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**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

*Education Act 196*

Ministerial Order # 016/97

August 24, 1995

April 20, 2009

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## **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 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:
  - 1.1. long-range planning;
  - 1.2. unit planning; and
  - 1.3. daily planning.

## **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<sup>th</sup>).