

Policy

LESSON PLANS

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 student learning goals, inclusive of the New Jersey state standards and Core Curriculum State Standards, which specify what students should know, or be able to do, at the completion of that lesson. When the teacher plans to formally assess students, it should be referenced in the lesson plans. Interventions being utilized in the context of the lesson must be identified. Lesson plans must be aligned to the district curriculum and have a demonstrable link to student data. 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. In addition, teachers must prepare a minimum of 3 days of additional lesson plans for use in the in the event an unplanned absence for which classroom lesson plans are unavailable.

Lesson plans must be accessible in the classroom in which the course is being taught, and provided upon request.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan, including planned links to websites being accessed by students.

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

First Reading: September 26, 2016
Second Reading: November 3, 2016
Adopted: November 3, 2016

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