



LCSD Planning Checklist

1) Effective Planning (Year, Unit and Lesson/Day plans)

- Meets Timetable Minute Allocations

Elements of a Year/Unit Plan (Grade Pre-K to 7)

- Unit Topics or Themes on a Timeline
 - Math
 - ELA
 - Science
 - Social Studies
 - Physical Education
 - Arts Education
 - Health (and Career Education)
 - Treaty Education
- Learning Targets
- Instructional Strategies
- Incorporates Faith
- Technology
- Enhanced Learning Opportunity (Field Trips)
- CIF Implications
- Program Adaptations/Enhancement
- Four Essential Questions of a PLT

Elements of a Year/Unit Plan (Grade 8 to 12)

- Big Ideas: Course Aims or Goals
- Essential Outcomes
- Course Content (Unit Topics or Themes)
- Assessment
- Formative and Summative
- Course Evaluation
- L to J
- Learning Targets
- Instructional Strategies
- Differentiation
- Technology
- Enhanced Learning Opportunity (Field Trips)

2) Classroom Environment

- Classroom Set Up
- Classroom Procedures/Routines/First Day Script
- Resources/Materials
- Personal Organization

3) School Based Structures/Procedures/Initiatives

4) Assessment

- Formative and Summative (AP 360) Linked to Learning Outcomes and Learning Targets
- LCSD Assessment Calendar and AFL Schedules
- L to J Strategy
- Maintain timely student records.

5) Parent Communication AP 360A

- Program Letter
- Agenda Usage (Communication and Organizational Tool)
- Accounting and Measuring Communication Success
- Accounting for Parent Communication Document

6) Placement on the Professional Learning Matrix and Goal for Future Learning