

**POLICY**

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LESSON PLANS

The prime purpose of lesson plans is to determine the educational goals and the vehicles for implementation the teacher is seeking with his or her students. The teacher is responsible for completing all 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 should 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 are to provide adequate directions for substitutes, the purpose of which shall be to continue, if possible, 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.

N.J.A.C. 6:8-4.3(a)3

**Date:** Revised: 1/14/86

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