

FAIRFIELD AREA SCHOOL DISTRICT

LESSON PLANS

3215

- 3215.1 Purpose
To insure continuity of instruction, the Board requires lesson plans.
- 3215.2 Responsibility
To facilitate more effective instruction, lesson plans must be prepared one (1) week in advance. Plan books will be inspected by the Principal and must conform to the guidelines established by the Superintendent.
- 3215.3 Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.
- 3215.4 All teachers shall submit a weekly copy of lesson plans to the principal's office preceding the week the lesson plans are to be used.
- 3215.5 Standards
Guidelines for the implementation of this policy shall include:
1. The format for lesson plans shall reflect school-wide formats, departmental formats reflecting grade level differences. Lesson plans shall reflect current technology and be consistent with District approved curriculum.
 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. Material to be used in a lesson - such as duplicated material, cassette tapes, films, filmstrips, transparencies - may serve as an integral part of the plan.
 3. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student records may serve as an integral part of the lesson plan.
 4. Teachers are to provide adequate directions for substitutes - the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area.

3215.6 Plan books or computer plans must remain current and be available to substitute teachers at all times. Weekly planning shall be placed on the District computer network or alternatives as approved by the District Superintendent.

3215.7 The following information shall be available for all classes and study halls.

- 1) Complete seating chart
- 2) Textbooks
- 3) Location of special materials
- 4) Name and room number of a peer mentor