

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: May 10, 2016

REVISED:

111-AR-0. 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.

Weekly Lessons Plans

Teachers shall complete written plans for a week's lessons based upon the approved Planned Course Guides prior to the first class/course taught at the start of the week.

Weekly Lesson Plans shall include the following:

1. **A brief statement of learning objective(s) that the students will be able to demonstrate.**
2. **A list of lesson procedures and planned learning activities for the students to meet the objectives.**
3. **A list of resources used by the teacher and the students during the lesson..**

4. **Formative and summative assessment procedures..**
5. **Homework assignment(s) where appropriate.**
6. **Notations regarding differentiated instruction strategies.**

When plans include the use of materials or resources outside the classroom and/or the services of personnel other than the classroom teacher, the other personnel shall be involved in the planning process.

Building administrators may require additional planning to supplement the above requirements.

Building administrators shall approve and monitor such plans. The lesson plans shall be located on the desk of the teacher.

Emergency Lesson Plans

Emergency lesson plans shall be developed so that a substitute teacher can teach the lesson(s). These lessons shall be self-contained and developed as supplements to the course being taught.

Each teacher shall prepare three (3) emergency lesson plans. Each emergency lesson plan shall provide for instruction for one (1) day. The emergency lesson plans shall include the elements of the Planned Course Guide with emphasis on the following:

1. **A brief statement of learning objective(s) that the students will be able to demonstrate.**
2. **A list of lesson procedures and planned learning activities for the students to meet the objectives.**
3. **A list of resources used by the teacher and the students during the lesson.**
4. **Formative and summative assessment procedures.**
5. **Homework assignment(s) where appropriate.**
6. **Notations regarding differentiated instruction strategies.**

A copy of the teacher's emergency lesson plans shall be submitted to the building administrator and kept on file for use with substitute teachers.

The teacher will maintain a set of emergency lesson plans in the classroom(s) to which he/she is assigned. The emergency lesson plans will be maintained in an accessible location for the substitute teacher.

A teacher returning from absence shall develop new emergency lesson plans to replace those used during the absence. These emergency plans shall be replaced within three (3) working days after the return of the teacher.