

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 111

Section: Programs

Title: Lesson Plans

Adopted: April 27, 1981

Revised: March 28,
2019

111 LESSON PLANS

Purpose

To ensure continuity of instruction, the Board requires lesson plans.

Guidelines

The preparation of daily or weekly lesson plan outlines by a teacher is required. The lesson plan outline shall include the daily activities of the class including: topic, instructional goals, instructional strategies, resources/materials, and supplies and references to textbooks and curriculum guides. If a teacher's classroom performance appears to be, or is becoming unsatisfactory, s/he may be required to prepare more detailed lesson plans. Each teacher shall have available emergency lesson plans for use by substitutes.

Lesson plans must remain in the teacher's desk to be available for the principal and substitute teachers.

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared in advance. Lesson plans will be reviewed and must conform to the guidelines listed above.

Legal References:

1. State School Code: SS 510 2.
2. Agreement Board of Education and PFT, Article T-V3