

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: PROGRAMS
Title: LESSON PLANS
Date Adopted: August 17, 1981
Date Last Revised: June 17, 2002

111. LESSON PLANS

- .1 To insure continuity of instruction, the Board requires lesson plans.
- .2 To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books may be inspected and must conform to the guidelines established by the Principal.
- .3 Teachers shall make thorough preparations for all daily lessons, and shall prepare written plans, which reflect the instructional objectives of the approved planned courses.
- .4 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 and technical equipment to be used in a lesson – such as duplicated material, videos, transparencies, cassette tapes, computer software, and laserdisks – may serve as integral tools in the plan.
- .5 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.
- .6 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 matter.