SUN AREA TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: February 21, 2002

REVISED: June 15, 2006

111. LESSON PLANS

1. Authority SC 1850.1

To ensure continuity of instruction, the Joint Operating Committee requires professional staff members to develop and maintain daily lesson plans.

2. Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least two (2) weeks in advance. Lesson plans shall be developed and maintained on-line in the STAR Lesson Plan System, following the PSU format and accessible through each individual program file.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. The term **written** shall be defined to include the on-line STAR Lesson Plan System linked to PSSA Anchors.

Teachers are to provide adequate directions for substitutes; the purpose of which shall be to continue the ongoing program or provide a meaningful educational alternative that relates to the program.

Lesson plan numbers must be identified by the appropriate task number. The numbering system shall be designed so substitute teachers can easily determine how the lesson is aligned with the approved Task List to be available to substitute teachers as appropriate.

3. Guidelines

Guidelines for implementation of this policy shall include:

- 1. A lesson plan for each operation, job or skill and for each occupational, technical, trade theory, or academic concept identified in the approved curriculum. Lesson plans must follow the established PSU format.
- 2. A progress chart sequenced by each marking period will be utilized to show graphically the adequacy of the lesson plans to provide complete coverage of the guide.

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- 3. Lesson plans shall include information pertinent to the effective implementation of a lesson. As a minimum requirement, each lesson plan should include objectives to be taught, references to text and other sources, procedures, and out-of-class assignments when applicable; for example: operation sheet, instruction sheet, assignment sheet, job sheet, quizzes, tests, exams and/or final exam assessments and PSSA Anchor linkages.
- 4. Lesson plans shall be prepared on-line using the STAR Lesson Plan System and reproduced as necessary.
- 5. While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis, i.e. unit of work, whichever is most appropriate.
- 6. Material to be used in a lesson(s), such as duplicated material, cassette tapes, films, filmstrips, videos, transparencies, and equipment may serve as an integral part of the plan.
- 7. Teachers are to provide adequate directions for substitute teaching, the purpose of which shall be to continue if possible, the ongoing program or, if more appropriate, a meaningful education alternative that relates to the subject area.
- 8. There will be an annual review of lesson plans for compilation to complete each individual's course of study, as part of the Vocational I/Vocational II semi-annual/annual professional employee evaluation.
- 9. Lesson plans shall be accessible through the on-line STAR Lesson Plan System.