



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.