

Lower Merion School District

Policy No.:

111

Section:

PROGRAMS

Title:

INSTRUCTIONAL PLANNING

Date Adopted:

3/21/88

Date Last Revised:

5/19/14

111 INSTRUCTIONAL PLANNING

Teaching is a purposeful activity that requires the creation of lesson and unit plans. This planning requires the thoughtful construction of lessons that contains cognitively engaging learning activities, alignment to the curriculum and state standards, the incorporation of appropriate resources and materials, knowledge of students' individual needs, and intentional differentiation of instruction.

One of the primary purposes of lesson planning is to communicate to both teacher and student the learning outcomes and goals. They serve as a road map to the learning process with a clear focus on working backwards with the end in mind. Lesson plans are written descriptions of the lessons to be taught. Lesson plans include whatever information is pertinent to implementing a lesson and at least the following major elements:

- A. Standards/Objectives;
- B. Instructional methods/strategies with planned allocation of time;
- C. Specific resources to be used (e.g. materials, supplies);
- D. Methods of formative/summative assessments; and
- E. Homework assignment.

Lesson plans to implement the curriculum shall be prepared by teachers at least one week in advance of the scheduled classes.

- A. The Superintendent is responsible for establishing administrative regulation for lesson plans.
- B. Teachers are responsible for preparing lesson plans that conform to the administrative regulations.
- C. Teachers shall maintain and have readily available a substitute folder that contains up-to date lesson plans with all necessary information and materials for the substitute to effectively implement the lesson (e.g. Class rosters, class schedule, duty assignments, dept. chair contact information, nurse information, evacuation, etc.).
- D. It shall be the Principal's responsibility to monitor and review lesson plans.
- E. Lesson plans shall be prepared in advance of classroom instruction and available at all times for review by the Principal and/or Supervisor.