

Administrative Procedure 102

SCHOOL PLANNING AND REPORTING**Background**

School Education Plans and Annual Education Results Reports are a provincial requirement. School Education plans and Annual Education Results Reports are updated annually to incorporate Provincial and Board Priorities/Local Goals, associated strategies and to report on the associated results.

Procedures

1. The principal shall annually develop an Education Plan, the body of which shall be comprised of the following elements:
 - 1.1 Principal's Message
 - 1.2 Trustee Profile
 - 1.3 School Profile
 - 1.4 Provincial Goals, including measures and strategies
 - 1.5 Board Priority/Local Goals, including measures and strategies
 - 1.6 Budget Summary
2. The principal shall seek input to the plan from stakeholders including but not limited to the School Council, parents, community members and students.
3. The principal shall submit the school education plan to the Superintendent or designate before May 30th.
4. Upon review by the Superintendent or designate, the principal may be required to modify the education plan. Once approved by the Superintendent or designate, it is to be posted to the school website.
5. The principal must prepare an Annual Education Results Report on the outcomes of the education plan.
 - 5.1 The Results Report will report the results on measures outlined in the Education Plan.
 - 5.2 The Results Report will provide insight, draw conclusions, and discuss implications related to the results.
 - 5.3 The Results Report will be completed and submitted to the Superintendent or designate by November 30th each year.
6. The principal shall annually present the Annual Education Results Report to the School Council.

7. Upon review by the Superintendent or designate, the principal may be required to modify the Annual Education Results Report. Once approved by the Superintendent or designate, it is to be posted to the school website.

Reference: Section 18,33,51,52,53,55,66,67,222 Education Act
School Authority Accountability Policy 2.1.1
Business Plans and Results Reports policy 3.2.1
Guide to Education Planning and Results Reporting