

Policy 2110: Lesson Plans

Status: DRAFT - 2nd
Reading

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SECTION 1. LESSON PLANS

1.1 To ensure proper planning and continuity of instruction, the Board requires each teacher to prepare daily lesson plans for instruction. To facilitate more effective instruction, lesson plans must be prepared at least five (5) days in advance of the actual class presentation. The format for the lesson plan will be specified by the building principal and shall be reviewed on a regular basis.

1.2 Lesson plans Planning should be creative, and challenging, as well as **and** continuous. Additionally, planning should be flexible in order to meet the needs and abilities of students.

1.3 Lesson plans shall be aligned to grade appropriate state standards and the learning intention and success criteria shall be posted. To ensure proper planning and continuity of instruction, the Caldwell School District Board of Trustees requires each teacher to prepare for standards-aligned daily lesson plans for instruction. The format for the lesson plan will be specified by the building principal and shall be reviewed by the principal/designee on a regular basis.

1.31.1 Careful planning **should precede** includes:

- Preparation for ~~The~~ opening of the school year;
- ~~The~~ **b**eginning of a project;
- ~~The~~ **d**aily activities that address the needs of students;
- Having lesson plans readily available upon request.

1.31.2 Planning should include:

- Statements of objectives;
- Procedures and strategies to be used;
- Organizational materials and instruction;
- Materials – basic and supplementary;
- Evaluation of students; and
- Student Assessments.

1.4 The lesson plan book or emergency lesson plans must be readily available when a substitute teacher is needed in the case of an unplanned absence.

SECTION 2. DEFINITIONS

2.1 Learning intentions are statements, created by the teacher, that describe clearly what the teacher wants the students to know, understand, and be able to do as a result of learning and teaching activities.

2.1 Success criteria are the performance indicators used to demonstrate a student's understanding.
