

AP 110 – SCHOOL PLANNING AND REPORTING

Background

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

Procedures

1. Learning Improvement Plans

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

- 1.1 Schools will actively seek involvement of stakeholders (students, parents, School Community Council, etc.), as appropriate, in development of Learning Improvement Plans.
- 1.2 Learning Improvement Plans will utilize a format that identifies:
 - 1.2.1 Goals: SMART goals 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 Measures: means by which results will be quantified or qualified.
- 1.3 School goals will reflect the Division's Continuous Improvement Plan and school priorities.
- 1.4 Learning Improvement Plans are to impact the development of the school budget.
- 1.5 Learning Improvement Plans will be developed and updated each school year and submitted to the Director for approval.

2. School Results Reporting

The schools will report annually on progress towards the goals of their Learning Improvement Plans. This report will be submitted to Director and presented to the School Community Council.

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: Sections 108, 109, 140, 175 Education Act