

<b>Policy Number:</b> MON 001	<b>Title:</b> Classroom Staff Structure and Lesson Planning
<b>Performance Standard:</b> 1304.21(a)(1)(i) - 1304.21(a)(1)(iv)	<b>Original Date:</b> 3/2012
	<b>Policy Council Approval/Revision:</b> 3/2012

**POLICY:**

Daily staff routines, daily classroom schedule, and weekly lesson plans will be completed in the approved format and turned into the education coordinator / education secretary before classes begin in the fall and each week before children enter the classroom for instruction. Forms will be resubmitted when updated throughout the year.

**PROCEDURE:**

Classroom Staff Structure

1. Each classroom will develop a Staff Routine (defines each staff's responsibilities during the scheduled activities) and Classroom Routine/Substitute Outline (defines beginning and ending time activities, and what teachers, paraprofessionals and children are doing during that time). See Appendix ED. A; Staff Routine  
ED. B; Classroom Routine/ Substitute Outline.
2. The purpose of these forms is to define what the staff's responsibilities are during each activity and it will ensure that volunteers and substitutes know the plan for the classroom.
3. They will be posted in the classroom and put in the substitute/volunteer folder.
4. These will be turned in to the education coordinator / education secretary before students begin school in the fall.
5. The forms will be shared with any staff that serves children in the classroom. (Example: special education, food service, etc.)
6. These forms need to be updated and resubmitted when changes occur.

Weekly Lesson Plans

1. Weekly lesson plans will be developed with the interests, developmental levels, needs, and goals of students in mind, utilizing the approved curriculums and on approved forms. See Appendix ED. C1 and C2; Lesson Planning Forms
2. Each week the plan will include the following: large and small group activities, literacy, math, diversity, mental health, and safety lessons. A food experience will be done on a monthly basis.
3. Arrival and greeting rituals will be documented as well as special events.
4. Each of the learning centers (blocks, drama play, toys and games, art, library, writing, discovery/science, sensory, and computer) will include the activities that are available for children during the week.

5. Outside/Gym activities will be documented on the lesson plan and should be a mix of structured and unstructured plans.
6. Small group extended forms are required for all first year teachers and may be required for other staff at the discretion of the education coordinator. See Appendix ED. D1, D2, and D3; Small Group Planning Form
7. Lesson plans will include individualization information for each child and/or education goals identified by the parents at home visits or parent teacher conferences.  
See Appendix ED. E
8. Lesson plans need to be completed and turned in to the education coordinator / education secretary each Friday before the week they will be implemented. The classroom will post the lesson plan in the classroom each week and distribute to parents/guardians on Mondays or the first day back to school each week. Short school weeks may be combined.

#### Newsletters

1. Newsletters will be sent out with the lesson plan.
2. They should be no more than one page in length.
3. They will contain information regarding special events, field trips, statements of appreciation, classroom visitors, invitations for volunteer opportunities, parent meetings, no school days, pictures, community events, and classroom news, etc.
4. Newsletters need to be completed and turned in to the education coordinator / education secretary each Friday before the week they will be sent home. Staff will post the newsletter in the classroom each week and distribute to parents/guardians on Mondays or the first day back to school each week. Short school weeks may be combined.
5. The classroom team, which includes the teacher, special education staff, family advocate, and paraprofessionals, will work together to form one newsletter.
6. At least one item on each newsletter will focus on educating parents about such things as child observation, child development, curriculum, or a family activity.

Lesson plans and newsletters will be sent home in backpacks weekly. If a student has multiple households, copies will be sent to each household. When appropriate they can be forwarded via the U.S. Mail Service.