

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Number	111
Status	First Reading
Adopted	October 5, 2009

### **Authority**

To ensure 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 must be prepared at least one (1) week in advance. ~~Plan books~~ Lesson plans will be inspected and must conform to the ~~guidelines~~ Administrative Regulations established by the ~~building principal~~ district.

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

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.

~~Plan books must remain in the teacher's desk overnight to be available to substitute teachers at all times.~~

Lesson plans must be available at all times for administrative review and in anticipation of the need for a substitute teacher.

### **Guidelines**

Guidelines for implementation of this policy shall include:

1. Lesson plans shall include information pertinent to the effective implementation of a lesson. ~~When commercially prepared plans are in use, lesson plans shall simply refer to the appropriate phase or aspect of the program under study.~~
2. ~~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.~~
3. Material to be used in a lesson, such as supplementary readings, audiovisual aids, computer software, assignments and tests ~~duplicated material, cassette tapes, films, videos, transparencies,~~ may serve as an integral part of the plan.
4. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program; individual student records may serve as an integral part of the lesson plan.

Legal 1. 24 P.S. 510

