

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised JANUARY 17, 2023

<b>POLICY NO. 111 LESSON PLANS</b>		
<b>Section 1</b>	<p><b><u>Authority</u></b></p> <p>To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p>	SC 510
<b>Section 2</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>To facilitate more effective instruction, lesson plans must be prepared in advance of units of instruction. Lesson plans shall conform to the guidelines established by the District's Administrative Team, while being meaningful to the instructor for preparation.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation.</p> <p>Lesson plans shall be available for review by administrators.</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 that relates to the subject area.</p> <p>Lesson plans must be available for immediate access by assigned substitute teachers.</p>	

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**Section 3**

**Guidelines**

Lesson design will emphasize the development of critical skills and essential knowledge as defined in the planned course guide. There will also be specific reference to the use of technology and writing activities. The format for lesson plans shall be decided by the Administrative Team.

Previously Revised: November 17, 2020; March 21, 2017;  
February 16, 1998

References:

School Code – 24 P.S. Sec. 510