

AP 410 Appendix C - LCSD Planning Checklist

Teacher:

Administrator:

School Start Up - Administrator Classroom Visit

Date Completed:

- ☐ Catholic Faith focus is visible in classroom / learning space
- ☐ Sacred space is set up (crucifix, picture of the Pope, Bible...)
- ☐ Routine/ Procedures are established, posted and visible to the students
- ☐ Resources/materials are available and organised
- ☐ Space is free of clutter
- ☐ Student seating plan is in place, student individual spaces are labeled (desks, lockers, etc.)
- ☐ Teacher personal organization is evident
- ☐ Classroom visuals are present, current and student-centered
- ☐ Classroom entrance identifies teacher and grade or subjects, plan for where to greet students each morning is established
- ☐ Classroom Library is set up and meets criteria (if applicable)
- ☐ Parent communication plan is established (welcome letter/video, Accounting and Measuring Communication Success, Accounting for Parent Communication Document)
- ☐ First Day Script is prepared (Teachers new to LCSD)

Long Term Planning Discussion

Date Completed:

- ☐ Plan for sacred space use in classroom routine and instruction is established
- ☐ Catholic Faith is incorporated into year plans
- ☐ Routine for classroom prayer is established
- ☐ Timetable is completed, meets SK minute allocations
- ☐ Scope and sequence for course is planned and meets division and curricular expectations
- ☐ Major Integrated Resources identified; Resource Anchor adhered to (ELA, FLA)
- ☐ Assessment plan complete - summative assessments and percent allocation for each unit/topic/term is clearly identified (where applicable)
- ☐ Spaced Practice indicated and prepared
- ☐ Treaty Ed Outcomes are incorporated into year plans
- ☐ Course Evaluation and weighting for each unit is determined and is consistent with PLT
- ☐ Key vocabulary identified
- ☐ Beginning units are completed and follow LSCD unit plan requirements including learning targets, gradual release of responsibility and stamina building (where applicable)
- ☐ Timeline for student writing and assessment is established, fits within units of study

Professional Learning Matrix/Goal for Future Learning Discussion

Date Completed:

- ☐ Goal is selected
- ☐ Action plan and success criteria are established
- ☐ Timeline for follow-up is established

Dates: