

A. W. BEATTIE CAREER CENTER

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: April 22, 1999

REVISED: April 26, 2012

APPROVED: May 24, 2012

111. LESSON PLANS

1. Authority
SC 510

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 one (1) week in advance. Lesson plans and/or weekly summaries will be submitted electronically for review and must conform to the established guidelines.

Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation. Lesson plans are to be submitted weekly to electronic lesson plan folder for administrative review.

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

Lesson plans must remain in the teacher's desk overnight to be available to substitute teachers at all times.

3. Guidelines

Standard guidelines for implementation of this policy shall include:

School Code
510

1. As a minimum requirement each lesson plan should include objectives to be taught career and associated academic standards, references to texts and other sources, procedures and out-of-class assignments when applicable and grading format.

2. Lesson plans shall include information pertinent to effective implementation of a lesson. Vendor supplied lesson plans should be adopted and attached as needed for the appropriate phase or aspect of the lesson/unit.

3. Lesson plan formats may reflect units of work that require multiple days of instruction.
4. Resource materials for each daily lesson shall be appropriately identified in the lesson plan.
5. Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program, individual students records may serve as an integral part of a lesson plan.
6. Coordinators and Resource Teachers will be directed to submit weekly summary reports as documentation of daily activities with students.
7. Coordinators, Resource Teachers, and instructors that are compensated at less than one hundred percent (100%) of their daily salary through the Carl Perkins Act will be required to complete a Perkins Log Book daily for activities related to the funding source.

References:

School Code - 24 P.S. Sec. 510