**✔ CHECKLIST:  PLC Lesson Planning**

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| **For every lesson, the PLC has:** | **✔** |
| Reviewed the lessons and materials prior to the meeting   * *Were lessons submitted in advance?* * *Were all instructional materials provided with the lesson?* * *Were all parts of the lesson plan template completed?*   *Did team members come prepared with feedback?* |  |
| Addressed the four PLC questions   * *What do we want students to learn?* * *How will we know if they’ve learned it?* * *What will we do if they don’t learn it?* * *What will we do if they already know it?* |  |
| Followed the gradual release model   * *What will the students do while the teacher models (I do)?*   *(take notes, assist, paraphrase the process, etc.)*   * *How will the students be grouped to practice (we do)?*   *(shoulder partner, ability grouping, peer tutor, etc.)*   * *Will the students have an opportunity to work independently (you do)?* |  |
| Designed a student-centered lesson   * *Are the students, not the teacher, doing most of the work?* * *Do the students have frequent opportunities to* ***verbalize to internalize****? (structured conversation, think-pair-share, stems, etc.)* |  |
| Scaffolded for language learners   * *Are all proficiency levels in the classes considered (B, I, A, H)?* * *Does the* ***language objective*** *include a strategy to target listening, speaking, reading, or writing?* * *Did we incorporate a word wall and vocabulary development strategy?* |  |
| Planned for special education students and/or global learners   * *Did we consider the individual needs of the students based on IEPs, reading levels, and/or learning styles?* * *Did we provide process breaks by chunking the lesson?* * *Did we provide appropriate supplemental aids or accommodations?* * *Did we assign specific roles for the teacher and co-teacher (or SF para) throughout the lesson?* |  |
| Created a Tier 1 small-group intervention plan   * *What data (student work, m.c. questions, etc.) will we use to determine who needs small group re-teach?* * *How will we collect this data to determine small groups?*   *(clipboard checklist, Kahoot, stamps, etc.)*   * *How will we re-teach in the small group?* * *Who will work with the small group (teacher/co-teacher/para)?* * *Do we have a designated small group space in the classroom?* * *What will the other students do while we work with small group?* * *How will we manage behavior for the class?* |  |