

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	100 Programs
Title	Lesson Plans
Code	111
Status	Active
Adopted	May 10, 2010
Last Revised	November 14, 2022
Prior Revised Dates	4/13/2015

## **Authority**

To ensure consistency and continuity of instruction, the Board 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 in advance. Lesson plans shall be inspected and must conform to the guidelines established by the building principal.

Teachers shall make thorough preparation for all daily lessons and shall prepare 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 subject area.

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

## **Guidelines**

Guidelines for implementation of this policy shall include:

1. The format for lesson plans shall be decided at the building level or grade level.
2. 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. Material to be used in a lesson, such as printed or digital material and audiovisual resources, may serve as an integral part of the plan.
4. 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.

Legal

1. 24 P.S. 510

Pol. 113

Pol. 814

Pol. 815