

FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: May 10, 2010

REVISED: April 13, 2015

111. LESSON PLANS	
1. Authority SC 510	To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.
2. Delegation of Responsibility	<p>Lesson plans are required for instruction. These plans should be prepared as directed by the responsible supervisor and developed to provide for all class instruction. The plans must be submitted to the building office before class begins each Monday or as directed by the building Principal.</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>Plans must be available to the principal and substitute teachers at all times.</p>
3. Guidelines	<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 by the Superintendent and Administrative Team. 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, 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.