

**CRANFORD BOARD OF EDUCATION
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

LESSON PLANS

Daily lesson plans shall be prepared in writing by all teachers in advance of their use and shall include:

1. Essential questions, both for the unit and the particular lesson.
2. A teaching/learning plan that ~~may~~ includes **Core Curriculum Content Standards**, objectives, goals, learning experiences, **technology**, ~~assessments~~ and resources needed. The plan must correlate with district and state curriculum requirements.
3. IEP and other appropriate modifications.
4. References to the materials used.
5. Assignments and follow-up activities.
6. **Assessment, both for the unit and the particular lesson.**

Teachers are responsible for developing appropriate materials for use by substitutes in the event of occasional absence. Additionally, procedural information such as schedules, seating charts, names of helpful students and the location of the teachers' manuals, etc., should be incorporated in folders prepared by classroom teachers for use by substitutes.

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

Possible

Cross References: 4121 Substitute

This Regulation placed in effect
August 1, 1997
Revised: October 6, 1997
Revised: