

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

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

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8 1. Daily lesson plans should be accessible to the school principal at any time during the
9 school day.

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11 ~~2. Teachers shall maintain lesson plans for one year in order to allow the teacher and~~
12 ~~supervisory staff the opportunity to assess instructional delivery and evaluate whether~~
13 ~~there are gaps in the curriculum.~~

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15 3. When planning lessons, teachers must consider:

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17 a. specific outcomes and objectives that relate to the curriculum;
18 b. planned activities, instructional strategies, and special materials;
19 c. effective use of technological resources;
20 d. activities to address individual student needs;
21 e. assessment/evaluation criteria; and
22 f. evidence of curriculum alignment and continuity of the instructional program.

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

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27 Pursuant to the school improvement plan, every full-time assigned classroom teacher must be
28 provided duty-free instructional planning time, with the goal of providing an average of at least
29 five hours of planning time per week.

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

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

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36 Cross References: Professional and Staff Development (policy 1610/7800), Goals and Objectives
37 of the Educational Program (policy 3000), Curriculum Development (policy 3100), Technology
38 in the Educational Program (policy 3220), School Improvement Plan (policy 3430)

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40 Adopted:
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