

INSTRUCTION

2110

Lesson Plan

To ensure proper planning and continuity of instruction, the Board requires each teacher to develop and use daily lesson plans for instruction. Weekly or unit lesson plans will be prepared and, if requested, will be submitted weekly to the building principal. The format for the lesson plan will be specified by the building principal and shall be reviewed from time to time at the discretion of the building principal. The plan book must be readily available when a substitute teacher is needed.

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and/or
3. The daily activities that address the needs of students.

Planning should include:

1. Statement of objectives (aligned to the State Standards);
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Planning should be creative and challenging as well as continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

Policy History:

Adopted on: 2/3/14

Revised on: