

## LESSON PLANS

### General Plans

It is the belief of the Board that good lesson plans improve learning opportunities for students and provide teachers with basic instructional plans that enhance and guide the teaching process in a positive way. The Board further believes that detailed lesson plans are essential when the regular teacher must be away from the classroom. In order for our School System to have the best educational programs possible for our students, substitute personnel must have access to specific lesson plans and directives to guide them in providing quality instruction. Therefore, the Board approves the following principles related to lesson plans and their preparation:

**Specific Plans --** Daily or weekly  
School principals shall require teachers to provide specific daily or weekly lesson plans at their discretion.

Daily/Weekly Teacher Lesson Plans - Documentation of teaching plans, including date, subject, class period, Course of Study objectives, activity, and/or project, in a variety of formats. These plans shall be retained four years after the end of the school year in which the records were created. Such plans shall be in sufficient detail to permit a substitute teacher to carry-out the teacher's regular instructional activities in a manner that will benefit students educationally.

**Emergency Plans --** School principals shall require each teacher to develop and have in file a generic lesson plan for use when the need for the absence is of an emergency nature and/or when the teacher is physically incapacitate.

Emergency (detailed) lesson plans shall be prepared by each teacher in the event unavoidable circumstances prevent a teacher from preparing and transmitting lesson plans to the principal on the day of an absence. Such plans should be in sufficient detail to permit the substitute teacher to conduct meaningful instructional activities outlined in the emergency plans. Such plans must be filed with the principal at the beginning of the school year and additional such plans filed as they are utilized.

SOURCE: Marion County Board of Education, Hamilton, AL

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LEGAL REF.: The Code of Alabama, 16-8-8 to 10, 16-9-13.

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