

POLICIES PERTAINING TO OUR EMPLOYEES

LESSON PLANS

Lesson Plans:

Teachers shall require and maintain lesson plans which include the following information:

1. **Objective** B A statement of what the student is expected to learn or accomplish through instruction, in the format: "The student will..."
2. **Essential Element (EE)/Texas Essential Knowledge and Skills (TEKS)/Texas Assessment of Academic Skills (TAAS) Objective** B The correlation of the curriculum objective with the TEA and TAAS objective. Individual classroom objectives may be generally more expansive than those provided by TEA, therefore not every objective will be matched with EE's/TEKS' or TAAS' Objective.
3. **Instructional Activities** B The outline or description of the plan to teach the concepts related to an objective, including but not limited to modeling techniques, examples to be used, methods of checking understanding, and guided practice activities.
4. **Relevancy** B Any activity or strategy planned for the purpose of establishing the relevance of the content to the learner shall be noted in the lesson.
5. **Evaluation/Homework** B The means by which student mastery of the objective is gauged. Examples of this include independent practice activities, work on projects and pop quizzes. Objectives assessed on a summative activity shall be documented in lesson plans.

Lesson plans covering two (2) consecutive weeks are to be submitted to the School Director a week before implementation.

Date Adopted: _____