

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 424
SECTION:	RELATIONS		
PROCEDURE:	TEACHER PLANNING		

BACKGROUND

The Division believes that the development of yearly, unit and daily plans are essential for effective teaching and appropriate learning for all students.

PROCEDURES

1. All teachers shall prepare yearly, unit and lesson plans consistent with Saskatchewan Learning curricula and locally developed courses.
2. Yearly Plans
 - 2.1 Yearly plans shall be completed using the Division yearly planning template (Form 424-1).
 - 2.2 Yearly plans are to be submitted to the Principal by the third week of instruction. The Principal shall, within two weeks (2) 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.
 - 2.3 The Principal shall keep a copy of all course outlines and make them available to the Director or Assistant Director, if requested.
3. The teacher shall prepare unit plans prior to the commencement of the unit. A sample template (Form 424-2) is provided to support teacher planning.
4. The teacher shall prepare daily lesson plans, in advance of instruction. At a minimum, the daily lesson plans are to briefly identify the learning outcomes, assessment methods, and activities. A sample template (Form 424-4) is provided to support teacher planning. The Division will supply daily plan books for the teachers' use in recording daily plans.
5. Unit and daily lesson plans are to be retained by the teacher and made available to the Principal or Division Office supervisor upon request.
6. If a student has been identified as an exceptional student, then a Personal Program Plan (PPP) must be developed together with the Special Education teacher.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

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