

Policy Code: 3120 Lesson Plans

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

Each teacher will prepare daily lesson plans based on the North Carolina Standard Course of Study and locally adopted curriculum and instruction guides. The following criteria should be followed regarding lesson plans:

- Daily written lesson plans should be accessible at any time during the school day to the principal.
- Lesson plans should be maintained and updated by the teacher to assess the instructional delivery of the curriculum.

Lesson plans should incorporate, as appropriate:

- specific objectives for each lesson which relate to the curriculum;
- planned activities, instructional strategies and special materials that support the lesson's objective(s);
- individual student needs;
- assessment/evaluation criteria;
- evidence of curriculum alignment and continuity of the instructional program;
- cultural diversity.

Teachers should seek clarification whenever unsure about any of the requirements of this policy.

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

Legal References: [G.S. 115C-47](#), [-288](#), [-307](#)

Cross References: Goals and Objectives of the Educational Program (Policy 3000), Curriculum Development (Policy 3100), Professional Development and Assistance (Policy 1610/7800)

Adopted:

Revised 9/5/02

Chapel Hill-Carrboro Schools