

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

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R 3270. LESSON PLANS and PLAN BOOKS

A. Lesson Plans

1. Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans, or curriculum maps.
2. Lesson plans must conform to the guidelines established by the Superintendent or designee. Plans may be reviewed and monitored by school district administrative staff as determined by the Superintendent.
3. The content of the lesson plan will be determined by the Superintendent or designee. The content of the lesson plan may include, but not be limited to:
 - a. Name of the unit or area of learning;
 - b. Goals and objectives;
 - c. Instructional planning that includes the applicable New Jersey Student Learning Standards (NJSLS);
 - d. Interdisciplinary connections;
 - e. Integration of technology;
 - f. Assessments, including, but not limited to formative, summative, benchmark, and alternative assessments;
 - g. List of core instructional and supplemental materials; and

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2. To help a substitute and to provide meaningful work for the students in the event a teaching staff member is absent, subject related activities shall be provided.
3. Every attempt shall be made to follow the lesson plans so that the student's education will not be interrupted during the teaching staff member's absence.

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