

## **Lesson Plans and Grade Records**

Lesson plans and grade records shall be kept by each classroom teacher. Lesson plans are to be based on approved content standards and objectives and are to be prepared in advance for principal review.

Building principals need to comment on lesson plans a minimum of once each quarter, by providing written feedback to each teacher.

Lesson plans should contain enough detail so that any substitute could enter the classroom and be successful in presenting instruction.

Lesson plans need to be kept available for inspection at all times by the school principals and Central Office Staff.

Grade records shall contain supportive evidence of work required of students, the quality of work completed, and periodic averages that determine honor points, failures, promotions or retention. Each teacher's grading procedures must receive prior approval of the principal and a copy must be disseminated to students and parents at the beginning of each course.

Lesson plan records and grade records remain school property. Lesson plans and record books shall be kept on file at the respective school following the end of the school term for a period of one (1) year for Elementary Grades and for a period of three (3) years for the Middle and High Schools.

**REFERENCE:** State Board Policy 2510: Assuring the Quality of Education: Regulations for Education Programs; State Board Policy 2320 A Process for Improving Education: Performance Based Accreditation System and State Board Policy 5310: Performance Evaluation of School Personnel.

**DATE:** 9/5/17, 9/3/13, 6/1/10, 2/5/07, 8/12/85, 7/1/85, 9/18/78