

Multiyear Senior Secondary Program Plan – Steps in the Process.

1. For which group am I preparing this year's multiyear plan?

- Year 1 – current grade 9-11 student body.
- Year 2 – current grade 8-10 student body.
- Year 3 – current grade 7-9 student body.
- Year 4 – current grade 6-8 student body, etc

2. What do I need?

- a record of students' CPP – generated career goals.
- current student progress reports.
- parent/guardian-approved preliminary student program recommendations.
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3. How do I start?

- using student career goals and progress reports develop student course recommendations (Planning Template 1) for each student.
- using the information recorded on the Planning Templates, develop a master list of core courses, eg Math, non-core compulsory courses, eg Fine Arts, and electives, eg Reading 10, to be offered at grade 10, 11 and 12 levels.(Planning Template 2)
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4. Making the plan.

- transfer the information onto Year 1 of your Multiyear Plan. (templates provided)
- based on Year 1, project Year 2 and 3. Make sure the plan allows students to take all courses required for graduation within a three year period.

The Master Schedule

1. Do I prepare a master schedule for each year of my plan?

- No, a master schedule is prepared for the coming school year only (templates provided).
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2. How do I start?

- based on student needs re Diploma Exam writing dates, attendance patterns, student interest, partnerships eg Aurora College, seasonal activities, availability of off-site resources etc, determine:
 - a. # of semesters for Year 1.
 - b. courses to be offered in each semester.

3. What do I do next?

- using the approved school calendar for the coming year and BDEC guidelines for secondary program planning, calculate the start date, end date and # of sessional days within each semester.

4. Then what?

- starting with semester 1, divide the school day into the blocks of time required to allow adequate instructional time to each course (25 hours per single credit, 125 hours = 5 credits). Time blocks should not exceed 60 minutes except for labs or CTS programming.

5. And then?

- list courses to be delivered during each time block, total instructional hours allocated to each course, staff allocated to the delivery of the course and comments relating to the scheduling/delivery of the course.

6. Finally?

- record total instructional hours for semester 1. Repeat the process for remaining semesters.