**✔ 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?*
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| 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)?*
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| 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.)*
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| 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?*
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| 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?*
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| 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?*
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