

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

111-AR. LESSON PLANS

Teachers may differ in the way in which they plan and the form of their plans, but they all must complete instructional planning.

Instructional planning serves the following purposes:

1. To be aware of the content and academic standards, appropriate methods of assessing how well students have learned the content or mastered the standards, and relevant instructional materials and teaching methods.
2. To ensure the availability of needed instructional support materials, such as supplementary readings, audiovisual aids, computer software, assignments and tests.
3. To estimate the amount of time to be allocated to various topics, objectives, book chapters or activities.
4. To align curriculum content and academic standards, tests and assessments, and instructional methods and strategies. Teachers are able to direct their teaching toward what they expect their students to learn and assess student learning accordingly.
5. To align the content and objectives of individual lessons or units with larger course goals so that students are able to see the relationship between isolated facts and the major concepts and generalizations that define the subject matter being studied.
6. To design or establish instructional and managerial rules and routines.

Lesson plans must be available at all times for administrative review and in anticipation of the need for a substitute teacher.

A cursory inspection of the instructional planning process through examination of lesson plans will be considered an appropriate means of determining compliance with the intent of this administrative regulation.

Administrative inspection of lesson plans should occur within the scope of teacher evaluation and improvement of instructional skills and/or assuring appropriate support planning for substitute teachers.

In addition to lesson plans, teachers will be required to maintain a substitute folder, which will outline daily classroom procedures including:

1. Daily schedule.
2. Up-to-date seating chart of all classes.
3. Copies of textbooks, workbooks, etc., being used in classes.
4. Time of lunch period.
5. All forms for taking attendance and excusing students.
6. Evacuation/Fire drill route.