

Williamsburg Community  
School District

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: 3/17/87

REVISED: 5/21/13

## Policy Guide

	111 - LESSON PLANS
1. Authority SC 510	To ensure continuity of instruction and teacher accountability, the Board requires professional staff members to develop and maintain daily lesson plans.
2. Delegation of Responsibility	<p>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Plans will be inspected and must conform to the guidelines established by the building principal.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation and relate such plans to PA Academic Standards and Common Core.</p> <p>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 and relates to the subject area. Teachers are to maintain substitute teacher folders and three (3) days of emergency plans for all classes.</p> <p>Plans must be available to substitute teachers at all times.</p>
3. Guidelines	<p><u>Standards</u></p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> <li>1. The format(s) for lesson plans shall be decided at the building level; school-wide formats, departmental formats, individual formats, or any combination thereof, shall be accepted.</li> <li>2. 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.</li> <li>3. 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.</li> </ol>

<p>School Code 510</p>	<p>The district reserves the right to set all guidelines for quality and dissemination of lesson plans to the school community.</p>
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