



**SECTION: PROGRAMS**

**POLICY: 111**

**TITLE: LESSON PLANS**

**ORIGINAL:** August 18, 2014

**CURRENT REVISION:** December 7, 2020

**LAST REVIEWED BY THE COMMITTEE:**

**I. PURPOSE**

- A. To ensure continuity of instruction, the Wissahickon Board of School Directors requires professional staff members to develop and maintain daily lesson plans.
- B. The use of lesson plans aids students and the district by:
  - a. Improving instruction and increasing learning to ensure proficiency and consistency with state and district educational standards;
  - b. Assisting substitute teachers to provide meaningful educational instruction during a teacher's absence; and
  - c. Providing a basis on which a supervisor can evaluate a lesson including: classroom routine, organization, instructional skills, quality of lesson development, alignment of objectives to state and district standards, procedures that are differentiated and appropriate for delivering instructional objectives to a range of diverse learners, clarity regarding what students will know and be able to do at the end of the lesson, appropriate assessment(s) that are aligned to objectives, and other components that may apply within varied instructional contexts.

**II. DEFINITIONS**

None.

**III. POLICY**

- A. Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.
- B. Building principals shall determine how far in advance of a lesson teachers must prepare and submit lesson plans.
- C. Lesson plans must conform to the guidelines established by the building principal.
- D. Lesson plans may be inspected from time to time by a supervisor, building principal, or other individual authorized by the Superintendent.
- E. Lesson plans may be prepared on master sheets, contained within a plan book, or on designated online platforms, as directed by the building principal.
- F. The format for lesson plans shall be decided at the building level or grade level.
- G. Teachers are to provide adequate directions and plans for substitutes, the purpose of which shall be:

- a. To continue the instructional program or to provide a meaningful educational alternative that relates to the subject area or to the specific objectives and standards normally addressed in the course at the time of the teacher's absence.
- H. Lesson plans shall be contained in a plan book or other accessible electronic version.
- I. During school hours, plan books will be kept in the teacher's classroom and, to the extent possible, shall remain in a teacher's classroom overnight and/or be otherwise accessible so as to be available to a substitute teacher at all times. Lesson plans must be available for immediate access by assigned substitute teachers.
- J. In the event that a plan book is not kept overnight in a teacher's classroom, the plan book:
  - a. Shall be submitted to the building principal prior to, or in conjunction with, any absence by a teacher for use by a substitute teacher; or
  - b. Shall be submitted to the building principal through the designated online platform for review.

#### **IV. DELEGATION OF AUTHORITY**

The Superintendent or designee may develop administrative guidelines to implement this policy in accordance with state and federal law and Board policy.

#### **V. REFERENCES**

School Code – 24 P.S. Sec. 510