



Center Area School District

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: JANUARY 16, 2003

REVISED:

<p>1. Purpose SC 510</p> <p>2. Responsibility</p> <p>3. Standards</p> <p>School Code 510</p>	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure continuity of instruction, the Board requires one of the following lesson plans:</p> <ol style="list-style-type: none"> 1. Curriculum maps. 2. Pacing guides. 3. Other professionally accepted planning tools. <p>To facilitate more effective instruction, lesson designs must be prepared in advance and conform to the guidelines established by the principal.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written documents reflecting such preparation.</p> <p>Guidelines for the implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. Documents shall include information pertinent to the effective implementation of a lesson Sufficient so that a qualified teacher may continue with the lesson in the absence of the teacher. 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. 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. 4. 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. <p>Lesson designs must be available to substitute teachers at all times.</p>
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