

It is the policy of the Mingo County Board of Education that teachers are required to develop lesson plans for each subject area that they are responsible to teach and that said lesson plans are to be used in classes taught. Lesson plans are to be designed to accomplish the curricular goal and objectives of the specific individual student needs. Plans should include classroom learning activities which are consistent with the growth and developmental levels of students for which instruction is intended. This policy is based on the philosophy that proper planning is essential in meeting individual student needs and to accomplish the developmental goals and objectives of the particular class to which students are assigned.

The following are specific requirements which pertain to lesson plans in Mingo County:

1. Lesson plans must be submitted to the school principal each Monday indicating lesson plans to be used during the week.
2. Lesson plans submitted must cover the complete week of desired instruction whether it be five days or less.
3. School principals will approve the lesson plans to insure that they are complete, designed to accomplish appropriate goals and objectives, and consistent with the growth and developmental levels of students.
4. It shall be the responsibility of each teacher to have available on those days of their absence appropriate plans for the day or days of absences which are to be utilized by the substitute teacher.
5. Principals and/or supervisors are to visit classes on a regular basis to insure that lesson plans are being used for guidance in the instructional process.
6. Each principal should indicate the format they desire from their staff members. Regardless of the format the following must be included:
 - a. Subject area
 - b. Name and description of instruction
 - c. Purpose/Objectives
 - d. Methods and/or procedures
 - e. Materials and/or Equipment
 - f. Methods of evaluation

Reference may be made to Teacher's Edition when applicable.