
*Rescinds Policy Number: IKI**Issued: 2/28/79, 12/06/2004*

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 will prepare daily lesson plans which are based on the North Carolina Standard Course of Study and applicable curriculum and instructional guides developed by the school district. The following criteria should be followed regarding lesson plans:¹

- Daily lesson plans should be accessible at any time during the school day by the principal.
- Lesson plans will be maintained for one year by the teacher in order to assess the instructional delivery and evaluate whether there are any gaps in the taught curriculum.²
- When planning lessons, teachers must³ consider:⁴
 - specific outcomes and objectives which relate to the curriculum;
 - planned activities, instructional strategies and special materials;
 - activities to address individual student needs;
 - assessment/evaluation criteria; and
 - evidence of curriculum alignment and continuity of the instructional program.

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

Pursuant to the school improvement plan, every full-time assigned classroom teacher will be provided duty-free instructional planning time,⁵ with the goal of providing an average of at least five hours of planning time per week.⁶

Principals are responsible for ensuring compliance with this policy.⁷ Staff development opportunities should be provided, as necessary, to ensure compliance.

¹ Local boards may implement further criteria to ensure accountability.

² Optional.

³ This could be softened by using "should."

⁴ alternatively, the board could require that these items be included in written lesson plans.

⁵ G.S. 115C-301. 1 requires that all full-time assigned classroom teachers are provided a daily duty-free period during regular student contact hours, (i) to the maximum extent that the safety and proper supervision of children allows and (ii) insofar as state funds are provided for this purpose.

⁶ Required by G.S. 115C-105.27. Although the statute, mandates that all full-time assigned classroom teachers receive duty-free instructional planning time, it does not mandate a specific amount of time. Rather, it establishes a weekly goal of five hours that the school improvement team should strive to attain.

⁷ Principals may want to provide further guidance or information regarding how lesson plans will be reviewed.

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

Cross references: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Professional Development and Assistance (policy 7800)