

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PROGRAMS
TITLE: LESSON PLANS
ADOPTED: December 20, 2007
REVISED:

111. LESSON PLANS	
1. Authority SC 1850.1	To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans and/or documentation of daily instructions as approved by the administration.
2. Delegation of Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books and/or documentation will be inspected and must conform to the guidelines established by the Administrative Director or designee.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. These plans must be on file in the office of the administrator and updated regularly.</p> <p>Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the program.</p> <p>Plans must be readily available to substitute teachers at all times.</p>
3. Guidelines	<p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. 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. 2. Material to be used in a lesson(s), such as duplicated material, cassette tapes, films, filmstrips, videos, transparencies, and equipment may serve as an integral part of the plan. 3. 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.

References:

School Code – 24 P.S. Sec. 1850.1