

<p>PRESTON COUNTY BOARD OF EDUCATION  FILE: 3 – CURRICULUM AND INSTRUCTION  <b>File: 3-19 Lesson Plans</b></p>	<p>Last Reviewed: 8-9-10  Next Review: 7-1-12</p>
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State Board of Education *Policies 2320, 2510 and 5310* require each teacher to develop and utilize written lesson plans that are based on approved content standards and objectives. Lesson plans shall be prepared in advance and the principal shall review and comment on them a minimum of once each quarter and s/he shall provide written feedback to the teacher as necessary to improve instruction. The daily plans are subject to additional review at the discretion of the building principal or Central Office Supervisor.

**Rationale for Lesson Planning**

The Board and administrative staff of the school system believe good written lesson plans help the teacher to:

- ❖ provide a long-rang perspective of the program;
- ❖ focus on the content standards and objectives for each lesson;
- ❖ identify the concepts to be taught;
- ❖ identify the procedures and methods to be utilized to engage the students in the instructional process;
- ❖ identify the means of assessing student mastery of the CSOs;
- ❖ adjust teaching strategies as a result of assessment of student mastery of subject matter;
- ❖ identify appropriate materials;
- ❖ provided for self-assessment of the effectiveness of each lesson; and
- ❖ supply tangible evidence of teacher preparation; and provide needed direction for substitute teachers.

**Unit Lesson Plans**

Unit Lesson Plans are the means by which the instructor defines the scope and parameters of the next several lessons which will be focused upon the attainment of identified Content Standards and Objectives within a given topic or set of topics. Unit goals should be clearly stated and a tentative time line should be established for achieving those goals. Evaluation procedures should be established as a part of the unit plan so that both student and teacher will be fully informed about the expectations for the class. Unit Lesson Plans will remain in the teacher's classroom at a location designated by the building principal.

### **Daily Lesson Plans**

Daily Lesson Plans are essential to effective teaching. These plans should clearly state the objectives to be achieved each day, specific learning targets to be achieved within the objectives, the teaching strategy or activities to be used in achieving those objectives, summary activities and the materials necessary to present the lesson. Evaluation procedures should be included as a part of the daily plan as appropriate.

A brief overview of the day's activities and the targets and objectives that will be the focus of the day's lesson and how they will reinforce previous lessons and how they will prepare the class for future lessons will enhance the exploration of the day's topic.

Each teacher shall be required to have lesson plans at least five (5) days in advance of the instruction, and the plan book shall remain in the classroom at a location designated by the principal.

Recognizing that technology is an important part of the modern classroom, the "plan book" may be either a hard copy or it may be a computer generated document. Should the teacher opt for a digital "plan book", s/he shall e-mail a copy of the weekly lesson plan to the principal in order that a copy may be printed for those times when a substitute teacher is required. Principals may request a copy of hard copy lesson plans for their files.

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