

**LESSON PLANNING****Category:** Educational Services**Effective:** January 2022**Policy Statement**

Anglophone West School District supports the use of all teachers having daily/unit/annual lesson plans that address annual curriculum outcomes as prescribed by the Minister of Education and addressed by annual plans. Teacher planning is based on the New Brunswick curriculum outcomes, achievement standards/indicators, high yield instruction and assessment practices, and available look-fors.

**Procedures**

1. Teachers shall complete short- and long-term plans, including daily lesson plans, corresponding to the provincial curriculum, and may be submitted to the School Principal.
2. It is recognized that daily lesson plans provide direction but should be flexible to allow for changing situations. [Appendix A](#) and [Appendix B](#) provide templates.
3. In consultation with District Staff, each Principal shall determine a format of critical information required for lesson plans K-12. These may be submitted to School Administration as required.
4. Administration shall refer to daily plans, short- and long-term plans, look-fors and curriculum guides when conducting walk-throughs and formal teacher evaluations.
5. Lesson plans, usually available electronically or in print format, should be readily available for supply teachers or for administrators during walk-throughs.

**Reference**

- [Education Act, Section 27\(1\), and 28\(1\)](#)
- School Review Indicators – Instructional Practice & Curriculum

**Appendices**

- [ASD-W Policy 319-2A](#)
- [ASD-W Policy 319-2B](#)