

## Background

The Board supports the practice of a systematic, thorough monitoring of schools within its jurisdiction.

Under the *Education Act*, Section 197c, the responsibility for program evaluation rests with the principal.

Principals will review programs annually as part of the school education and reporting cycle.

Note: The Board has adopted the practice made optional by the Province, to produce a combined document containing both the School Education Plan and the School Annual Report. The provision to have one document results in an evolving foundational document that is reviewed, revised and refreshed several times each school year, as part of the Educational Planning and Reporting Cycle in the Board's Work Plan.

### 1. School Education Plans

- 1.1 The development of School Education Plans shall reflect the expectations as defined in Alberta Education's Guide for Education Planning and Results Reporting (available online at: <https://open.alberta.ca/publications/1923-0257#summary>)
  - 1.1.1 The School Education Plan shall align with the Division Education Plan.
  - 1.1.2 The School Education Plan shall identify goals, outcomes, strategies and performance measures.
  - 1.1.3 The School Education Plan must include the goals, outcomes and measures identified by Alberta Education.
  - 1.1.4 The School Council must have the opportunity to participate in the development of the School Education Plan.
  - 1.1.5 The School Education Plan must describe School Council involvement in the development of the plan.
- 1.2 The Superintendent or designate will provide a template and other supports to principals for schools to develop Education Plans.
  - 1.2.1 The template will be available to schools prior to the school's planning date (typically early April).
  - 1.2.2 The use of the template will ensure that School Education Plans contain the necessary information and align with the Division Education Plan.
- 1.3 Principals will submit draft Education Plans to the Superintendent or designate by May 1st.
- 1.4 Information from School Education plans will be compiled and contribute significantly to the detail of the Division Education Plan.
- 1.5 School Education Plan revisions will be made after receiving Provincial Achievement Test and Provincial Diploma Exam data in September.
- 1.6 School Education Plans that have been submitted by the principal will be made available to the public online from the Division website and the school's website.
- 1.7 Principals shall have copies of the School Education Plan available in the school office.

## **2. School Annual Reports**

- 2.1 The development of School Annual Reports shall reflect the expectations as defined in Alberta Education's Guide for Education Planning and Results Reporting (available online at: <https://open.alberta.ca/publications/1923-0257#summary>)
  - 2.1.1 The School Annual Reports include all information related to goals, outcomes and measures, local and provincial, identified in the School's Education Plan.
  - 2.1.2 School Annual Reports must include:
    - 2.1.2.1 an assessment of progress in relation to past performance
    - 2.1.2.2 five years of school results on provincial, Division and school performance measures
    - 2.1.2.3 a contextual description of the elements impacting performance towards specific targets set in the Education Plan
  - 2.1.3 The School Annual Report must be accessible via a link on the Division website and the school's website.
- 2.2 The Superintendent or designate will provide a template and other supports to principals for schools to develop the School Annual Report.
  - 2.2.1 The template will be available to schools by June 1<sup>st</sup>.
  - 2.2.2 The use of the template will ensure that all requirements for school level reporting are met.
- 2.3 Principals shall return a completed School Annual Report by the second week of July, or sooner.
- 2.4 Information from School Annual Reports will be compiled and contribute significantly to the detail of the Division's Annual Education Results Report (due to Alberta Education by November 30<sup>th</sup>).
- 2.5 School Annual Reports that have been submitted by the principal will be made available to the public online from the Division website (<https://www.phpschools.ca/our-division/annual-reports/>) and the school's website.
- 2.6 Principals shall have copies of the School Education Plan available in the school office.

## **3. Monitoring of School Achievement and Continuous Improvement**

- 3.1 The annual education planning and reporting cycle involves the continual review and analysis of school growth by the school staff, led by the principal.
  - 3.1.1 School Education Plan/report documents are reviewed by the Assistant Superintendent of Education Services.
  - 3.1.2 The principal will discuss the school plans and results during regularly scheduled meetings.
- 3.2 The principal leads the analysis of student achievement results each fall. This analysis, paired with the information obtained through the school planning and reporting process, will inform the decisions relative to continual growth.
  - 3.2.1 School and Division achievement results are analyzed by the Assistant Superintendent of Education Services and reported to the Superintendent and Board.
- 3.3 The school based, principal led Professional Learning Community (PLC) at each school is a critical source of information relative to the monitoring of student achievement and the success of instructional practices. Regularly scheduled PLC meetings serve as a continuous feedback loop for the principal and staff to monitor school improvement.
- 3.4 Schools that demonstrated declining trends in achievement and performance may be recommended for Targeted School Improvement resources as per Administrative

Procedure 60-30 Support for School Improvement Programs.

**Reference**

[Education Act](#)

[Alberta Education's Guide for Education Planning and Results Reporting  
AP 60-30 Support for School Improvement Programs](#)