

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

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

- Meets Timetable Minute Allocations
- 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
 - ❖ 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
 - ❖ 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
 - Incorporates Faith
 - Gradual Release of Responsibility
 - Technology (Refers to AP)
 - Enhanced Learning Opportunity
 - Program Adaptations/Enhancement
 - 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
- Key Vocabulary identified

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