

## **Administrative Procedure 110**

# **School Planning and Reporting**

### **Background:**

School Improvement Plans are a Division requirement. School Improvement Plans are updated annually to incorporate Board direction and local input, and to address areas for improvement identified from the previous years results.

### **Procedures:**

#### 1. School Improvement Plans

Division schools will develop, update and implement School Improvement Plans utilizing the following guidelines:

- 1.1. Schools will actively seek collaborative involvement of stakeholders (students, parents, School Community Council, etc.), as appropriate, in development of Improvement Plans.
- 1.2. Improvement Plans will utilize a format that identifies:
  - 1.2.1. Goals: general statements to be accomplished in order to achieve its mission.
  - 1.2.2. Strategies: broad actions that will be used to accomplish goals and achieve desired results.
  - 1.2.3. Results: outcomes to be achieved.
  - 1.2.4. Targets: required for local and provincial assessments assessments used to inform the plan.
  - 1.2.5. Measures: means by which results will be quantified or qualified
- 1.3. School goals will reflect:
  - 1.3.1. The Education Sector Strategic Plan and Division based priorities
  - 1.3.2. School and community goals and priorities
- 1.4. School Improvement Plans are to impact the development of the school budget.
- 1.5. School Improvement Plans will be developed and updated each school year and submitted to the School Community Council for final approval.

## 2. School Results Reporting

The schools will report annually on progress towards the goals of their School Improvement Plans.

- 2.1. The process for reporting to the Division will be developed by the Director.
- 2.2. School Principals will be responsible for reporting final results to the School Community Council as a basis for development of the plan for the upcoming school year.

## 3. School Handbooks

- 3.1. Schools are encouraged to develop handbooks or other documents and distribute them to appropriate stakeholders as a means of communicating the school's philosophy, procedures and expectations for daily operation.
- 3.2. Handbooks and local procedures must be consistent with Division requirements and expectations.

### **Reference:**

Section 108, 109, 140, 175, Education Act

### **Created:**

April 14, 2009

### **Revised:**

June 2009

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