

2003 – Lesson Plans/Homework

1. Purpose

- 1.1. Each teacher is required to have written daily lesson plans for each class that he/she teaches that address the West Virginia Next Generation Content Standards and Objectives. The lesson plan will be an outline of what is to occur in the class and the order in which it will occur and is based on long range plans/curriculum maps. Plans will be in a form easily decipherable by the principal, supervisor, or substitute teacher. Administration will review lesson plans as needed to assure that quality instruction is taking place.

2. Responsibility

2.1. Lesson Plans:

- 2.1.1. Administration will establish a process for monitoring quality of instruction.
- 2.1.2. Administration will visit classrooms, monitoring instruction, and making corrective comments on lesson plans as necessary to improve instruction.
- 2.1.3. Lesson plans will be reviewed as needed to substantiate lesson implementation. Administration will look for key elements when reviewing classroom lesson plans:
 - 2.1.3.1. Lesson plans focus on delivery of instructional objectives based on the West Virginia Next Generation Content Standards and Objectives.
 - 2.1.3.2. The instructional objectives of lesson plans is clear and discernible.
 - 2.1.3.3. Lesson plans adequately cover the instructional time allotted for the class or subject.
 - 2.1.3.4. Lesson plans are evident for classroom instruction (which could be weekly lessons or extended project-based learning).
 - 2.1.3.5. An introduction to a prior discussion topic for review of material that was in the previous class period.
 - 2.1.3.6. An outline of material which can include essential vocabulary, key concepts, key questions, and supplemental materials to be used for the lesson.
- 2.1.4. Principals may accept alternative forms of lesson plans provided that the key elements listed above are included. Some alternative forms such as Emergency Lesson Plans will be accepted for use by substitute teachers, who may have limited content expertise, provided the plans focus on addressing deficiencies in student academic performance.
- 2.1.5. Administration will also accept lesson plans that have same subject but multiple class periods lesson with the conditions that the plans reflect notations/adjustments that reflect individual needs of the class and/or needs for individual students.
- 2.1.6. Although it is not required, teachers may be asked to do a weekly outline of lesson plans in addition to the detailed daily plans.

2.2. Homework:

- 2.2.1 “Homework” shall refer to those assignments to be prepared and or completed outside of the school instructional day by the student or independently while in attendance at school. Only assignments to which the teacher assigns value may be given as homework; the teacher shall determine what value is placed on each assignment.

2.3. The purpose of homework shall be to:

- 2.3.1. Reinforce learning and assure mastery of the West Virginia Next Generation Content Standards and Objectives by providing necessary practice and application.
- 2.3.2. Enrich school experiences through related home activities.
- 2.3.3. Encourage carry-over of worthwhile school activities into leisure interests of the child.
- 2.3.4. Stimulate initiative, self-direction, independence, and responsibility.
- 2.3.5. Make up work missed due to absences from school.

3. General

- 3.1. The Superintendent or his/her designee shall develop Administrative Regulations that support the purpose of homework as noted above.

4. **Authority**

- 4.1 West Virginia Code §18A-2-12 (i); WVBE Policies 2510, 2320, 5310

5. **Adopted** 11/12/13

Revised: 12/2/14