


Wayne Public Schools
Wayne, New Jersey

Standard Operating Procedure:
Lesson Plan Submission and Review

Subject: Lesson Plan Submission and Review	Effective Date: January 1, 2021	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 and related service providers.

Requirements for Submission:

- All teachers and related service providers 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.
- Submitted twice per month
- A due date schedule for the submission of lesson plans is left to the discretion of the building level administrator.

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)