
HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code:

Policy Title:

Cross Reference:

Legal Reference:

Adoption Date:

Amendment or Re-

Affirmation Date:

HGAB

Planning for Instruction

GCAG, GCN, HK

Education Act

Teaching Quality Standard

August 24, 1995

January 23, 2023

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT ONE OF THE ESSENTIAL STEPS IN EFFECTIVE INSTRUCTION BEGINS AT THE PLANNING LEVEL. IT IS IMPERATIVE THAT THE TEACHER CHART THE COURSE OF TEACHING/LEARNING FOR THE SCHOOL YEAR BY BEING PREPARED WITH COMPREHENSIVE LONG, MEDIUM, AND SHORT RANGE PLANS TO MEET THE NEEDS OF EVERY STUDENT.

GUIDELINES

1. Three levels of educational planning need to be considered and utilized as a minimum by all teachers:
 - 1.1. long-range year plans,
 - 1.2. medium range unit plans, and
 - 1.3. short range daily plans.

REGULATIONS

1. Planning and designed learning activities shall reflect the Program of Studies, approved locally developed courses, and expectations of the Teaching Quality Standard.
2. Long-range plans for each subject area and level taught are to be completed and filed with the principal by the end of the second week of
 - 2.1. September, in the case of year long course and semester one courses.
 - 2.2. February, in the case of semester two courses.
3. Course outlines shall be shared with students and/or parents upon commencement of the course.
4. Teachers are to keep daily plans a minimum of two days ahead.
5. Teachers shall provide their principal a copy of their planning documents at the principal's request.