Administrative Procedure 100

PLANNING AND REPORTING

Belief

The Division is responsible and accountable for student achievement and believes that strategic planning and the reporting of results achieved is fundamental to the purpose of education.

Guidelines

1. Strategic planning and results reporting focuses the entire Division on the goals and key priorities that meet the educational needs of students. These are public documents approved by the Board that specify student learning priorities, guide decision making and budgeting, meet provincial and local needs, and are designed to improve the education system.

2. Strategic plans identify the results the Division and its schools expect to achieve and outline the actions that will be carried out, the measures that will be used to assess progress and achievement and, in some cases, the targets established.

3. Annual educational results reports are brief, concise documents that highlight progress, accomplishments and results achieved in the past year as a result of the effective implementation of Division and school strategic plans.

4. Accountability is an ongoing cycle that enables continuous improvement and critical reflection to inform decision-making for the purpose of improving programs, services and student achievement in subsequent years.

5. The vision, values, mission, priorities, motto, and principle statements of the Division provide overall direction for planning and reporting.

6. The strategic planning and reporting process will recognize and incorporate priorities identified by the Board and schools.

7. The strategic planning and reporting process must provide ample opportunity for stakeholder input and meaningful involvement.

8. Principals shall prepare a draft of the school strategic plan and results report for consideration by the Superintendent or designate and school council; final approval by the Superintendent and school council is required prior to November 30th.
9. The Superintendent shall prepare a draft of the strategic plan and results report for consideration by the Board; final approval is required prior to November 30th.

10. The Division strategic plan and results report will be posted on the Division website and copies will be made available through Division office.

11. School strategic plans and results reports should be posted on their website and copies made available through the school office.

Reference: Section 22, 39, 60, 61, 77, 78, 113, School Act
            School Authority Accountability Policy 2.1.1
            Policy and Requirements for School Board Planning and Results Reporting