

Administrative Procedure 102 – School Education Plans and Results Report

Background

Principals are accountable for the preparation of an annual Three-Year School Plan and a subsequent annual report.

Procedures

1. Each school will develop an annual education plan describing how it will achieve the goals set by the province, the Board and its own goals and objectives. These will be completed in May of each year.
 2. Each school will report upon the accomplishments of the goals set by the province, the Board and its own goals and objectives in an annual report. This report will be completed in November of each year.
 3. The plan/report must be prepared by the Principal in a collaborative manner involving teachers, parents, the community, and students where appropriate.
 4. Each plan will be supported by a local school budget within the funds allocated by the Board.
 5. School plans will be prepared within known parameters and cannot be implemented until approved by the Superintendent.
 6. By May 30 of each year, the Principal will prepare and submit to the Superintendent the School's Three Year Education Plan. The final plan will be distributed and shared with staff, parents and the community. The Plan will be posted on the school website on the front page and in documents.
 7. By November of each year, the Principal will prepare, and submit to the Superintendent the AERR or Assurance Report. The AERR or Assurance Plan will be distributed and shared with staff, parents and the community. The report will be posted on the school website on the front page and in documents.
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Reference: Section 18, 33, 51, 52, 53, 55, 66, 67, 222 Education Act
Fiscal Planning and Transparency Act
School Council Regulation
Funding Manual for School Authorities
Guide to Education ECS to Grade 12
Policy and Requirements for School Board Planning and Reporting
School Authority Planning and Reporting Reference Guide

Effective: 2018-05-30

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