

# CENTRAL FULTON SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: February 12, 2002

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	<p>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.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.</p> <p>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.</p> <p>Plan books must remain in the teacher's desk overnight to be 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"><li>1. The format for lesson plans shall be decided at the building level.</li><li>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.</li><li>3. Material to be used in a lesson, such as duplicated material, cassette tapes, films, videos, transparencies, may serve as an integral part of the plan.</li><li>4. 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.</li></ol>