



Turtle River School Division - Administrative Procedure

Section B – School Administration Textbooks, Resource Material, and Course Outlines

Textbook Selection and Adoption

Textbooks shall be recommended by the teaching staff and submitted to the principal for approval. Purchases must be made within the allocated budget.

Textbooks not authorized by the Department of Education and Training may only be used as supplementary texts.

In special circumstances, the school board may approve the purchase of textbooks beyond the budgeted amount.

Supplementary Materials

The selection of supplementary materials shall be made collaboratively by teachers and school administration staff. If these materials are intended to initiate a significant change in teaching methodology, the principal shall inform the superintendent.

Scheduling of Instruction

The principal of each school is responsible for preparing the instructional schedule. The superintendent may review and, if necessary, mandate changes.

Course Outlines

Teachers must prepare a course outline for all courses/subjects from grades 7 to 12. Each outline must be specific to the course, subject, and grade level. Kindergarten to grade 6 teachers are to submit a year plan (units/themes) for each subject area.

A copy of each teacher's course outline must be submitted to the principal one day prior to the first day of class. The principal will review the outlines to ensure they align with departmental assessment standards and the school and division's policies on assessment and evaluation. Outlines that do not meet required specifications will be returned to the teacher for revision before distribution to students.

The principal must submit all course outlines to the superintendent and ensure they are posted on the school's website within seven days of the course's commencement. Teachers must distribute course outlines to students within three days of the course's start. Course outlines must include comprehensive information about course instruction and evaluation, as detailed below:

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Required Components of Course Outlines

- Course Details
 - Course name, level, code, program designation, and credit value
 - Teacher name and grade
 - Required materials
 - Textbook details (if applicable): Title, year, publisher, author, etc.
 - Prerequisites (if any)
- Course Description
 - Topics to be covered
 - Focus and purpose of the course
 - Overview of the course
- Course Goals/Objectives
- Course Pacing/Schedule
 - Dates and duration
 - Activities, themes, topics, and timelines for each area
- Evaluation
 - Tools for assessing student knowledge and understanding
 - Description of the final cumulative evaluation tool.
 - Indication of whether the course includes a provincial exam or a divisional exam
 - Examples: Daily work, assignments, tests, quizzes, participation, group projects, final exams, cumulative projects, etc.
- Assessment
 - Breakdown of how the final mark is calculated, with weightings
 - Grading methods (e.g., percentage, rubric, 1-4 scale, etc.)
 - Policies on zero marks, test retakes, and reassessments
- Teacher Policies
 - Policies for late or incomplete work
 - Policies for plagiarism
 - Attendance and absences
 - Use of technology
 - Availability of additional help
- Expectations and Rules:
 - Homework policies
 - General classroom expectations.
 - Suggested or required resources

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Course outlines represent the seriousness of a student's education and should maintain professional language and tone. They must not include slang, derogatory comments, jargon, threats, or any unprofessional language.

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