

SCHOOL PLANNING AND REPORTING

Background

School plans and reporting of accomplishments are a Division and provincial requirement. School plans are to be updated annually to incorporate Board direction and local input, and to address areas for improvement identified from the results.

Procedures

1. Learning Improvement Plans

Principals will develop, update and implement Learning Improvement Plans utilizing the following guidelines:

- 1.1 Principals will actively seek collaborative involvement of stakeholders (students, staff, parents, School Community Council, etc.), in development of Learning Improvement Plans.
- 1.2 Learning Improvement Plans will utilize a format that follows that of the Division's Continuous Improvement Plan.
- 1.3 School goals will reflect:
 - 1.3.1 The Division's Continuous Improvement Plan priorities.
 - 1.3.2 School and community priorities.
- 1.4 Learning Improvement Plans are to impact the development of the school budget.
- 1.5 Learning Improvement Plans are to be submitted to the Director by September 30 of each year.

2. School Results Reporting

Principals will report annually on progress towards the priorities identified in their Learning Improvement Plans. This report will be submitted to Director and presented to the School Community Council.

3. School Handbooks

- 3.1 Principals 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: Sections 108, 109, 140, 175 Education Act
Pre-K-12 Continuous Improvement Framework