

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Code	111 Vol V 2020
Status	First Reading
Last Revised	December 11, 2020

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 quarterly in advance. **Lesson plans shall** be inspected and must conform to the guidelines established by the

{ } building administrator.

{X} Administrative Director.

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

{X} 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 program.

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

Guidelines

Guidelines for implementation of this policy shall include:

1. {X} Lesson plans may be prepared on master sheets **or online templates**.
2. {X} 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. {X} Material to be used in a lesson(s), such as **printed or digital** material **and audiovisual resources**, may serve as an integral part of the plan.
4. {X} 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.

PSBA Revision 8/20 © 2020 PSBA

Legal	1. 24 P.S. 1850.1
	Pol. 113
	Pol. 814
	Pol. 815