



SCHOOL GROWTH PLANNING POLICY

DM Approval:

Valerie Royle

Effective Date: January 1, 2013

GENERAL INFORMATION

The *Education Act* provides that a school plan must be prepared for each school that contains the school objectives, educational priorities, courses of study by grade, evaluation procedures, recommended budget and staffing requirements, and other information that is required for the effective functioning of the school.

PURPOSE

The purpose of this policy is to provide principles, direction, standards, and procedures to be followed during the school growth planning process.

DEFINITIONS

'Review Team' means the group of persons external to the school established to conduct a review of each school a minimum of once every third year.

'School Growth Plan' means the plan prepared for each school by the school administration containing school objectives, educational priorities, courses of study by grade, evaluation procedures, recommended budget and staffing requirements, and other information required for the effective functioning of the school.

'School Growth Planning Team' means the team, chaired by the school principal, that is responsible for developing the School Growth Plan for each school.

POLICY STATEMENT

A. Principles of School Growth Planning

Yukon Education supports school growth planning as a process intended to:

- improve the success of all Yukon learners;
- engage parents, students, the Yukon First Nations community, School Councils, School Boards, and the community at large in the work to improve student success;
- inform the public about school efforts to improve student success; and
- identify ways to support improvement efforts at each school.

B. Standards and Procedures

1. Composition of School Growth Planning Team

All School Growth Planning Teams shall be chaired by the principal and include a balance of membership from students, school staff members including paraprofessionals, School Council, School Board, First Nations, and representation from the Catholic Education Association Yukon, where appropriate.

It is the responsibility of the principal to make every effort to include First Nation representation on all School Growth Planning teams, and additionally to ensure that there is equitable representation on the team, including, where possible, the presence of an Elder.

2. Content of School Growth Plans

School Growth Plans focus on student success, include evidence-based goals and objectives and measures used to monitor student progress. Plans will meet guidelines established by Yukon Education and be reviewed annually with staff and partner groups.

School Growth Plans will reflect the richness and cultural diversity of Yukon schools to ensure students are comfortable in their own culture.

3. Timing of School Growth Plans

School Growth Plans will be updated on an ongoing basis and submitted to the ADM of Public Schools Branch by May 30th of each year.

School Growth Plans will be reviewed by Yukon Education by June 15th with feedback provided to each school on or before September 15th.

After completing any required revisions, each School Growth Plan will be presented to the School Council or School Board for approval.

A summary report of the School Growth Plans will be provided to the schools and submitted to the Minister of Education by October 1st.

The superintendents will meet with the School Growth Planning Team at least once annually, prior to the completion of the school plans.

Budget items identified for consideration to support the school growth planning process must align with the timing for Yukon Education's strategic plan and budget.

4. Training and Support for School Growth Planning

Ongoing training and support will be provided by Yukon Education annually to the School Growth Planning Teams, staff, and community members (including Elders) to ensure that School Growth Plans focus on improving the success of each Yukon learner.

5. School Growth Planning Advisory Committee

The ADM of Public Schools will establish and support a School Growth Planning Advisory Committee to provide strategic advice on the school growth planning process to the ADM of Public Schools.

Membership of the School Growth Planning Advisory Committee shall include the education partner groups.

The role of the School Growth Planning Advisory Committee is to establish inclusive school growth planning processes that lead to improved student success.

The ADM of Public Schools will convene the School Growth Planning Advisory Committee to meet as required, to provide strategic advice on the following issues:

- the focus of the process;
- the external review cycle;
- any training requirements to make the process positive for all participants;
- supports required to make the process of school growth planning work effectively;
- identification of stakeholders or any other parties whose input could benefit the process;
- potential implications of implementing a new program in terms of future budget and staffing requirements and how it may impact on equity for other Yukon schools; and

- recommendations for promising practices that may be considered in other communities.

C. School Reviews

A Review Team external to the school will be established to conduct a review of each school a minimum of once every third year.

School review criteria, team composition and processes used will meet annual guidelines established by Yukon Education.

The School Growth Planning Team and School Council or School Board will be consulted to establish the time of the review.

Prior to the Review Team leaving the school community, it will provide an oral report, followed by a final report which will be presented to the School Council or School Board and staff by a representative from the Review Team.

After presentation of the report to School Council and school staff, the report will be placed on the school website.

The school's response to the Review Team Report will be evident in the School Growth Plan in the following year.

D. Annual Reporting

Yukon Education will ensure that the goals and objectives from each School Growth Plan are included in Yukon Education's Annual Report that is tabled in the Legislative Assembly.

ROLES AND RESPONSIBILITIES

School Growth Planning Teams are responsible for developing the School Growth Plan for each school.

The School Council or School Board is responsible for reviewing, modifying if necessary, and approving the School Growth Plan for each school.

Teachers have the right to participate in the preparation of the School Growth Plan.

Principals are responsible for the implementation of the School Growth Plan.

Yukon Education staff are responsible for providing training and other assistance to support the school growth planning process.

APPLICATION

This policy applies to all staff of Yukon Education as well as School Councils, School Boards, and all other members of the school community.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective January 1, 2013.

LEGISLATIVE AND POLICY REFERENCES

Education Act s.1, ss. 113 (1) (a), ss. 116 (1) (b), ss. 168 (l), ss. 169 (q), ss. 186 (1) (k)

HISTORY

School Growth Planning Policy, effective November 19, 2009, amended effective January 1, 2013.