

# REGULATION

## RUMSON BOROUGH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Lesson Plans and Plan Books

### R 3270 LESSON PLANS AND SUBSTITUTE BOOKS

#### A. Lesson Plans

1. Each teaching staff member assigned specific instructional responsibilities shall prepare regular lesson plans.
2. Lesson plans must be completed at least one week in advance.
3. Lesson plans will follow the format established at the building or departmental level, as appropriate. Lesson plans will ordinarily be prepared on a daily basis, but, if the format so dictates, may be prepared on a long-range unit basis.
4. Lesson plans must be prepared with clarity and in sufficient detail to permit a person unacquainted with the classroom to conduct the lesson efficiently and effectively.
5. Lesson plans will be reviewed by a designated administrator on regular basis and feedback will be given to the teacher in written or oral form.

#### B. Substitute Lesson Plans

1. Each teacher shall submit a substitute folder to the Principal. The contents to be included in this folder will be reviewed with staff at the start of each school year.
2. 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 seatwork activities or ideas which a substitute can utilize if needed for each class assignment.
3. Every attempt should be made to have the substitute follow the teachers' plans 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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