

# Regulation

Glen Ridge Board of  
Education

## R 3270 LESSON PLANS/GRADE AND PLAN BOOKS

### A. Lesson Plans and Grade Books

Lesson plans are central to the academic mission of Glen Ridge School District schools. Both grade and plan books are required by state law. Lesson plans will serve as instructional guides and are to be used by a substitute. They are both vital tools for an evaluator; and an instrument for accountability for material taught. Lesson plans should be formulated with care and sound educational reasoning.

1. The Principal, Assistant Principal or program leader can assist teachers on "how to construct" lesson plans.
2. All lesson plans and grade books will be checked weekly. They are to be submitted to the Principal or Assistant Principal as assigned. Photocopies of plan and grade books are acceptable.
3. Supervisory feedback on plans and grading is expected and is academically beneficial to teachers.
4. On occasion, spontaneous changes in plans will emerge from a student's inquiry and will prove to be an invaluable and worthwhile experience. However, plans must be revised to be congruent to what took place.
5. Plan and grade books should be available upon request by the Administration. Lesson plans should exhibit a logical, sequential pattern of learning experiences. Additionally, the plan book must demonstrate the association between the objectives stated and pursued in the plans and the district's proficiencies for a given course.
6. Common components expected in all department lessons are:
  - a. Lesson objective

- b. Instructional method/activities (Learning Pyramid)
  - c. Core Curriculum Content Standards; Correlation & Workplace Readiness
  - d. Evaluation/Assessment
  - e. Homework assignment.
- B. Substitute Lesson Plans

Each teacher shall submit a substitute folder to the Principal or Assistant Principal that contains the following:

1. Special plans and hints for the substitute;
2. Helpful students for each selection;
3. Procedure for opening exercises;
4. Explanation sheet on taking daily attendance;
5. Special lessons to be used by the substitute when you are absent;
6. Procedure for dismissal of each class and dismissal at the end of the day;
7. Special subjects schedule-art, music, physical education, students leaving for instrumental lessons and remedial reading;
8. Fire drill forms;
9. Seating charts;
10. Room rules and regulations;
11. Names of students with special problems, such as physical disabilities.

Substitute folders should be reviewed and updated periodically. Special plans in the substitute folder will only be necessary should the teacher want a substitute not to follow their regular lesson plans. To help the substitute and to provide meaningful work for the children when they are absent, prepare a folder of subject related activities or ideas which a substitute can utilize if needed for each class assignment. Every attempt

should be made to have the substitute follow the teachers' plan books so that the children's education will not be interrupted during the teacher's absence, particularly if it is an extended absence.

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