
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK**

Policy Code: HGAB
Policy Title: Planning For Instruction
Cross Reference: GCAG, GCN, GCN-A
Legal Reference: School Act 18 (a-d)
Ministerial Order
(#016/97)
Adoption Date: August 24, 1995
**Amendment or Re-
affirmation Date:** April 20, 2009

POLICY

THE BOARD 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 BOTH UNIT AND DAILY PLANS THAT WILL PROVIDE FOR DIFFERING RATES OF LEARNING AND RECOGNIZING PROVINCIAL REQUIREMENTS.

GUIDELINES

1. Three levels of educational planning need to be considered and utilized as a minimum by all teachers:
 - (a) long range planning;
 - (b) unit planning; and
 - (c) daily planning.
2. The format that teachers use is left to the teacher's discretion as long as it is acceptable to the Principal.

REGULATIONS

1. Teachers are to keep daily plans a minimum of two days ahead, one day detailed, the next outlined.
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 full week of school in September. (Semester plans by February 15).