

## Administrative Procedure 102

---

### SCHOOL PLANNING AND REPORTING

#### Background

School plans and results reports are a provincial requirement. School plans are based on a three-year cycle and are updated annually to incorporate Board direction and local input, and to address areas for improvement identified from the results.

#### Procedures

1. School Three-Year Education Plans
  - 1.1 Principals shall be responsible for developing, updating and implementing Three-Year Education Plans.
  - 1.2 Principals shall refer to the Guide for School Board Planning and Results Reporting when establishing Three-Year Education Plans and annual reports.
  - 1.3 Principals will actively seek collaborative involvement of stakeholders (students, parents, School Council, etc.), as appropriate, in development of Education Plans.
  - 1.4 School Education Plans will utilize a format that identifies:
    - 1.4.1 Goals: general statements of purposes or ends to be accomplished in order to achieve its mission.
    - 1.4.2 Strategies: broad statements on actions that will be used to accomplish goals and achieve desired results.
    - 1.4.3 Outcomes: results to be achieved.
    - 1.4.4 Targets: specific results stated in quantitative terms. Targets are required for achievements tests and diploma examinations; however, targets may also be set for local priorities.
    - 1.4.5 Measures: means by which results will be quantified or qualified.
  - 1.5 School goals will reflect:
    - 1.5.1 The mission statement of the Division;
    - 1.5.2 The Division Education Plan.
    - 1.5.3 Provincial requirements.
    - 1.5.4 School and community goals and priorities.
  - 1.6 School Education Plans will direct the development of the school budget.
  - 1.7 School Education Plans will be developed and updated by the last Friday before the end of the school year and submitted to the Superintendent, together with the school budget, for final approval.
  - 1.8 Principals shall provide copies of School Three-Year Education Plans to their School Councils.

## 2. School Annual Education Results Reports

- 2.1 Principals shall report bi-annually to the Superintendent (by January 15 and June 15) on their school's progress towards the goals of their Three-Year Education Plans.
- 2.2 Principals shall also report to the Board on student achievement results at the November and December Board meetings, as well as to the parents of their respective schools.

## 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 policies must be consistent with Division requirements and expectations.

Reference: Section 18, 52, 53, 55, 67, 69, 197, 222 Education Act  
Government Accountability Act  
Guide to Education ECS to Grade 12  
Policy and Requirements for School Board Planning and Results Reporting  
School Authority Planning and Reporting Reference Guide