

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: April 22, 2003

REVISED:

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>School Code 510</p>	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p> <p>To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to administrative guidelines.</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> <p>Guidelines for implementation of this policy shall be developed by the building administrator with the approval of the Superintendent.</p>
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