

Policy

LESSON PLANS

Lesson plans shall be based on the educational goals of the district and delineate the implementation the day to day lessons for instruction. Each teacher is responsible for completing lesson plans, at least one week in advance, for every instructional area assigned. The lesson plans should include main objective(s), techniques employed, page number or resources used, and follow-up activities. A plan book will be furnished for every teacher to record lesson plans.

The principal will be responsible for reviewing each plan book on a weekly basis. During this review he or she may make any suggestions (positive or negative) he or she feels necessary. The schedule or system for reviewing plan books will be at the discretion of the principal.

Teachers shall provide adequate directions for substitutes for the continuity of the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area. Plan books must remain in the teacher's desk overnight to be available for substitute teachers at all times. They will be collected at the close of the school year.

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives which specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The building principal shall check lesson plans on a regular basis.

Adopted: January 14, 1986
Revised: April 30, 1997; May 24, 2005
NJSBA Review/Update: June 2013
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Key Words

Lesson Plans, Curriculum Guides, Curriculum

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:8-2.1 <u>et seq.</u>	The Core Curriculum Content Standards
	<u>N.J.A.C.</u> 6A:8-3.1 <u>et seq.</u>	Implementation of the Core Curriculum Content Standards
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

Possible

Cross References: *4115 Supervision
*4116 Evaluation
*4121 Substitute teachers
*6010 Goals and objectives
*6142 Subject fields
*6143 Curriculum guides

*Indicates policy is included in the Critical Policy Reference Manual.