

**Board Policy 2110: Lesson Plan****Status:** Adopted**Original Adopted Date:** 07/2016 | **Last Revised Date:** 07/14/2025 | **Last Reviewed Date:** 06/09/2025

To ensure proper planning and continuity of instruction, the Board requires each teacher to prepare daily lesson plans for instruction. To facilitate more effective instruction, lesson plans shall be prepared by Sunday for the upcoming week's lessons. The format for the lesson plan will be specified and reviewed by the building principal weekly. The plans must be readily available when a substitute teacher is needed.

Careful planning should precede:

1. The opening of the school year;
2. The beginning of a project; and
3. The daily activities that address the needs of students.

Planning should include:

1. Statements of objectives;
2. Procedures and strategies to be used;
3. Organizational materials and instruction;
4. Materials – basic and supplementary; and
5. Evaluation of students.

Planning should be creative, challenging, and continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

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