeyfoot Valley Area School District standards by improving instruction and increasing learning.2. Assist a substitute so meaningful educational instruction is maintained during a teacher's absence.3. Provide a basis on which a supervisor can evaluate a lesson including: classroom routine; organization; instructional skills; quality of lesson development; alignment of objectives to state and district standards; procedures that are differentiated and appropriate for delivering instructional objectives to a range of diverse learners; clarity regarding what students will know and be able to do at the end of the lesson; appropriate assessment(s) that are aligned to objectives; and other components that may apply within varied instructional contexts.
2. Delegation of Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared and submitted by Monday for the upcoming week. The lesson plans, plan book, and other pertinent materials shall be in the teacher's desk at the close of the day so to be easily found and recognized by a substitute teacher. Written lesson plans shall be available at all times during the school day for the perusal of the supervisory staff.</p> <p>Teachers shall thoroughly prepare for all daily lessons and create written plans reflecting such preparation.</p>

3. Guidelines

Teachers are to provide adequate directions and plans for substitutes; the purpose of which shall be to continue the ongoing program and/or provide a meaningful educational alternative that relates to specific objectives and standards normally addressed in the course at the time of the teacher's absence.

While consistency in lesson planning is desirable, no one lesson-planning template is appropriate for all types of instruction. All daily and unit lesson plans shall be comprehensive, reflecting current research and representing effective learning experiences for all students.

Guidelines for implementation of this policy shall include:

1. Format(s) for lesson plans shall be decided at the building level, i.e. school-wide formats, departmental formats, individual formats, or any combination.
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 technology, texts, manipulatives, etc., should be included in 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.
5. Effective lesson plans include appropriate instructional approaches for a range of diverse learners.

References:

School Code – 24 P.S. Sec. 510