

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PROGRAMS

TITLE: Lesson Plans

ADOPTED: April 27, 1981

REVISED: December 17, 1990

111 LESSON PLANS

Purpose

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

Guidelines

The preparation of daily or weekly lesson plans by a teacher with a satisfactory rating who has completed the probationary period may be required only to the extent of an outline of the daily activities of the class including topic, instructional aids and supplies used and references to textbooks and/or 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.

Plan books must remain in the teacher's desk to be available for substitute teachers.

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to the guidelines established by the principal or his/her designee.

Legal References

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