

Planning and Record Keeping by Classroom Teachers

Lesson Plans

Quality lesson planning is necessary to help ensure the teacher that key elements of an effective lesson are presented. Lesson plans aid the principal, supervisor and substitute teachers in understanding the regular classroom teacher's plan for teaching the course of study as adopted by the board of education. Teachers whose assignment may vary from regular classroom work in order that their scheduled activities may be observed with understanding or replicated by a substitute teacher should also prepare lesson plans. Generally, teachers will prepare lesson plans on a weekly basis although they are expected to have general plans, which cover the length of the course. Plans will be kept by the classroom teacher in a place known to and accessible to the building administrators. The principal may further require teachers to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the principal.

The lesson plan should be of sufficient length and substance to allow a substitute teacher to direct the course of study. The plans should provide a means by which principals and supervisors may monitor instruction to assure that the educational program in a particular class or activity being taught is the district-approved course of study.

It is recognized that provision for flexibility is essential within the lesson plans to allow for unexpected changes and varying learning rates. It is further recognized that there may be many effective lesson designs.

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