

POLICY

**SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)**

PLANNING PROCESS

**Reference: A-1
Revised: April 30, 2008**

PLANNING PROCESS

The Board of Education believes in a continuous planning cycle targeting specific student improvement priorities with measurable and achievable results. The Board is responsible and accountable to its educational partners for the results achieved in the school district. In fulfilling this responsibility the Board has a duty to set direction, provide resources, and monitor and evaluate the results. This cycle provides a process to guide the district's educational future. Instituting and reviewing this planning cycle is the shared responsibility of the Superintendent and Secretary-Treasurer.

REGULATION

SCHOOL DISTRICT NO. 53

(Okanagan Similkameen)

PLANNING PROCESS

Reference: A-1

Revised: April 30, 2008

PLANNING PROCESS

1. Priorities

- i. Each year, the Board, as per the *School Act*, will guide the planning process for the Achievement contract (to form the basis of the District's mission-oriented goals).
- ii. By October 31st each year, the Board will establish or reaffirm these goals so School Planning Councils can begin developing School Plans for the coming school year. (Reference Policy G-6)

2. School Plan

- i. The School Plan is the school vehicle to demonstrate purposeful planning for achieving district goals through school goals. The plan will consist of the district goals, a school mission statement, information on how decisions were made to develop the plan, school goals, strategies, a summary of required training and resources, and expected student outcomes.
- ii. Each School Planning Council will submit annually, for Board consideration, a provisional School Plan by April 15th. The main purpose of the Plan shall be to improve student achievement.
- iii. Each May the Board will establish a date and time to meet with each School Planning Council to review its school plan.
- iv. Upon Board approval, by June 30th, the School Planning Council will support implementation and monitor progress towards achieving the School Plan's goals and strategies in the next school year.
- v. By October 15, each principal will coordinate for the School Planning Council an evaluation and review of the previous year's school plan, including any new data and updated information. This Annual School Plan will be distributed to the School Planning Council, employees and parents of the school, as well as the district office, trustees, and other schools/sites in the district. A copy is also provided to the Ministry of Education for publication on its website.
- vi. At a minimum the school plan will be reviewed by November 15th and March 1st each year to update, review goal process and make any necessary adjustments to support increasing student learning.