

# 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

## 2) 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**
    - ❖ Math Pre and Post Tests
    - ❖ 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)
    - ❖ Plan for Mathematics
  - ELA/FLA Grade 1-7**
    - ❖ Reading Running Record data collection indicated
    - ❖ Reading and Writing Prioritized Strategies indicated in each theme
    - ❖ Plan for building stamina
    - ❖ 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
  - Incorporates Faith
  - Gradual Release of Responsibility
  - Technology (Refers to AP)
  - Enhanced Learning Opportunity
  - Program Adaptations/Enhancement
  - Four Essential Questions of a PLT
  - RTI

### 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
- Technology to enhance learning and instruction
- Resources

### ELA/FLA Grade 8 and 9

- In class reading assessment data collection 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

## 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 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) School Based Structures/Procedures/Initiatives**

- LCSD Way

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