

Administrative Procedure 201 – Appendix 201-1

LONG RANGE PLANS AND COURSE OUTLINES

Long Range Plans

Long range plans are a fluid and organic document. It is expected that this document be referred to throughout the year in order to guide instructional practice.

It is essential that long-range plans are submitted for every subject.

CTS courses are recognized as being a unique Program of Study; however, long range plans are still required to ensure that a framework for student success is in place. These CTS long range plans can be clustered around programs and pathways.

ADLC courses, when accessed in their entirety, will not require a long range plan. Long range plans are a necessity for team-taught ADLC courses, as they fall under the purview of the classroom teacher.

It is expected that teachers who teach the same courses collaborate on their Long Range Plans. Each teacher is still expected to submit a copy of all her/his Long Range Plans to the appropriate administrator in a format that is digitally editable.

Long Range Plans are due by the third week of September for year long and first semester courses, and third week of February for second semester courses.

Long Range Plans must feature the following:

- School
- School Year
- Teacher(s)
- Subject
- Grade
- Material and Resources (texts, digital resources, manipulatives, etc)
- Specific Outcomes from the Program of Studies aligned with themes, topics, activities, etc. to be taught
- Cross-curricular Competencies
- Timeline
- Instructional methodologies
- Special Activities (e.g. field trips, speakers, celebrations, festivals, assemblies, etc.)
- Assessment for Learning and Assessment of Learning

- Grade Determination

Term Grade Determination: grade will be based upon evaluations conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement.

Final Grade Determination: grade will be based on the accumulation of term grade evidence and a final examination administered at the end of the course, based on an evaluation of all units of the course (where applicable). This grade will reflect the student's most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement.

Course Outlines

Course outlines will be applicable to secondary (7-12) courses. The Grade-at-a-Glance document (<https://www.learnalberta.ca/content/mychildslearning/>) will be applicable for elementary (K-6) students.

It is essential that Course Outlines are submitted for every subject. It is expected that teachers who teach the same courses collaborate on their Course Outlines. Timelines on Course Outlines may vary to facilitate the sharing of resources.

Each teacher is expected to submit a copy of all Course Outlines for approval to the appropriate administrator before distribution to students/parents in a format that is digitally editable.

Course Outlines must be distributed to senior high students within the first three days of the course and to junior high students within the first two weeks*.

Course Outlines must feature the following:

- School
- School Year
- Teacher(s)
- Subject
- Grade
- Resources
- Student Materials
- Fees specific to the course
- Course overview highlighting the stands and general outcomes
- Titles and brief description of units/topics/themes/projects
- Timeline for each unit/topic/theme/project

- Instructional methodologies
- Assessment for Learning and Assessment of Learning

Detailed description of assessments linked to outcomes

- Grade Determination

Term Grade Determination: grade will be based upon evaluations conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement.

Final Grade Determination: grade will be based on the accumulation of term grade evidence and a final examination administered at the end of the course (where applicable; this exam will be based on an evaluation of all units of the course). This grade will reflect the student's most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement.

- PAT/DIP dates (if applicable)
- Teacher expectations and classroom conduct (as it applies to the course)
- Appeals procedure (may reference school handbook, if applicable)
- Parent signature (if applicable)

*at a date to be determined by the administrator