

School Plans

School plans focus on student achievement. Student achievement includes intellectual, human and social development, and career development. School plans support safe, caring and orderly schools. School plans reflect the context of the school and the range of students served. School planning councils consider a range of information in their planning, including classroom, school, district and provincial data. School planning councils consider the performance of significant groups within the student body, such as, Aboriginal, ESL and special needs students. School boards determine the format, timing and process for submission and approval of school plans. School plans developed by school planning councils are an integral part of the district accountability contract and the Ministry of Education district review process.

School Planning Cycle



Collect Information

The school planning council considers:

- > information about classroom, school, district and provincial achievement, satisfaction and safety, school and district profiles,
- > school resource allocation information, including funding and staff allocations to the school,
- > the values and perspectives of the school community, including specific groups such as Aboriginal, ESL and special needs students,
- > the district accountability contract and, if applicable, the Aboriginal enhancement agreement and the district review report, and
- > progress toward achieving current goals.



Analyze

The school planning council interprets information and identifies areas of strength and areas that need improvement. The school planning council shares its findings with the parent advisory council and the school community and solicits feedback.

Develop the Plan for Improvement

Using the information collected and analyzed, and input from the parent advisory council and school community, the school planning council develops plans for improvement. Plans include:

- > clearly stated goals,
- > a rationale for the selection of the goals,
- > an indication of specific performance targets for improving student achievement, and
- > a description of the data the school uses to track its progress over time.

After consultation with the parent advisory council and the school community, the school planning council submits the completed plan to the school board for review. The school board may accept the plan, return the plan to the school planning council for modification or reject the plan and direct the principal to develop an alternate plan.

Implement

School planning councils make plans available to the school community and support the school community as it implements the plans.

Review

School planning councils monitor progress in implementing school plans and provide updates to the school community.

The following education partner groups worked together to develop the School Planning Council Guidelines: British Columbia Confederation of Parent Advisory Councils (BCCPAC), British Columbia Principals' and Vice-Principals' Association (BCPVPA), British Columbia School Superintendents Association (BCSSA), British Columbia School Trustees Association (BCSTA), British Columbia Teachers' Federation (BCTF), and First Nations Education Steering Committee (FNESC).



Members of Oaklands Elementary SPC

School Planning Councils

School planning councils acknowledge the importance of parental involvement and formalize the role of parents in developing plans to improve student achievement in all schools in British Columbia. School planning councils are advisory bodies. Their major responsibility is to develop, monitor and review school plans for student achievement in consultation with the school community.

School plans are part of a provincial accountability framework to improve student results. Plans developed by school planning councils are connected to district accountability contracts, Aboriginal enhancement agreements and the Ministry of Education district review process. These processes collect and analyze information related to student achievement, develop and implement plans for improvement, review results and communicate with the public. School planning councils develop, monitor and review school plans for student achievement in consultation with the school community.



School Community

School planning councils reach out to all members of the school community. The school community consists of all parents, students, teachers and support staff. School plans reflect the characteristics, values and needs of the school community.

Mandate

The school planning council must meet the requirements outlined in the School Act:

“By a date set by the board, a school planning council must prepare and submit to the board a school plan for the school in respect of improving student achievement and other matters contained in the board’s accountability contract relating to that school.” 8.3(2)

“A school planning council must consult with the parents’ advisory council during the preparation of the school plan.” 8.3(3)

Structure

The school planning council consists of:

- > the school principal,
- > one teacher representative from the teaching staff, elected by secret ballot,
- > three representatives from the school’s parent advisory council, all elected by secret ballot, one of whom is an elected officer of the parent advisory council, and
- > one student from Grade 10, 11 or 12, where applicable, appointed annually by the school principal after consultation with the students enrolled in those grades at the school.

A school is defined in the School Act as “a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction.” Education centres that deliver programs in a variety of ways, such as, electronic delivery, distance, storefront, adult learning centers and self-paced drop-in, are required to submit improvement plans prepared by school planning councils.

The Ministry of Education recognizes that continuing education centers may need some flexibility in order to develop these plans. A parent is defined in the School Act as:

- > the guardian of the person of the student or child,
- > the person legally entitled to custody of the student or child, or
- > the person who usually has the care and control of the student or child.

Responsibilities

School Board

- > ensures that a school planning council is in place in each school,
- > maintains policies and procedures to support school planning councils,
- > communicates district timelines and the processes for the development, receipt and approval of school plans to school communities, parent advisory councils and school planning councils,
- > provides information about the allocation of resources to the school,
- > maintains processes to ensure school planning councils consult with the entire school community,
- > approves, approves with modifications, or rejects school plans,
- > consults with school planning councils about:
 - the allocation of staff and resources in the school,
 - matters contained in the district accountability contract relating to the school, and
 - education services and programs in the school.

Principal

- > provides collaborative leadership for the school planning council,
- > in consultation with students, appoints a student representative from Grade 10, 11 or 12, where applicable,
- > assembles information about student achievement from classroom, school, district and provincial sources,
- > provides information about progress made in achieving goals in the current plan and the accountability contract,
- > helps the school planning council ensure plans are developed in consultation with the school community,
- > in collaboration with the parent advisory council and school staff, maintains ways to promote effective communication between the school planning council and the school community,



- > provides information to the school planning council about the allocation of staff and resources in the school,
- > informs the school community about the work of the school planning council.

Teachers

- > elect, by secret ballot, one representative to the school planning council,
- > maintain a process for that representative to receive input or direction from teachers and inform teachers about the work of the school planning council.

Parent Advisory Council

- > elects, by secret ballot, three representatives to the school planning council,
- > maintains, in collaboration with the principal, ways to promote effective communication between parents and the school planning council,
- > assists the school planning council if requested to do so.

School Planning Council

- > maintains processes to receive input from, and report to the parent advisory council, and the school community,
- > provides advice to the school board about:
 - the allocation of staff and resources in the school,
 - matters contained in the district accountability contract relating to the school, and
 - education services and programs in the school,
- > does not discuss or provide advice about:
 - personal, confidential information about students, parents, teachers or staff, or
 - complaints about individuals or personnel matters,
- > revises school plans, if requested to do so by the school board,
- > maintains ways to promote effective communication between school communities and the school planning council,
- > develops, monitors, and reviews school plans.