

**Administrative Procedure 102**

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**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. Plan implementation will ensure that the overall directions for change and improvements to the school are focused, efficient and effective.

**Procedures**

1. The principal shall develop a three-year education plan, the body of which shall be comprised of the following elements -
  - 1.1 School Philosophy: It would incorporate the beliefs and values of the Division and local community.
  - 1.2 A Vision: The desired state of the school's educational character three to five years from now.
  - 1.3 School Profile: It would include a brief description of the community the school serves, number of students, special programming, and other contextual information.
  - 1.4 Trends and Issues: Unique issues facing the school including any trend information.
  - 1.5 Accomplishments:
    - 1.5.1 Progress/accomplishments of the previous year;
    - 1.5.2 Review of recommendations from audits of past plan; and
    - 1.5.3 Success/failure of innovations.
  - 1.6 Goals:
    - 1.6.1 Listing of Provincial and Division goals as they apply to the school for the next year;
    - 1.6.2 Listing of school's goals for the next year.
  - 1.7 Listing of strategies to be utilized to accomplish provincial, Division and school goals.
  - 1.8 Listing of desired outcomes for each goal.
  - 1.9 Performance measures for each goal.
  - 1.10 A school budget to implement the education plan.
  - 1.11 An implementation schedule for the education plan.
  - 1.12 A brief description of the planning process used to prepare the plan including the involvement of parents, staff, etc.
  - 1.13 A brief description of the strategies to communicate the plan to the stakeholders in the community.

2. The principal shall seek input to the plan from the School Council, parents, community members and students.
3. The plan must include the mandated measures and strategies from Alberta Education as well as measures and strategies dictated by the Division.
4. The school may choose additional measures and strategies beyond those dictated by the Division and Alberta Education that will meet the unique needs of the school community.
5. The school may implement outcome measures of teachers, students and programs beyond the Division plan for the purpose of ascertaining strengths or weaknesses.
6. The principal must ensure that every teacher has prepared an annual professional growth plan as per Administrative Procedure 411 – Teacher Growth, Supervision and Evaluation.
7. The principal will monitor teacher plans to ensure consistency between implementation and the plan.
8. The principal shall sign the school education plan prior to submission to the Superintendent and School Council, before May 30.
9. Upon review by the Superintendent, the principal may be required to modify the education plan.
10. The principal must prepare an Annual School Results Report on the outcomes of the education plan on a form determined by the Superintendent, on or before October 15. The form will include:
  - 10.1 Achievement test and diploma exam results;
  - 10.2 Percentage of parents who are satisfied with the quality of information received from the school about their child's educational achievement;
  - 10.3 Percent of students who are satisfied with aspects of their education;
  - 10.4 Other results that are determined from time to time by the Division; and
  - 10.5 Results achieved relative to the school's goals.
11. The principal shall present the Annual School Results Report to the School Council on or before November 30.
12. The content of the Annual School Results Report will be communicated to the stakeholders in the community.

Reference: Section 22, 39, 60, 61, 77, 78, 113 School Act  
School Authority Accountability Policy 2.1.1  
Business Plans and Results Reports policy 3.2.1  
Guide to Education Planning and Results Reporting