

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 Division direction and local input, and to address areas for improvement identified from the results.

Procedures

1. School Three-Year Education Plans

GSACRD schools will develop, update and implement Three-Year Education Plans utilizing the following guidelines:

- 1.1 Schools will actively seek collaborative involvement of stakeholders (students, parents, school council, etc.), as appropriate, in development of Education Plans.
- 1.2 Education Plans will utilize a format that identifies:
 - 1.2.1 Goals: general statements of purposes or ends to be accomplished in order to achieve its mission.
 - 1.2.2 Strategies: broad statements on 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 achievements tests and diploma exams and other local targets may be set.
 - 1.2.5 Measures: means by which results will be quantified or qualified.
- 1.3 School goals will reflect:
 - 1.3.1 GSACRD's Mission Statement
 - 1.3.2 GSACRD's Three-Year Plan
 - 1.3.3 Provincial Requirements
 - 1.3.4 School and community goals and priorities
- 1.4 The School Education Plan should direct the development of the school budget.
- 1.5 School Three-Year Education Plans will be developed and updated by June 30 of each school year and submitted to the Superintendent of Schools, together with the school budget, for final approval.

- 1.6 Copies of School Three-Year Education Plans shall be provided to the school council.
- 1.7 Schools should refer to the *“Guide for School Board Planning and Results Reporting”* when establishing Three-Year Education Plans and reporting.

2. School Annual Education Results Reporting

The schools will report annually on progress towards the goals of their Three-Year Education Plans. This report will be submitted to the Superintendent by October 15 of each 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 policies must be consistent with Division requirements and expectations.

Reference: Section 52, 67, *Education Act*
School Authority Accountability policy 2.1.1
Guide to School Board Planning and Results Reporting
Division Leadership Framework