

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: September 13, 2010

REVISED:

PENN MANOR SCHOOL DISTRICT

<ol style="list-style-type: none"> 1. Authority SC 510 2. Delegation of Responsibility 3. Guidelines 	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure continuity of instruction, the Board requires professional and temporary professional staff members (teachers) to develop and maintain daily lesson plans and a substitute teacher folder.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. Lesson plans shall be completed in advance for either a Monday through Friday or six (6) day cycle, as determined by the particular course. Daily lesson plans must be readily available for review and maintained on the teacher's desk.</p> <p>All lesson plans are subject to review at any time by the Superintendent or designee. Teachers in their first three (3) years of service are required to submit weekly written lesson plans to their building principal at the start of each week. Lesson plans shall contain sufficient detail to serve as an educational guide and assist the teacher with time management.</p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. The format for lesson plans shall be decided at the building level, but shall include: <ol style="list-style-type: none"> a. Clearly stated objectives. b. Sequenced activities that include texts, page number references, and other necessary supporting materials and technology. c. Assessments (e.g. homework, test/quiz, project, student observation, class discussion, etc.). 2. Teachers may maintain a set of general lesson plans for use in emergency situations requiring an unexpected absence. Such emergency plans should be updated after use.
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3. Teachers are required to maintain a substitute folder clearly outlining daily classroom procedures. The substitute folder shall be available at all times and updated as necessary to allow substitutes to implement daily operations and procedures as appropriate for a particular grade level and classroom.

References:

School Code – 24 P.S. Sec. 510