

ABINGTON SCHOOL DISTRICT  
ABINGTON, PENNSYLVANIA

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SUPERINTENDENT'S  
ADMINISTRATIVE PROCEDURE

REGARDING:

**Lesson Plans**

Section: **Curriculum**

Effective Date: September 1999

Reissued: 11/07, 8/26/08, 9/18/15,  
2/28/17, 8/31/21, 8/25/22,  
8/22/23, 8/16/24

See Also:

Related Board Policy

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Careful planning is a prerequisite for good teaching. All members of the staff who teach shall be expected to prepare lesson plans on a weekly basis and to make them available digitally in the building shared drive to their principal/supervisor. Lesson plans must be posted at the start of the work week. Lesson plans shall remain digitally accessible on the shared drive for two years, after which the electronic files will be purged.

Lesson plans must include:

- The teacher's schedule for the week.
- Detailed schedule information for students who participate in pull-out programs.
- Subject Area/Class plan for each day of the week with detailed descriptions of the following:
  - List of materials and resources (when applicable)
  - Lesson Objectives
  - Local, State, and/or National Standards
  - Instructional Procedure:
    - Anticipatory Set or Strategies to review pre-requisite skills
    - Strategies/activities for student to learn and apply concepts and skills
    - Lesson closure
    - Homework assignment(s) when applicable
  - Assessment
    - Formative and/or summative assessment(s)
  - Differentiation
    - Grouping charts and/or strategies for differentiation