

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Number	111
Status	First Reading
Legal	1. 24 P.S. 1850.1
Last Revised	April 11, 2018
Last Reviewed	April 11, 2018

Authority

To ensure continuity of instruction, the **Joint** Operating Committee 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 will be inspected and must conform to the guidelines established by the Director.

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 **program**.

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

Guidelines

Guidelines for implementation of this policy shall include:

1. 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.
2. Material to be used in a lesson(s), such as duplicated material **and audiovisual resources** may serve as an integral part of the plan.
3. 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.