

## LESSON PLANS

To ensure proper planning and continuity of instruction, the Bonneville Joint School District No. 93 School Board of Trustees requires that each teacher prepare lesson plans for daily instruction tied to District curriculum.

### Guidelines

#### Planning

1. Careful planning should precede:
  - a. The opening of the school year;
  - b. The beginning of a project; and/or
  - c. The daily activities that address the needs of students.
2. Planning should include:
  - a. Statement of objectives;
  - b. Procedures and strategies to be used;
  - c. Organizational materials and instruction;
  - d. Materials – curricular and supplemental; and
  - e. Evaluation of students.
3. Planning should be creative and challenging as well as continuous.
4. Additionally, planning should be flexible in order to meet the needs and abilities of students

#### Availability, Schedule, and Format

1. To facilitate more effective instruction, lesson plans for the following week must be prepared by the end of the last school day of the current week.
2. The format for the lesson plan will be specified by the building principal and shall be reviewed on a regular basis.
3. The plan book must be readily available when a substitute teacher is needed.

#### DEFINITIONS

Curricular materials: Any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student to as part of the course of instruction including textbooks, instructional media, including software, audio/visual media; and internet resources as defined in Board Policy #2540.

## INSTRUCTION

2110  
Page 2 of 2

Supplemental curricular materials: printed instructional materials or digital content that are used on a consistent or regular basis and addresses only a portion of the course content, are required to be used by all students in the class, and are used in conjunction with a core text to provide differentiated instructional experiences to those students who need them as defined in Board Policy #2540.

Adopted: 03-09-2005      Reviewed:      Revised: 11-05-2014  
10/11/2023

Cross Reference:      Selection and Adoption of Curricular Materials #2540