

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 17, 2020

POLICY NO. 111 LESSON PLANS		
Section 1	<p><u>Authority</u></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
Section 2	<p><u>Delegation of Responsibility</u></p> <p>To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance. Lesson plans shall be inspected and must conform to the guidelines established by the District's Administrative Team.</p> <p>Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation.</p> <p>Lesson plans shall be completed and submitted in the designated online platform(s) for review.</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.

Guidelines for implementation of this policy shall include:

1. Lesson plans be prepared using the District's online platform.
2. The format for lesson plans shall be decided by the Administrative Team.
3. Lesson plans for individualized programs shall 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.

Previously Revised: March 21, 2017; February 16, 1998

References:

School Code – 24 P.S. Sec. 510