

Instructional delivery plays a crucial part in the attainment of educational goals and objectives. Well-prepared lesson plans help ensure superior delivery of the curriculum program.

Each teacher shall prepare detailed daily lesson plans based on the current statewide instructional standards and applicable curriculum and unit guides developed by the school system. The following criteria should be followed regarding lesson plans:

1. Daily lesson plans should be accessible to the school principal at any time during the school day.
2. Detailed lesson plans shall be available for substitutes. Teachers are required to have three days of emergency lesson plans.
3. Teachers shall maintain lesson plans for one year in order to allow the teacher and supervisory staff the opportunity to assess instructional delivery and evaluate whether there are gaps in the curriculum.
4. When planning lessons, teachers must consider:
 - a. specific outcomes and objectives that relate to the curriculum and reflect the state standards;
 - b. planned activities, instructional strategies and special materials;
 - c. effective use of technological resources;
 - d. differentiated activities to address individual student needs;
 - e. assessment/evaluation criteria; and
 - f. evidence of written and taught curriculum alignment and continuity of the instructional program.

Teachers are responsible for seeking clarification whenever they are unsure about the requirements of this policy.

Pursuant to the school improvement plan, every full-time assigned classroom teacher must be provided duty-free instructional planning time, to the maximum extent that the safety and proper supervision of children may allow during regular student contact hours and insofar as funds are provided for this purpose by the General Assembly, with the goal of providing an average of at

least five hours of planning time per week.

Principals are responsible for ensuring compliance with this policy. Staff development opportunities should be provided, as necessary, to facilitate compliance.

Legal References: G.S. 115C-47, -105.27, -288, -301.1, -307

Adopted: