

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: I-45
Lesson Plans

Individual / Organization: _____

Title: _____

Address: _____

Comment(s) / Suggestion(s)

Please write your comments below in the sections that apply to the policy.

Use additional paper if necessary.

1.0 Purpose

Agree (reason)

Disagree (reason)

This policy is being changed to update and clarify language and to make grammatical changes.		
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2.0 Definitions

Agree (reason)

Disagree (reason)

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3.0 Procedures

Agree (reason)

Disagree (reason)

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General Comments

Agree (reason)

Disagree (reason)

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Return comments **NO LATER THAN May 16, 2019** to:

Dr. Kristal Filipek - Director, Human Resources

Mercer County Schools

1403 Honaker Avenue

Princeton, WV 24740

LESSON PLANS

1.0 Purpose

Teachers are required to develop lesson plans for each subject they are responsible for teaching.

2.0 Definitions

- 2.1 Lesson Plan - a written ~~outline~~ **daily instructional guide** of a one-plus day lesson which ~~includes county required components~~ **ensures the orderly presentation of the county/state approved curriculum** and is consistent with WV Content Standards **the approved state standards** for the particular course **and grade level**.
- 2.2 Unit Plan - a written outline of a unit of study which encompasses two (2) or more specific lessons unified by objectives, theme, or content.
- 2.3 ~~Standardized Lesson Plan Format—a lesson plan prototype to be followed by all teachers within a particular group, i.e., grades 9-12.~~

3.0 Procedure

The following are specific requirements which pertain to lesson plans in Mercer County:

- 3.1 Lesson plans should be submitted to the school principal as scheduled by the principal.
- 3.2 Lesson plans should cover, at least, the instruction for the next instructional week.
- 3.3 ~~In the case of grades 9-12, All~~ **All** lesson plans/unit plans should be prepared to be viewed on the Friday previous to the next instructional week. Plans shall be submitted to the principal. ~~The method of submission, either electronically or paper copy, is at the discretion of the principal.~~
- 3.4 It is the responsibility of the teacher to make unit/lesson plans readily available for principals, supervisors, superintendent, and substitute teacher(s) as assigned.
- 3.5 A one (1) day Emergency Lesson Plan should be prepared and maintained on file for use during situations when regular lesson plans cannot be followed.**
- 3.5~~6~~ Principals and/or supervisors are to visit classes to ensure that the unit/lesson plans are guiding classroom instruction. The administrator in the building should review and

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comment **provide feedback by commenting** on the lesson plans at least once every three (3) months or more often as required by state policy.

4.0 Administration

4.1 Lesson plans for grades K-8 ~~5~~ should include the following items:

- 4.1.a Subject area;
- 4.1.b Name and description of instruction;
- 4.1.c Purpose/objectives;
- 4.1.d Methods/procedures/strategies;
- 4.1.e Materials/equipment; and
- 4.1.f Methods of evaluation/assessment.

4.2 Lesson plans for the secondary level, grades 9-12, shall include a unit plan and daily lesson plans.

4.2.a The unit plan components are

- (1) unit essential questions,
- (2) the CSO's,
- (3) the strategies to differentiate instruction,
- (4) the activating strategies for the unit, and
- (5) the materials or technology to be utilized for the unit.

4.2.b The individual lesson plan shall include

- (1) the essential questions;
- (2) the activity strategies;
- (3) the cognitive teaching strategies;
- (4) summarizing strategies, review or assessments strategies; and
- (5) key vocabulary.

The components shall be easily identifiable in the plan. A format that meets these requirements is attached to the policy.

4.3 A daily lesson plan may be designed to use for more than one day. It is recommended that one lesson plan not exceed four (4) days.

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~~4.4 Lesson plans developed by the publisher of the text may be used. If those plans are used, the components identified in 4.2 are to be identified.~~

4.1 It is the responsibility of the classroom teacher to prepare quality instructional activities that provide appropriate rigor and relevance for the grade level and content being taught.

4.2 The format and structure of the lesson plan must produce a plan for instruction that is easily understood and developed to maximize the allotted instructional time.

4.3 It is the responsibility of the classroom teacher to design and develop plans that address the teaching of the state approved standards in an orderly, cohesive, well defined manner. Documentation shall be presented with the lesson plan(s) to confirm a well-defined course/program of study. Examples of appropriate documentation may include but are not limited to:

4.3.a A detailed course syllabus (secondary)

4.3.b A standards checklist

4.3.c Course specific Unit Plan(s)

4.3.d A Curriculum Map

4.3.e Other materials devised and developed by the classroom teacher

~~4.54~~ The lesson plan requirements within this policy do not violate **are in compliance with** WV State Code 18A-2-12, section (i).

5.0 Severability

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: W.Va. Constitution, Article XII, §2, and W.Va. Code §§16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a.

Source: Board of Education Minutes

Date(s): 2/25/82; 11/27/07

UNIT PLAN

Teacher(s) _____ Subject _____

Block(s) _____ Days Required: _____

Unit EQ(s):

CSO's: (may refer to prioritized curriculum, if available)

Strategies to Differentiate instruction within Unit:

- | | | |
|--|--|--|
| <input type="checkbox"/> Flexible Grouping | <input type="checkbox"/> Previewing Vocabulary | <input type="checkbox"/> Thinking Maps |
| <input type="checkbox"/> Tiered Assignments | <input type="checkbox"/> Menus/contracts | <input type="checkbox"/> Word Map |
| <input type="checkbox"/> Graphic Organizer | <input type="checkbox"/> Collaborative Pairs | <input type="checkbox"/> Scaffolding |
| <input type="checkbox"/> Advanced organizers | <input type="checkbox"/> Prepared Study Guides | <input type="checkbox"/> Visuals/Notes |
| <input type="checkbox"/> Peer Assistance | <input type="checkbox"/> Workstations | <input type="checkbox"/> Modifications |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> Other _____ | | |

Activating Strategies within Unit:

- | | | |
|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> KWL | <input type="checkbox"/> Word Splash | <input type="checkbox"/> Anticipation Guide |
| <input type="checkbox"/> Brainstorm | <input type="checkbox"/> Categorize | <input type="checkbox"/> Specific Graphic Organizer |
| <input type="checkbox"/> Diagram | <input type="checkbox"/> Bell Ringer | <input type="checkbox"/> Vocabulary Web |
| <input type="checkbox"/> Thinking Map | | |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> Other _____ | | |

Materials/Technology within Unit:

- | | | | |
|--------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Textbook | <input type="checkbox"/> Smartboard | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Internet/Software |
| <input type="checkbox"/> Quizdom | <input type="checkbox"/> Symposium | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Board | <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Calculators |
| <input type="checkbox"/> Other _____ | | | |

LESSON PLAN

Unit: _____ Lesson: _____

Teacher _____ Block _____ Date(s): _____

EQ:

Activating Strategy:

Cognitive Teaching Strategies/Materials: (Indicate strategies used to differentiate instruction.)

Summarizing/Review/Assessment:

Key Vocabulary:

