

Administrative Procedure 101

SCHOOL THREE YEAR PLANS

Background

Continuous improvement is expected of all schools. Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education provided to students.

Procedures

1. All plans and results reports must satisfy provincial requirements.
2. School plans must align with the goals and priorities of the Division, as well as an analysis of the school's provincial exam results, results from screeners, and accountability pillar survey results and may also reflect local concerns.
3. School Three Year Plans must be prepared by the Principal in consultation with staff, School Council, and, where appropriate, students.
4. The Associate Superintendent, Learning Services will work with each Principal on preparing his/her school's Three Year Plan. The Principal of each school will be responsible for completing and submitting an electronic copy of completed Plan to the Associate Superintendent, Learning Services by the deadline specified.

Reference: Section 18, 33, 51, 52, 53, 55, 66, 67, 222 Education Act
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide