# WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: January 22, 2001

REVISED:

| | 111. LESSON PLANS |
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| 1. Authority<br>SC 510 | To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans. |
| 2. Delegation of Responsibility | To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to the guidelines established by the building principal.<br><br>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.<br><br>Teachers are to provide adequate directions for substitutes; the purpose of which shall be to continue the ongoing program or provide a meaningful educational alternative that relates to the subject area.<br><br>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times. |
| 3. Guidelines | Guidelines for implementation of this policy shall include:<br><br>1. The format(s) for lesson plans shall be decided at the building level, i.e. school-wide formats, departmental formats, individual formats, or any combination.<br><br>2. 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.<br><br>3. Material to be used in a lesson(s), such as duplicated material, cassette tapes, films, filmstrips, videos, transparencies, may serve as an integral part of the plan. |
| School Code<br>510 | |