

# TEACHER PLANNING

### Background

HPSD believes that the development of daily, intermediate, and long-range plans is essential for effective teaching.

### Procedures

1. All teachers shall prepare yearly course outlines, intermediate (unit, theme, ...) and daily lesson plans that are consistent with school and Divisional guidelines and the Program of Studies for all courses.
2. Course outlines shall include:
  - a. course objectives
  - b. a listing of units or themes
  - c. time allocation
  - d. a listing of major resources
  - e. evaluation procedures with weightings to be assigned to units of course work, to a variety of term evaluation indices (i.e., projects, quizzes, exams ...), to the final examination, and to other evaluation criteria (i.e., notebooks, ...). Where standardized tests are required by the Division or Alberta Learning the extent to which they will be included in the student's final standing shall be communicated to the students.
3. Course outlines are to be submitted to the Principal by the third week of instruction. The Principal shall, within two weeks of their receipt, approve them or make the teacher aware of required modifications. If additional planning is required, the Principal shall indicate this to the teacher.
4. The Principal shall keep a copy of all course outlines and make them available to the Superintendent, if requested.
5. The teacher shall prepare intermediate plans, in advance of commencement of units or themes. Intermediate plans shall include:
  - a. unit objectives
  - b. content
  - c. time allocations
  - d. any special teaching strategies or learning activities (e.g. field trips)

- e. assessment procedures
  - f. resources
6. The teacher shall prepare daily lesson plans, in advance of instruction. The daily lesson plans should briefly identify the lessons, focus, activities and methodology. The Division will supply daily plan books for the teachers' use in recording daily plans.
  7. Intermediate plans and daily lesson plans should be retained by the teacher and made available to the Principal or Central Office supervisor upon request.

Note: If a student has been identified as an exceptional student, then an Individual Program Plan (IPP) must be developed together with the Special Education teacher as per Administrative Procedure 212 – Special Education.

**REFERENCES**

Section 18, 60, School Act