

Instruction

Instructional Planning/Schedules

Lesson Plans

Each teacher is expected to keep a detailed plan of all classes in a plan book or other satisfactory method. Tentative outlines of class work should be prepared one week in advance. Plan books should be in use whenever the teacher is teaching a class.

Instructional delivery plays a crucial part in the attainment of educational goals and objectives. Well-prepared lesson plans help ensure high quality teaching and learning.

Each teacher shall prepare daily lesson plans based on the current statewide instructional standards and applicable curriculum and instructional guides developed by CREC, including the following:

1. Lesson plans should be in use whenever the teacher is teaching a class.
2. When planning lessons, teachers must consider:
 - a. specific outcomes and objectives that relate to the curriculum;
 - b. planned activities, instructional strategies, and special materials;
 - c. effective use of technological resources;
 - d. activities to address individual student needs;
 - e. assessment/evaluation criteria; and
 - f. evidence of curriculum alignment and continuity of the instructional program.
3. Teachers may keep lesson plans in written or digital form.
4. Teachers may be asked to share their lesson plans with administrators.

Teachers must maintain an accurate up-to-date list of class membership with seating plan, schedule of classes, bell schedule, name of resources being used, and specific tasks for the students to complete that will take the allotted class time, to be readily available to a substitute in case of the teacher's absence.

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

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CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut