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| --- | --- | --- | --- | --- |
| **Topic** | **Can Do** | **Can NOT Do** | **Exceptions** | **Best Practice** |
| **Lesson Plan Template** | * Inform all teachers of what content you expect to see in their lesson plans.
* Give them a sample template that they might “consider” using.
 | * **Insist they use a specific template, unless…see exceptions**
* **Insist they do it on specific paper or in a specific location.**
 | If a teacher has a lesson plan that does not contain the “elements” you had specified to the entire staff and have written proof of the specified content. You can write a counseling memo and require a specific lesson plan template. | At the beginning of the school year (and again in February) when you are going over required Chancellor Regulations and having teachers sign for having received them, discuss and hand a written list of the elements you expect to see in their lesson plans. You can also share a sample lesson plan template that they might want to consider using since it has all of the elements you expect to see in their lesson plans.  ***(see samples of school-wide pre-observations in packet)***  |
| **Turn in Lesson Plans** | * Ask all teachers on a specific day to turn in lesson plans.
* Ask all teachers in a specific department to turn in lesson plans on a specific day.
* During a classroom visit, ask a teacher to see or have their lesson plan—as long as you get it from all other classes you visit that day too, so no one can say they are being harassed or treated differently.
 | * **Ask a specific teacher to turn in a lesson plan or plans because they had been rated a U the previous year unless…see exceptions**
* **Ask a teacher whose lesson was U-rated to turn in lesson plans, unless…see exceptions**
 | If a lesson is U-rated and in the “Recommendations” it says something like: ***In the former observation dated, it was suggested that you add the following content to your lesson plans. You have failed to do this. Thus, you are now required to submit your weekly lesson plans to \_\_\_\_every Monday morning for the rest of this semester*.** | Once a month, ask one department to turn in the best lesson plan from the week before and provide each teacher feedback on their lesson. It is less threatening to give teachers a choice of lesson plan to have rated and gives school leaders an idea of what teachers think is a “good” lesson plan. |

**Legal-Approved Lesson Plans DOs and DON’Ts**

**UFT Contract Oct. 13, 2007 through Oct. 31, 2009**

**Article Eight: Education Reform**

**E. Lesson Plan Format**

The development of lesson plans by and for the use of the teacher is a professional responsibility vital to effective teaching. The organization, format, notation and other physical aspects of the lesson plan are appropriately within the discretion of each teacher. A principal or supervisor may suggest, but not require, a particular format or organization, except as part of a program to improve deficiencies of teachers who receive U-ratings or formal warnings.