 **No. 111**

 **SECTION: PROGRAMS**

**TITLE: LESSON PLANS**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

111. LESSON PLANS

To ensure continuity and uniformity of instruction throughout the school, the Board requires professional staff members to develop and maintain daily lesson plans.

To facilitate more effective instruction, lesson plans must be prepared in advance. Lesson plans will be reviewed periodically by the appropriate supervisor or administrator and must conform to the standards established by the Board.

Teachers shall make thorough preparation for all daily lessons and shall prepare

written plans reflecting such preparation.

Lesson plans must be available to substitute teachers at all times.

Guidelines for implementation of this policy shall include:

 1. The format for lesson plans shall be decided by the Principal/CEO.

 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. Lesson plans shall include information pertinent to the effective implementation of a lesson.

 Plans must include: Standards or Assessment Anchors, Benchmarks or Objectives,

 Introduction, Instruction, Assessment, Closure, and Resources.

 4. Teachers are to provide adequate directions for substitutes, the purpose of which shall be to

 continue, if possible, the ongoing instructional program or, if more appropriate, a meaningful

 educational alternative that relates to the subject area.

 5. Material to be used in a lesson, such as duplicated material, films, videos, transparencies, and

 digital material may serve as an integral part of the plan.

 6. 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. 510