

Daily Teacher Plans	
Adopted: October 23, 1973	Last Reviewed/Revised: September 16, 2025
Next Scheduled Review: 2028-2029	
Associated Policies & Procedures: N/A	

Purpose

It is the policy of the Halton Catholic District School Board (HCDSB) to outline the expectation for teachers to establish daily teaching plans to be consistent with the Education Act, Regulations of the province of Ontario and all other directives by the province of Ontario.

Application and Scope

This policy applies to all HCDSB teachers and to all schools within the jurisdiction of the HCDSB.

References

[Education Act](#)

[Ontario Regulation 298](#)

[Growing Success – Assessment, Evaluation and Reporting in Ontario Schools](#)

Principles

HCDSB holds high expectations for all and creates learning and working environments that set conditions for achievement and growth.

HCDSB acknowledges that planning is a duty of teachers under the Education Act and is part of effective instruction.

HCDSB recognizes that *Growing Success* identifies that *teachers use practices and procedures that are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students.*

Requirements

A teacher shall, in addition to the duties assigned to the teacher under the *Education Act* and by the HCDSB, prepare for use in the teacher's class or classes such teaching plans and outlines as required by the principal and the appropriate supervisory officer and submit the plans and outlines to the principal or the appropriate supervisory officer, as the case may be, on request.

1. Teaching plans, records and outlines shall be available during the course of each school day during the school year.
2. In addition to their duties under the *Education Act* and the *Ontario Regulations*, the principal of a school shall supervise the instruction in the school, advise and assist teachers in the performance of their teaching duties.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board