

AP 410 Appendix C - LCSD Planning Checklist

1) Catholic Faith Integration

- Catholic Faith is represented in your classroom / learning space
- Catholic Faith is incorporated into your year plans
- Sacred space is set up (crucifix, picture of the Pope and a Bible is the minimum)
- Plan for how sacred space will be utilized and incorporated into classroom routine and instruction.

2) Effective Planning (Year, Unit and Lesson/Day Plans)

- Meets Timetable Minute Allocations and timetable allows for maximized instructional opportunity.
- Meets Criteria Indicated On LCSD Unit Planning Checklist

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

- Unit Topics or Themes on a Timeline
 - **Math**
 - ❖ Math Pre and Post Tests (used for planning and remediation)
 - ❖ Follows Scope and Sequence (Grade 1-7)
 - ❖ Common vocabulary indicated in each Unit (Grade 1-7)
 - ❖ Common Student tracking documents built into each strand/unit (Grade 2-7)
 - ❖ Resources identified
 - **ELA/FLA Grade 1-7**
 - ❖ Reading Running Record data collection indicated (used for planning and remediation)
 - ❖ Reading and Writing Prioritized Strategies indicated in each theme
 - ❖ Plan for building stamina
 - ❖ Resources
 - ❖ Classroom Libraries
 - ❖ For ELA Grade 4-7 new to division: beginning of Year Unit in place
 - **Science** (not reported in Term 1 for Grade 1-3)
 - **Social Studies** (not reported in Term 1 for Grade 1-3)
 - **Health** (not reported in Term 1 for Grade 1-3)
 - **Career Education**
 - **Physical Education**
 - **Arts Education**
 - **Religion Compass and Assessment Plan**
 - **Treaty Education**
 - Learning Targets
 - Bell Work
 - Instructional Strategies (6 C's)
 - Essential Questions
 - Incorporates Faith
 - Gradual Release of Responsibility
 - Technology (Refers to AP)

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
- Course Evaluation and Weighting
- L to J
- Bell Work
- Learning Targets
- Instructional Strategies
- Differentiation: Program adaptations/enhancement
- Technology to enhance learning and instruction
- Resources
- Key Vocabulary identified
- ELA/FLA Grade 8 and 9**
 - In class reading assessment data collection (used for planning and remediation)
 - indicated
- Reading and Writing Prioritized Strategies indicated in each unit
- Math Grade 8 and 9**
 - Common vocabulary indicated in each unit
 - Common Student tracking documents built into each strand/unit.
 - Pre and Post test

- Enhanced Learning Opportunity
- Differentiation: Program Adaptations/Enhancement
- RTI

3) Classroom Environment

- Classroom Set Up (including Faith component)
- Classroom Procedures/Routines/First Day Script
- Resources/Materials – Resource Anchor
- Personal Organization

4) Assessment

- Formative and Summative (AP 360) Linked to Learning Outcomes and Learning Targets
- LCSD Assessment Calendar
- L to J Graphs Posted where required
- Maintain timely student records

5) Parent Communication AP 360A

- Program letter and/or welcome video
- Agenda Usage (Communication and Organizational Tool)
- Accounting and Measuring Communication Success
- Accounting for Parent Communication Document

6) School Based Structures/Procedures/Initiatives

- Coordinating and collaborating with partner teachers/learning teams

7) Placement on the Professional Learning Track and Goal for Future Learning

- Selected goal is connected to student learning.
- Action plan for goal attainment is developed, in preparation for meeting with administration.

LCSD Planning Checklist For LAT

1) Catholic Faith Integration

- Catholic Faith is represented in your classroom / learning space
- Catholic Faith is incorporated into your year plans

2) Effective Planning (Year, LAT Response, and Daily Plans)

<input type="radio"/> Prioritization of Students and Caseload
<input type="radio"/> Priority and programming set with School Admin
<input type="radio"/> VP/ P have presented EA Schedules and Placement for collaboration
<input type="radio"/> IIP Completed (and shared with personnel and parents)
<input type="radio"/> Programming set for: adjusted learning plan, modified, alt ed and FIP (and shared with personnel and parents)
<input type="radio"/> LAT Timetable
<input type="radio"/> Transition Plans outlined and follow up set for reviews
<input type="radio"/> RtI Team Process Set and Tier 2 and Tier 3 Programming Updated

School Start Up

- Transition Pan enacted
- New Admissions, consult on placement and possible transition or programming needs (including EAL intakes)
- Coding Completed including:
 - Alberta Students
 - Saskatchewan if applicable
 - CFRs (Grade 1 to 12)
- IIP Meetings Schedule Designed
 - Filing of signed IIP and progress notes

Elements of a Tier 2 or 3 Program Design

- Reading Intervention
- Intensive Reading
- Math Intervention

- Intensive Math
- EAL
- Social Emotional Intervention
- BIP

In Class Support Time

- Necessary Adaptations
- Procedures
- Regular Reviews with Colleagues (teacher, EAs, etc)
- Learning Targets
- Instructional Strategies

3) Classroom Environment

- Classroom Set Up (including Faith component)
- Classroom Procedures/Routines/First Day Script
- Resources/Materials
- Personal Organization

4) Assessment

- IIP Assessment
- LCSD Assessment Calendar and AFL Schedules
- Consulting and Referral Process (using division supports: SLP, OT, LAT Supervisor)
- Maintain timely student records (student scores, referral data, etc.) including Tier 2 and 3

5) Parent Communication AP 360A

- IIP Meetings
- Agenda Usage (Communication)-Define communication process for IIP or BIP
- Accounting and Measuring Communication Success
- Accounting for Parent Communication Document

6) School Based Structures/Procedures/Initiatives

- LCSD Way (specifically RtI and Learning Teams)

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