

Book Policy Manual  
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### **Authority**

To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.[\[1\]](#)

### **Delegation of Responsibility**

To facilitate more effective instruction, lesson plans shall be prepared in advance. Lesson plans may be inspected and must conform to the expectations established by the District or building administrator.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

Lesson plans shall be completed and submitted in the designated online platform(s) for review.

Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.

Lesson plans must be available for immediate access by assigned substitute teachers.

## **Guidelines**

Guidelines for implementation of this policy shall include:

1. Lesson plans may be prepared on master sheets or online templates.
2. The format for lesson plans shall be decided at the building level and/or grade level.
3. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.
4. Material to be used in a lesson, such as printed or digital material and audiovisual resources may serve as an integral part of the plan.
5. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student plans or records may serve as an integral part of the lesson plan.