

REGULATION GUIDE

TEACHING STAFF MEMBERS

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Lesson Plans and Plan Books

R 3270 LESSON PLANS AND PLAN BOOKS

A. Lesson Plans

1. Teaching staff members assigned specific instructional responsibilities designated by the Superintendent shall prepare regular lesson plans.
2. Lesson plans must conform to the guidelines established by the Superintendent or designee. Plans may be reviewed and monitored by school district administrative staff as determined by the Superintendent.
3. The content of the lesson plan will be determined by the Superintendent or designee. The content of the lesson plan may include, but not be limited to:
 - a. Name of the unit or area of learning;
 - b. Goals and objectives;
 - c. Instructional planning that includes the applicable New Jersey Student Learning Standards (NJSLS);
 - d. Interdisciplinary connections;
 - e. Integration of technology;
 - f. Assessments, including, but not limited to formative, summative, benchmark, and alternative assessments;
 - g. List of core instructional and supplemental materials; and
 - h. Any other content as prescribed by the Superintendent, Principal, and/or immediate supervisor.
4. Lesson plans must be prepared in advance.



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5. Lesson plans will follow the format established by the Principal or designee.
6. Lesson plans must be prepared with clarity and in sufficient detail to permit a substitute to conduct the lesson efficiently and effectively.

B. Lesson Plan Books

1. Lesson plans shall be kept in an accessible electronic version or in a plan book.
2. The plan book will permit administrators to monitor classroom instruction.
3. Content of the lesson plan book shall be designated by the Superintendent and will be determined by the school district.

C. Substitute Lesson Plans

1. Each teaching staff member shall submit a substitute folder to the Principal or designee that shall contain the following:
 - a. Lesson plans;
 - b. Emergency procedures; and
 - c. Any other content as prescribed by the Principal.
2. To help a substitute and to provide meaningful work for the students in the event a teaching staff member is absent, subject related activities shall be provided.
3. Every attempt shall be made to follow the lesson plans so that the student's education will not be interrupted during the teaching staff member's absence.

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R 5513 CARE OF SCHOOL PROPERTY

A. **Teaching Staff Member ~~Teachers~~' Responsibilities**

- ~~1. Teachers will exercise judgment in the entrustment of school property to students.~~
12. **Teaching staff members ~~Teachers~~** will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
23. **Teaching staff members ~~Teachers~~** will keep an accurate inventory of textbooks and other materials **in assigned to** their classrooms.

B. **General Rules Governing the Use of School Property**

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school textbooks in accordance with ~~paragraph D. below.~~

C. **Distribution and Collection of Textbooks and Materials**

1. ~~Each T~~textbooks will be **identified stamped** as the property of the Board of Education and ~~marked with a number unique to that book.~~
2. A label **shall will** be affixed to ~~the front of~~ each textbook and will include:
 - a. The name of the Board of Education, **and**



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- b. The name of the school,
 - c. ~~The year in which the book was purchased, and~~
 - d. ~~The number assigned to the book.~~
3. The following information will also be entered on the label **or documented in another manner** each time the book is issued to a student:
 - a. The name of the student to whom the book is issued,
 - b. The date on which the book is issued to the student,
 - c. The condition of the book when it is issued, and
 - d. The condition of the book when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks used in **their his/her** classroom. The record will include all the information listed in **paragraph C.2. and paragraph C.3. above.**
5. A lost textbook must be promptly reported to the **teaching staff member teacher** who issued the book. A replacement textbook will be issued **to the student as soon as possible immediately.**
6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines **may will** be assessed for lost and damaged textbooks in accordance with **a schedule as approved by the Superintendent or designee paragraph E.**



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D. Care of Textbooks by Students

1. Students shall take care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it.
2. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook;
 - b. Use a textbook to file bulky papers and notes;
 - c. Write in textbooks; or
 - d. Soil textbooks beyond normal use.

E. Fines and Penalties

1. ~~Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.~~

<u>Loss or damage</u>	<u>Fine</u>
Lost book issued in —new condition	80% of list price
Lost book issued in —good condition	60% of list price
Lost book issued in —fair condition	40% of list price
Lost book issued in —poor condition	20% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or	



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~~otherwise) as to be unusable _____ as for lost books~~

12. The **teaching staff member** ~~teacher~~ will inspect each textbook returned. The teacher will prepare a **report form in triplicate to be submitted to the Principal or designee** that includes:

- a. The name and number of the textbook damaged or lost;
- b. The name of the student **that lost or damaged a textbook**;
- c. The loss or **extent of damage** to the textbook; and

The principal will determine the amount of the fine **assessed, if any**.

23. In setting fines, the **principal** ~~teacher~~ may take into account verified extenuating circumstances.

~~4. The student will take the form to the _____ and make payment of the fine assessed. The _____ will sign the form when payment is made.~~

35. **Teaching staff members** ~~Teachers~~ will not collect fines. **Textbook fines shall be submitted to the Principal or designee.**

~~6. Copies of the form will be distributed as follows:~~

- ~~a. The _____ (same as #E4) will retain one copy for office records.~~
- ~~b. The student will be given one copy as receipt for the fine.~~
- ~~e. The teacher will be given one copy as evidence that the fine has been paid.~~

47. A student who finds their lost textbook, **after being assessed and paying a fine**, will be reimbursed any fine paid for the lost textbook but **may will** be assessed a fine for any damage done to the book.



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58. **The Board of Education may withhold** ~~A student who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.~~
9. ~~If fines remain unpaid, the _____ may request payment from the parent(s) or legal guardian(s), notify the student's employer, or take such other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of one's acts is instilled.~~

Adopted:

