

# MUHLENBERG SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: June 24, 2010

REVISED:

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans to implement standards-based units of instruction.</p> <p>Units of instruction and lesson plans must be prepared a minimum of one (1) week in advance by all professional staff members. Unit plans and lesson plans will be inspected and must conform to established guidelines.</p> <p>Professional staff members must prepare daily standards-based lesson plans that reflect the goals of the unit and differentiate instruction based on results from ongoing formative assessment.</p> <p>Teachers are to provide clear and specific directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area. Lesson plans must be available to substitute teachers at any time.</p> <p>Lesson plans shall include information pertinent to the effective implementation of a lesson and contain clearly defined objectives and procedures for each lesson.</p> <p>The format for lesson plans shall be decided at the district level.</p> <p>Material and resources to be used in a lesson as part of the core curriculum must be approved by the Curriculum Council as outlined by Board policy.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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