

## LESSON PLANS

The Holmdel Township Board of Education supports the concept that careful planning underlies a successfully implemented instructional program ~~which~~ that meets the learning needs of students.

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives that specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The Board therefore directs its instructional personnel to develop written lesson plans appropriate to their instructional setting that will also:

- A. Provide the instructor with an opportunity to translate the district's philosophy of education into a teaching plan;
- B. Ensure the implementation of the Board-approved curriculum;
- C. Focus on one or more specific objectives;
- D. Provide a variety of educational experiences which meet the diverse needs and learning styles of the students in the class;
- E. Encourage active student participation in the learning process;
- F. Utilize a variety of Board-approved instructional materials and resources; and
- G. Provide for on-going assessment of the students' understanding of the curriculum.

**LESSON PLANS** File Code: 6143.1

The building principal shall check lesson plans on a regular basis. Lesson planning shall include both short-term and long-range instruction. All lesson plans shall be available for review by administrators during the school year as requested.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** March 22, 1995

**Revised:** May 28, 1997

**Revised:** September 12, 2001

**Legal References:**

<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u>	18A:54-20	Powers of board (county vocational schools)
<u>N.J.A.C.</u>	6:8-4.5	Curriculum and instruction

Manual for the Evaluation of Local School Districts (June 1993)

**Possible**

**Cross References:**

*4115	Supervision
*4116	Evaluation
*4121	Substitute teachers
*6010	Goals and objectives
*6142	Subject fields
*6143	Curriculum guides

\*Indicates policy is included in the Critical Policy Reference Manual.

