

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 111

SECTION: PROGRAMS
TITLE: LESSON PLANS
ADOPTED: April 20, 2017
REVISED: October 15, 2020

111. LESSON PLANS

Authority

To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least a week in advance. Lesson plans shall be inspected and must conform to the guidelines established by the Administrative Director.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. Lesson plans shall be completed and submitted in the designated online platform for review. Lesson plans must be available for immediate access by assigned substitute teachers.

Guidelines

Guidelines for implementation of this policy shall include:

1. Lesson plans may be prepared on master sheets or online templates
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. Material to be used in a lesson(s), such as printed or digital material, and audiovisual resources may serve as an integral part of the plan.
4. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student plans or records may serve as an integral part of the lesson plan.

Legal

24 P.S. 1850.1

Pol. 113

Pol. 814

Pol. 815