

# MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: November 1, 2004

REVISED:

<b>111. LESSON PLANS</b>	
<ol style="list-style-type: none"> <li>1. Authority SC 1850.1</li> <li>2. Delegation of Responsibility</li> </ol>	<p>To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.</p> <p>To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to the guidelines established by the Director or designee.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation and shall be in accordance with the established guides as printed in the faculty handbook.</p> <p>Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the ongoing program or provide a meaningful educational alternative that relates to the program.</p> <p>Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.</p>
<p>School Code 1850.1</p>	