

# **LEBANON SCHOOL DISTRICT**

POLICY: 111  
SECTION: PROGRAMS  
TITLE: LESSON PLANS  
ADOPTED: JULY 18, 1994  
REVISED: MARCH 19, 2018

## **111 – Lesson Plans**

### **Authority**

To ensure continuity of instruction, the Board requires professional staff members to develop and maintain lesson plans.<sup>1</sup>

### **Delegation of Responsibility**

To facilitate more effective instruction, lesson plans must be prepared at least five (5) days in advance. Lesson plans will be inspected and must conform to the guidelines established by the principal and/or district administration.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation which shall be in compliance with current district instructional practice.

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 to substitute teachers at all times.

### **Guidelines**

Guidelines for the implementation of this policy shall include:

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.

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.

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<sup>1</sup> 24 P.S. 510

Material to be used in a lesson(s) – such as duplicated material, technological resources, videos, and transparencies may serve as an integral part of the plan.

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.