



Title: **Lesson Plans**

Code: 111

Book: Policy Manual

Section: 100 Programs

Purpose

To insure continuity of instruction, the Board requires lesson plans.[\[1\]](#)

Lesson planning expectations are intended to support instructional quality, continuity of learning, professional collaboration, and effective substitute teacher transitions while allowing professional flexibility in planning formats.

Authority

Lesson planning expectations shall support instructional effectiveness and professional practice without creating unnecessary compliance burdens.

Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Lesson plans will be inspected and must conform to the guidelines established by the Principal.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

Prepare lesson plans at least one (1) week in advance to support instructional organization, administrative support, and continuity of learning.

While one (1) week advance preparation is expected, adjustments may occur due to instructional needs, student progress, schedule changes or unforeseen circumstances.

Ensure lesson planning expectations remain reasonable, supportive of instructional quality and aligned with evolving instructional practices.

Standards

Guidelines for the implementation of this policy shall include:

- The format(s) for lesson plans shall be decided at the building level, i.e.: school-wide formats, departmental formats or individual formats--or any combination thereof--are acceptable.
- 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. Material to be used in a lesson(s)--such as duplicated material, cassette tapes, films, filmstrips, 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.

- Teachers are to provide adequate directions for substitutes--the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area.
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- Lesson plans may be maintained in digital, collaborative, or curriculum management systems. Teams may use shared planning documents when appropriate to support consistency and collaboration.

Digital and Emerging Instructional Tools Section

When artificial intelligence tools are used to support instructional planning, professional staff remain responsible for reviewing accuracy, ensuring alignment with curriculum expectations, maintaining student data privacy, and upholding academic integrity.

Student information shall not be entered into AI systems unless approved by the District.

Administrative Review Section

Administrative review of lesson planning shall emphasize instructional support, coaching and professional growth rather than compliance monitoring alone.

Plan books must be provided for substitute teachers at all times. Emergency substitute plans should be maintained and accessible to ensure continuity of instruction during unexpected absences.

Adopted: **March 17, 2026**

Last Revised: **February 12, 2026**

Legal References:

- [1. 24 P.S. 510](#)
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