

Memo

From: Ron Duerring, Superintendent

Date: November, 2012

Lesson Plans

WV Code 18A-2-12 addresses lesson plans as follows: (l) Lesson plans are intended to serve as a daily guide for teachers and substitutes for orderly presentation of the curriculum. Lesson plans may not be used as a substitute for observations by an administrator in the performance evaluation process. A classroom teacher, as defined in section one of this chapter, may not be required to include in his or her lesson plans any of the following:

- 1) Teach and re-teach strategies;
- 2) Write to learn strategies;
- 3) Cultural diversity;
- 4) Color coding; or
- 5) Any other similar items which are not required to serve as a guide to the teacher or substitute for daily instruction.
- 6) Classroom teachers may not be required to keep records or logs of routine contacts with parents or guardians.
- 7) Nothing in this section may be construed to prohibit classroom teachers from voluntarily posting material on the internet.

HB 4001 prohibits a teacher from being required to post his or her lesson plans on the internet or make them available to students or parents.

*Note: Lesson plans can be required by the principal to be placed on the computer and submitted electronically to the principal.

The **Office of Education Performance Audits** is looking only for the steps to implement the plan of the day in lesson plans. If the observing Team member can look at the lesson plans and can see the progression of the class in those plans, that satisfies their requirements. OEPA, of course, still looks to make sure that the lesson plans are written in advance and a brief written review is done by the school's administration at least once per quarter.

OPEA Standard 7.2.3 states: Lesson plans and principal feedback. Lesson plans that are based on approved content standards and objectives are prepared in advance and the principal reviews and comments on them a minimum of once each quarter, and provides written feedback to the teacher as necessary to improve instruction. (Policy 2510; Policy 5310)

Teachers must be able to validate /demonstrate they are following the curriculum frameworks/CSOs. The method of validation should be determined in collaboration with the principal and teachers.

RTI - Documentation required for special education eligibility consideration will consist of: (1) evidence of student learning on multiple assessments over time and (2) lesson plans to document skill-specific intervention lessons. This does not mean that a teacher has to have a lesson plan for every skill intervention for every child. Sufficient documentation will be notations in your lesson plans. Folders or forms are no longer required to use for documenting intervention lessons. Actual lesson plans used for instruction will provide this documentation. These are the things that you include in your lesson plans: date, targeted skill, names of students in the intervention group, materials and procedure. NO other documentation is necessary unless the teacher decides they want to do more for their own purposes.