


**Wayne Public Schools**  
**Wayne, New Jersey**

**Standard Operating Procedure:**  
**Lesson Plan Submission and Review**

Subject: Lesson Plan Submission and Review	Effective Date: November 1, 2022	Page 1 of 1
	Approved: Dr. Mark Toback	

- I. **Purpose:** To establish a consistent system whereby Lesson Plans are reviewed regularly.
- II. **Authority:** Directors
- III. **Terms and Conditions:** This standard operating procedure establishes the processes and procedures for the effective and efficient review of lesson plans within the District.
- IV. **Reporting Procedures:** Assistant Superintendent of Schools
- V. **Approval Process:** Directors, Principals, and Assistant Principals
- VI. **Consequences:** : Failure to follow this standard operating procedure will place the individual as well as the District in a position of non-compliance with Administrative code regulations and NJQSAC requirements.
- VII. **Dissemination:** All Directors, Principals, Assistant Principals, certificated staff who are required to submit lesson plans. This includes all teachers.

**Requirements for Submission:**

- All teachers will submit plans in **Oncourse**. For those who create plans using another program or resource, plans may be saved as a pdf and uploaded to Oncourse.
- Daily lesson plans must be posted 3 days in advance for tenured staff and 5 in advance for nontenured staff.
- Building level administrators will review plans at least twice per month and prior to observations.

**Requirement for Review:**

- Lesson plans must contain four components:
  - Lesson Objective: What will students know and be able to do?
  - Procedures/Activities
  - Assessments: How will you determine student learning relative to the objective?
  - Must include standards (may be via curriculum linking and reference)