

Policy

UNIT PLANS

All teachers are required to maintain and use the updated curriculum guide for preparation of unit plans for each subject taught. Unit plans must include the Student Learning Standards (SLS), Cumulative Progress Indicators (CPI), which supports student learning upon completion of the unit. Unit plans should be prepared in enough details to enable a substitute teacher to carry on the program in the absence of the teacher. Unit plans must include New Jersey Student Learning Standards for all subject areas, essential questions, interdisciplinary integration, and formative and summative assessments. Unit plans must also identify differentiated instruction strategies, tiered groups, learning stations, integration of technology, educational resources, critical knowledge and skills, supplementary resources, textbooks and writing tasks.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the unit plan.

The building principal, vice principal or supervisor may request unit plans periodically throughout the unit.

NJSBA Review/Update: _____
Adopted: _____

Key words

Unit plans, Curriculum Guides, Curriculum

Legal References:

N.J. SA 18A:11-1	General mandatory powers and duties
N.J. SA 18A:54-20	Powers of board (county vocational schools)
N.J. AC 6A:8-2. 1 et seq.	The core Curriculum Content Standards
N.J. AC 6A:8-3. 1 et seq.	Implementation of the Core Curriculum Content Standards
N.J. AC 6A:30-1.1 et seq.	Evaluation of the performance of School Districts
N.J. AC 6A:-13-2.1	Standard-based instruction
N.J. AC 6A:9-11.18	Supplemental instruction, reading and math

Possible Cross Reference

'4115 Supervision
'4116 Evaluation
'4121 Substitute teachers
'6010 Goals and objective
'6142 Subject fields
'6143 Curriculum guides

*Indicates policy included in the Critical Policy Reference Manual