WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: January 22, 2001

REVISED:

	111. LESSON PLANS
1. Authority 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. Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. 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. 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: 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. 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. 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 510	