

BOARD OF EDUCATION POLICY

Adopted: May 12, 1983 Rev. 3-7-02, 4/27/05, 2/28/17
Reference: Board Minutes

Code: VI-A-2
Page 1 of 1

LESSON PLANS

In order to improve instruction and the teaching process, Summers County Schools believe all county teachers must develop appropriate goals and objectives, using both long range and daily plans. Lesson plans should include activities designed to accomplish curricular goals. With this philosophy in mind, the following procedures shall be followed:

- I. All teachers shall be required to have lesson plans.
- II. If using weekly plans, the plans shall be completed by 8:30 A.M. on Monday.
- III. If using unit plans, the plans shall be completed on the day the unit begins.
- IV. Principals, the primary instructional leaders of the school, shall review the weekly or unit lesson plans as part of the teacher evaluation process, commenting on them a minimum of once each quarter, and providing written feedback to the teacher as necessary to improve instruction.
- V. Lesson plans shall include, but not be limited to:
 - A. Concept or specific topic of study
 - B. West Virginia Content Standards
 - C. Differentiated instructional strategies/activities
 - D. Resources including student integration and application of meaningful technology
 - E. Essential questions
 - F. Assessment (A check for understanding)
- VI. An emergency lesson plan shall be on file in the school office to provide for coverage. This shall include, but not be limited to:
 - A. Class lists
 - B. Teacher schedule/duty assignments with reporting, dismissing, and duty times and places
 - C. Class assignments and activities
 - D. Resources (if applicable, worksheets, etc.)
 - E. Medical/emergency procedures with listing of students who need medication and when it is to be taken
- VII. If the following are not in the lesson plans, the teacher must be able to verify they have been taught: character education, multicultural education, career awareness, developmental guidance, and drug awareness/prevention. Verification could include but not be limited to student work samples.
- VIII. While we are beginning to implement pacing guides, standard-based teaching, and professional learning communities, teachers will have the option of weekly or unit plans. Lesson plans shall reflect rigorous instruction, whole group engagement, differentiation of instructional strategies/activities and student led instruction.