### SPRING-FORD AREA SCHOOL DISTRICT

**SECTION:** PROGRAMS  
**TITLE:** LESSON PLANS  
**ADOPTED:** March 25, 1991  
**REVISED:** August 22, 2011

<table>
<thead>
<tr>
<th>111. LESSON PLANS</th>
</tr>
</thead>
</table>
| **1. Purpose**  
SC 510  
To facilitate more effective instruction, and ensure continuity, lesson plans shall be kept by all teachers. The lesson plan book shall contain one-day advance planning at all times and the remainder of the week shall be outlined. Each special teacher shall maintain a lesson plan book in each building serviced by that teacher. Lesson plans are subject to inspection by administrative personnel. |
| **2. Delegation of Responsibility**  
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. Lesson plans include whatever information is pertinent to implementing the lesson, and shall include at the least the following:  
1. Subject/Topic.  
2. Academic Standards.  
3. Learning Goals (understandings, knowledge and skills).  
4. Procedures and methods.  
5. Assessment (formative and summative).  
6. Specific resources (e.g., textbook pages, duplicated materials, media).  
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. |
Emergency lesson plans must be available to substitute teachers at all times.

References:

School Code – 24 P.S. Sec. 510