

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

LESSON PLANS POLICY

Effective Date: April 22, 2005
Original Effective Date: July 1, 2001
Reference: NCGS 115C-307 (d)

Purpose:

To establish a uniform policy for preparation of daily lesson plans and substitute lesson plans.

Target Group:

All teachers in the Residential Schools

Policy:

Lesson Plans:

Each teacher is required to complete weekly lesson plans. Lesson plans should include goals and objectives for each student. Lesson plans shall reflect the appropriate curriculum of study and high expectations for all students. The supervisor shall establish a schedule for submission of the lesson plans for review and feedback.

Substitute Plans:

Each teacher is required to have emergency plans that are readily accessible to their supervisor. These plans should include well-written plans for instruction, a list of students that the teacher is responsible for each period, the daily time schedule, related service schedules of students, necessary emergency information (medical, evacuation, etc.) and current behavior plans. The supervisor shall establish the process for submission of these plans.

Special Note(s): N/A