

THE SCHOOL DISTRICT OF PHILADELPHIA

CHIEF ACADEMIC OFFICE

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February 24, 2012

TO: Principals, Assistant Principals, and Teachers

**FROM: Penny Nixon, Chief Academic Officer
Jerry Jordan, President, PFT**

RE: Lesson Plans

On December 14, 2011, we wrote to you that the School District was preparing a lesson plan template that could be used by teachers throughout the School District and which met all the requirements set forth in the current collective bargaining agreement with the Philadelphia Federation of Teachers (PFT).

Attached please find the lesson plan template that was created in collaboration with the PFT. The template contains the components and elements that should be in all lesson plans. The use of this template is optional and the format is meant to be a guide. Schools can collaborate on a different format provided that only contractual components are contained in the lesson plan. It is expected that all teachers prepare lesson plans and administrators provide effective feedback to inform teaching and learning. The ultimate goal is to work together to employ the best strategies and methods that help students move steadily toward academic achievement.

Thank you for your hard work and commitment to the children of The School District of Philadelphia.

**C: Assistant Superintendents
PFT
CASA**

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WEEKLY LESSON PLAN

Teacher: _____

Grade/Subject: _____

Time/Period: _____

Dates: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Instructional Goals and Objectives					
Activities Aligned to Goals and Objectives <i>List activities that will be implemented in order to accomplish the instructional goals.</i>					
Instructional Strategies <i>List the strategies being highlighted for each activity, including any differentiation based on assessment data (Explicit instruction and modeling; guided practice; independent practice; or before, during and after learning). Include strategies for intervention.</i>					
Resources and Materials					