



**WINDHAM SCHOOL  
DISTRICT**

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**PAGE: 1 of 3**  
**SUPERSEDES: OP-09.05 (rev. 2)  
April 23, 2015**

# **OPERATING PROCEDURES**

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**SUBJECT: INSTRUCTIONAL PLANNING**

**AUTHORITY: Tex. Educ. Code Chapter 19**

**APPLICABILITY: Windham School District (WSD)**

## **POLICY:**

All WSD instructors will plan and document high quality instructional strategies and student activities that will ensure student success in achieving mastery of all course objectives.

## **PROCEDURES:**

- I. WSD teachers will:
  - A. Document all lesson planning on the district-approved lesson plan form, available on the share drive (INS/Public/Lesson Plan);
    1. All fields must be completed and accurately reflect instructional activities for stated day.
    2. Plans may include more information than required on the WSD lesson plan form.
    3. District-approved curricular resources utilized must be documented.
  - B. Ensure that lesson plans facilitate use of classroom time and resources, including sponge or anchor activities for unexpected delays;
  - C. Plan a minimum of one week ahead of instruction;  
  
Lesson plans may be modified as necessary to accommodate classroom needs or situations.
  - D. Ensure that lesson plans are daily, up to date and available by request in every

classroom or shop area;

- E. Document modifications and accommodations for students as applicable per their Individualized Educational Program, Language Proficiency Assessment Committee, 504 of the Rehabilitation Act committee, or Response to Intervention team;
- F. Develop substitute lesson plans for planned absences;
- G. Develop emergency lesson plans for unplanned absences made easily available for a substitute per direction from campus principal; and
- H. Ensure that instructional planning is aligned with district and campus goals, performance objectives, and strategies.

II. Principals will:

- A. Ensure teachers know and follow district-approved curriculum standards, course scope and sequences and/or curriculum guidelines;
- B. Ensure all teachers are utilizing the district-approved curricular resources for their assigned courses;
- C. Monitor lesson plans to ensure compliance with all district, state, and federal directives, rules, or legislation;
- D. Ensure all lesson plans are available per request in all classrooms and shop areas;
- E. Develop and communicate a process for teachers to have prepared lesson plans available for substitutes, both for planned and emergency absences;
- F. Develop and communicate a process for lesson plans to be maintained and stored in accordance with the WSD Records Retention Schedule;
- G. Ensure that instructional planning is aligned with district and campus goals, performance objectives, and strategies;
- H. Provide on-going support for new teachers in the utilization of WSD competency-based instruction and effective lesson planning; and
- I. Coordinate with WSD administrative support staff to provide professional development opportunities in the area of high quality instructional planning for all teachers as continuing education and individually for struggling teachers.

III. Lesson plans will be maintained and destroyed in accordance with the WSD Records Retention Schedule.

Signature on file  
Amy Lopez, Director  
Division of Instruction