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POLICY 111 -- LESSON PLANS

1. Purpose

To insure continuity of instruction, the Board requires lesson plans.

2. Guidelines

Effective teaching is the result of well planned lessons with definite objectives in mind. Good planning fosters the development of interest and motivation on the part of the learner and should be maintained on a daily basis. The following are guidelines regarding lesson plans.

- Daily plans shall include lesson objectives, content coverage and procedures, an assignment, and special needs (equipment and materials/supplies).

- Lesson plans for substitute teachers must be written in sufficient detail for the substitute to proceed with minimal interruption in the learning process.

- Lesson plans shall be submitted on the first work day of the week to which they apply.

Plan books and class rosters must remain in the teacher's desk overnight to be available to substitute teachers at all times.

Date adopted: 10/24/95