



## SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

E – Instruction No. 3		E3
Page 1 of 1	Attachment(s): none	
February 2, 2012		

### LESSON PLANS

1. Lesson plans serve two main purposes:
  - a. Lesson plans guide instruction and reflect planning for instruction.
  - b. Lesson plans reflect professional decisions made by teachers or groups of teachers in translating state, district, and campus curriculum into an outline for instruction.
2. Lesson plans are required and should be readily available.
3. Written lesson plans are only required to outline in a brief and general manner the information to be presented during each period at the secondary level or in each subject or topic at the elementary level. “Brief” is defined as short in extent and length. “General” is defined as including main elements rather than details.
4. Lesson plans shall include the following components:
  - a. Objectives
  - b. Learning activities
5. Other than the requirements described in this procedure, there is no required format for lesson plans.
6. In order to minimize paperwork, lesson plans may reference specific documents, resources, or page numbers when appropriate.
7. For students with disabilities, a current Individualized Education Plan (IEP) shall be used as the basis for the development of lesson plans.
8. Plans for instruction shall be available for a substitute in a form that is readily usable by a substitute.
9. The principal may periodically collect and review lesson plans. This process must not interfere with instruction, and the lesson plan needed for the day must be returned by the start of the school day.

**References: Board Policy DLB (LEGAL); DLB (LOCAL)**

**Questions regarding this procedure should be addressed to the Executive Director, Curriculum & Instruction, 406 Barrera St., San Antonio, TX 78210 / (210) 212-7490**