

ADMINISTRATIVE REGULATIONS

Policy No.:	111
Section:	PROGRAMS
Title:	INSTRUCTIONAL PLANNING
Date Adopted:	5/9/14

R111 INSTRUCTIONAL PLANNING

These Administrative Regulations are based on the premise that effective instructional planning is nuanced, excellent teaching is complex, and practitioner knowledge is valuable.

Purposes of Instructional Planning:

1. It is the teacher's role to plan instruction and facilitate learning that is thorough, thoughtful, appropriate, and meaningful.
2. Instructional planning involves thoughtful and reflective consideration of ways to engage in curricular experiences.
3. Instructional planning involves the articulation of the desired learning that results from teacher-planned curricular experiences.
4. Instructional planning and preparation helps to ensure students achieve well-defined, meaningful, and relevant knowledge, skills, and practices as established by LMSD curricula. Additionally, the instructional plans help to ensure coherence and relevance within the course curriculum.
5. Instructional planning benefits from collaboration among teaching professionals. Instructional plans guide teaching methods and practices and often serve as a basis for collegial collaboration.
6. Instructional planning is always fluid and reflective in nature.

Instructional Planning Design

1. While there are common components and instructional practices in lesson planning between and among grade levels, there is also a need to differentiate expectations for instructional planning at the elementary and secondary levels as well as among various disciplines and departments.
2. At the secondary level, the unit plan is at the core of planning and preparation.

Lower Merion School District

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3. At the elementary level, the curriculum concept map is at the core of planning and preparation.
4. Instructional plans address standards/instructional outcomes, methods/strategies, resources, and assessments/performance measures/homework.
5. Instructional plans should be outcome driven in terms of students' knowledge, skills, and/or practices.
6. Effective planning gauges students' developmental readiness and individual learning needs in order to differentiate instruction and assessment.

Instructional Planning Procedures

1. Instructional plans are prepared in advance of instructional delivery and modified as necessary.
2. Instructional plans are made readily available to Principals and /or Supervisors upon request.
3. Instructional plans are made readily available to substitute teachers.
4. The purpose of instructional plans is:
 - a. To communicate instructional goals, instructional practices, and assessment practices to Principal and/or Supervisor.
 - b. To reflect on practice.
 - c. To communicate to students the learning outcomes and goals.