

# POLICY

## SOMERSET COUNTY BOARD OF EDUCATION

<b>Date Submitted:</b> July 16, 1991 December 13, 2005 <b>Date Reviewed:</b> February 15, 2000 December 13, 2005	<b>Number:</b> <b>500-15</b>
<b>Subject:</b> Lesson Plans	<b>Date Approved:</b> August 20, 1991 January 17, 2006 <b>Date Revised:</b> March 21, 2000 December 13, 2005 <b>Date Effective:</b> March 21, 2000 January 17, 2006

### 1. PURPOSE

To establish guidelines for lesson planning of teachers in Somerset County Public Schools

### 2. POLICY

The Somerset County Board of Education recognizes the necessity of lesson planning as an integral part of daily preparation for classroom teachers. The ultimate result of successful planning is student learning. Since lesson plans are teaching tools, they should reflect the personality, style, and creativity of the individual teacher. These plans should be written in some format for the purposes of documentation, accountability, and continuity.

### 3. GUIDELINES

#### **Non-tenured teachers**

- A. All non-tenured teachers are required to have daily lesson plans which include:
- 1 Learner Objectives
  - 2 Maryland Learner Objectives, Core Learning Goals, Indicators
  - 3 Procedure for presentation including activities
  - 4 Closure (Formal/Informal Assessment)
  - 5 Follow-up/Evaluation of student learning
- B. All lesson plans are to be recorded in either a daily lesson plan book provided by the county, on the computer or a plan book of the teacher's choice. See Administrative Procedures
- C. Long range planning should be interpreted as the stated course outline for the year, the scope and sequence in the textbooks and/or the county adopted curriculum. Teachers should be able to clearly articulate the focus for the course of study.
- D. Evaluation of lesson planning will be based on the day's lesson. Emphasis will be placed upon the quality of planning evident in the lesson being observed. As non-tenured teachers progress in experience, they can be coached in strategies for long range planning.

- E. The principal and/or the designated supervisor will provide technical assistance for teachers who need help.

### **Tenured Teachers**

- A. Tenured performance of tenured teachers should reflect the lesson planning criteria required for non-tenured teachers.
- B. All tenured teachers are required to maintain an up-to-date log of lesson plans which show evidence of thoughtful preparation.
- C. All lesson plans are to be recorded in either a daily lesson plan book provided by the county, on the computer or a plan book of the teacher's choice.
- D. Should the performance of tenured teachers not reflect the lesson planning criteria required for non-tenured teachers, the principal and/or designated supervisor will require detailed written lesson plans for a minimum of two weeks. These plans will be required only in the subject area observed. A subsequent evaluation will determine the effectiveness of the teacher's performance. This process may continue until the teacher's performance is determined to be competent.

See Administrative Procedures

- E. Long-range planning should be interpreted as the stated course of study outline for the year, the scope and sequence in the textbook, and/or the county adopted curriculum. Teachers should be able to clearly articulate the focus for the course of study. All teachers should develop a course syllabus that is distributed to parents and students at the beginning of the school year. See Administrative Guidelines for policy 800-2
- F. Evaluation of lesson planning will be based on a given days lesson. Emphasis will be placed upon the quality of planning evident in the lesson being observed.