

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**POLICY: LESSON PLANS**

Lesson Plans are teacher tools and shall be prepared by all teachers in advance of their use. The major function of planning is to organize the instructional program. Planning should be developmental in nature and provide for flexibility in meeting the educational needs of pupils or individual classes.

Lesson plans must be written and include: the unit's essential questions, reference to daily essential questions, where applicable, and the indication of a teaching/learning plan that includes objectives, goals, learning experiences, assessments and resources needed. Plans must correlate with district and state curriculum requirements and must also include appropriate assignments and IEP modifications.

The lesson plan format will be determined by the individual teacher in consultation with his/her supervisor/administrator.

Teachers are responsible for developing appropriate materials for use by substitutes in the event of occasional absence.

Lesson plans must be available at all times and shall be reviewed by the building administrator and/or designee on a regular basis.

**Legal References:** N.J.A.C. 6:8-4.5 Curriculum and Instruction

**Possible  
Cross References:** 4121 Substitute

Adopted: August 22, 1972  
Revised: November 24, 1997  
Revised: August 22, 2005  
Revised: February 23, 2009