

Administrative Procedure 103

SCHOOL REVIEWS

Background

A review of a school may be required in order to develop and maintain the best possible learning environment for students and staff.

Procedures

1. The Superintendent will identify as required, the school to be involved in the review process.
2. Each review will be conducted by a review team consisting of:
 - 2.1 Superintendent or designate,
 - 2.2 One (1) member each from Student Services and Learning Services, and
 - 2.3 An external educational member.
3. Reviews may focus on any or all of the following:
 - 3.1 Academic performance,
 - 3.2 Overall program delivery,
 - 3.3 Demographic information about staff, resources and facilities.
4. Criteria used in the review are to reflect the characteristics of effective schools (Appendix).
5. Input will be sought from students, staff, School Councils and parents.
6. Preparation for Review Team Visit
 - 6.1 Presentation of the school review process to stakeholders and discussions with stakeholders prior to the start of the school review.
 - 6.2 Superintendent or designate presentation to the school staff.
 - 6.3 Superintendent or designate presentation to School Council.
 - 6.4 Selection of team members and initial team meeting.
 - 6.5 Review of existing survey and student achievement data including:
 - 6.5.1 Review of Alberta Education Assurance survey results information provided by Learning Services.
 - 6.5.2 Review of student achievement results information provided by Learning Services regarding both Provincial Achievement Test (PAT) and Diploma results.
7. During the Review Team Visit

- 7.1 Meetings with school staff for orientation prior to commencement.
- 7.2 Review of Instructional Programs identified by school administration, school staff members or review team members.
- 7.3 Interviews with school administrators with in-depth interviews and discussions by members of the review team.
- 7.4 Interviews with certificated staff and support staff conducted by the Superintendent or designate and external member.
- 7.5 Interviews with School Council members and a random sampling of community parents and students conducted by Superintendent or designate and external member, either in person, virtually or by telephone.

8. Following Review Team Visit

- 8.1 External team prepares the report in a process coordinated by Superintendent or designate.
- 8.2 Final Report, including feedback and documentation from team members, is authored by the Superintendent or designate and presented to the Board in-camera.
- 8.3 A review of recommendations/commendations by Division Office administration with school administration team and school staff, completes the process.

Reference: Section 33, 52, 53, 197, 222 Education Act

Forms: School Review Survey – Staff Questions
School Review Survey – School Council Questions
School Review Survey – Parent Questions
School Review Survey – Student Questions