

AVON GROVE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: April 15, 1997

REVISED:

111. LESSON PLANS	
1. Purpose SC 510	To ensure continuity of instruction, the Board requires lesson plans.
2. Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Plan books must conform to the guidelines established by the principal.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.</p>
3. Standards	<p>Guidelines for the implementation of this policy shall include:</p> <ol style="list-style-type: none"> <u>1.</u> The format(s) for lesson plans shall be decided at the building level, i.e. school-wide formats, departmental formats, or individual formats or any combination thereof are acceptable. <u>2.</u> Lesson plans shall include information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study. <u>3.</u> 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. <u>4.</u> 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.

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<p>School Code 510</p>	<p>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>
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