

### R 3270 LESSON PLANS

#### A. Lesson Plans

1. Each teaching staff member assigned specific instructional responsibilities shall prepare regular lesson plans. Lesson plans will be submitted to the appropriate administrator on a weekly basis.
2. Each lesson plan must include the following:
  - What content is being taught
    - a. Student learning objectives;
    - b. New Jersey Core Curriculum Content Standards or Common Core Standards;
  - How the content is being taught
    - a. Instructional strategies and activities;
    - b. Differentiation and modifications when appropriate;
    - c. Resources;
  - How the content taught will be assessed
    - a. Assessment(s);
    - b. Additional assignments (homework, projects, etc)
3. Lesson plans must be completed at least one week in advance and available for review during any informal or formal observation.
4. Lesson plans will follow the format established at the building or departmental level, as appropriate. Lesson plans will ordinarily be prepared on a daily basis, but, if the format so dictates, may be prepared on a multi-day basis.
5. Lesson plans must be prepared with clarity and in sufficient detail to permit a person unacquainted with the classroom to conduct the lesson.
6. Lesson plans may be developed in an electronic format; however, a hard or electronic copy must always be readily available during an informal or formal observation or upon request.



### B. Planning Records or Plan Books

1. A planning record, either hard copy or electronic, will be maintained by each teacher as a master plan for instruction in the classroom. In addition, this written record will permit administrators to monitor classroom instruction and will give direction to substitutes.
2. Planning records will include:
  - a. Lesson plans,
  - b. Daily class schedules, and
  - d. The names of pupils receiving other services during the school day.
3. Planning records or plan books will be submitted to the assigned administrator for review on a weekly basis.
4. Planning records or plan books will be turned in to the Principal at the end of the school year. These records must be complete and included the entire year.

### C. Substitute Lesson Plans

Each teacher shall submit a substitute folder to the Principal or Assistant Principal that contains the following:

1. Emergency plans (the number of days will be determined by the Principal);
2. Special information for the substitute;
3. Helpful pupils for each selection;
4. Procedures for opening exercises, dismissal, and schedules for special subjects/services, if applicable;
5. Explanation sheet on taking daily attendance;



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6. Special lessons to be used by the substitute when the teacher is absent;
7. Emergency Procedure Reference Card, emergency drill forms;
8. Seating charts, if needed;
9. Classroom rules and regulations;
11. Information about pupils with additional needs.

Substitute folders should be reviewed and updated periodically. Special plans in the substitute folder will only be necessary should the teacher want a substitute not to follow their regular lesson plans. To help the substitute and to provide meaningful work for the pupils when their teacher is absent, each teacher shall prepare a folder of subject related activities or ideas which a substitute can utilize if needed for each class assignment. Every attempt should be made to have the substitute follow the teachers' plans so that learning will not be interrupted during the teacher's absence, particularly if it is an extended absence.

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