

AP 105 – School Improvement Planning

Background

The purpose of this administrative procedure is to provide expectations for schools in relation to planning for continuous student improvement.

Procedures

The following guidelines are intended to support the Ministerial [Framework for Enhancing Student Learning](#), as well as the Board's current [Strategic Plan](#).

1. Principals are required to establish a consultative committee structure for developing, implementing, resourcing and communicating the School Improvement Plan. The collaborative structure should include, but is not limited to:
 - a. Teachers within the school;
 - b. Support staff within the school;
 - c. Representatives of the Parent Advisory Council;
 - d. Community members;
 - e. Students enrolled in the school, where appropriate.
2. The principal is responsible for establishing the terms of reference for this committee and communicating it broadly (See Appendix 1: Terms of Reference). The terms of reference should be posted on the School Plan tab of the school's web site.
3. Principals are required to follow the School Improvement Plan Template (See Appendix 2: School Improvement Plan Templates) designed for their level. In addition, the School Improvement Plan must meet the following requirements:
 - a. Plans must be primarily driven by teachers' inquiry relative to the broad mandate of the education system (i.e. intellectual, human, social, and career development) and the re-designed provincial curriculum.
 - b. Plans must consider the goals of the Board's Strategic Plan and the associated Operational Plan established for that level.
 - c. School plans should be multi-year documents that are updated annually based on new information that is relevant to the local context and needs of the school.
 - d. Schools are also expected to focus on vulnerable student populations, including Aboriginal students, children in care, and students with special needs.
 - e. School plans must be made available to all parents, so must be easily accessible on the school's website (See Appendix 3: Website Communication Guidelines).

- f. On at least an annual basis, principals must communicate evidence of progress relative to school goals. Evidence must be meaningful, and where appropriate, include progress being made with vulnerable student populations.
 - g. Under the leadership of the principal, the school improvement committee is also required to contemplate resource allocation in support of the goals identified in the School Improvement Plan.
4. Key dates for School Improvement Plans include:
- Updated School Plans must be submitted to the supervising assistant superintendent by no later than June 30 each year;
 - The final School Plan for the upcoming year must be posted on the school's website by no later than September 30 each year;
 - The school's progress report must be posted on the school's website by no later than January 15 each year.

Appendix:

- Terms of Reference
- Elementary School Improvement Plan Template
- Middle School Improvement Plan Template
- Secondary School Improvement Plan Template
- Website Communication Guidelines

SAMPLE (please remove “instructions” within)

Terms of Reference for
[Insert school name here] School Improvement Team

1. Mandate/Purpose

Outline the primary purpose of the committee. For example:

“The primary mandate of the School Improvement Team (SIT) is to advise the principal on the development, implementation, resourcing and communication of the school improvement plan.”

2. Membership

List the members of the committee and their various roles. For example:

- *The principal (chair)*
- *Vice-principal*
- *Two teachers from each grade level (6)*
- *One learning services teacher (1)*
- *Two support staff representative (2)*
- *Two parents representing the PAC (2)*
- *Others as needed*

3. Relationships

Describe the formal or informal relationships that exist on the committee with its members. For example:

“Under the guidance of the principal, the SIT works collaboratively to support the development and implementation of the school improvement. SIT members are encouraged to report progress of the committee to their respective constituents. Committee members will collaboratively establish roles in keeping with the mandate.”

4. Organization

Outline the structural details of the committee’s functions: *For example:*

The committee will meet monthly. Agendas will be created by the chair and distributed a week prior. Other roles (e.g. secretary, web editor, etc.) will be determined collaboratively.

5. Decision Making

Outline how the committee will make its decisions. For example:

“The SIT has no formal authority, but will make recommendations for fulfilling its mandate on the basis of consensus.”

Elementary School Plan for Student Success

<i><Insert School corporate logo></i>	Team Members
School Context	
Inquiry Question	
Rationale (Why are we doing this?) (Please refer to school data)	

Strategies	Leadership/Teamwork	Professional Learning and/or Resources
Progress and Impact (How do you know?)		



STUDENT
SUCCESS



OPTIMIZED
RESOURCES



ENGAGING
OPPORTUNITIES



PROGRESSIVE
WORK FORCE

Making Connections: Explain how your school goal aligns with the Aboriginal Enhancement Agreement any of the following; Grade Three Imperative, Social Emotional Learning, the revised curriculum.

<p>Connections to the Aboriginal Enhancement Agreement</p> <ol style="list-style-type: none"> 1. Reading Success for each child 2. Cultural Awareness and pride 3. Increased sense of belonging 	
<p>Connections to the Elementary Operational Plan</p> <ol style="list-style-type: none"> 1. Early Learning 2. Grade Three reading imperative 3. Student Social and Emotional Learning 	
<p>Revised Curriculum</p> <ol style="list-style-type: none"> 1. Core competencies 2. Assessment and reporting 3. Inquiry based learning and integrated technology 	

Middle School Plan for Student Success

<Insert School corporate logo>	Team Members:
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School Context	<u><add school website and hyperlink></u> http://www.sd34.bc.ca/district/reports/strategic-plan http://www.bcedplan.ca/
Inquiry Question (what is the burning issue you want to address as a team?)	
Rationale (Why are we doing this?) (Please refer to school data)	

Strategies (Include ELL & LSS)	Who will be responsible?	Timeline for each phase	How will you assess effectiveness of strategy?	Professional Development and/or Resources

Progress



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OPTIMIZED
RESOURCES



ENGAGING
OPPORTUNITIES



PROGRESSIVE
WORK FORCE

Making Connections: Explain how your school goal aligns with the Aboriginal Enhancement Agreement any of the following; Grade Three Imperative, Social Emotional Learning, the revised curriculum.

District Strategic Plan

- Excellence in teaching
- Excellence in leadership
- Flexibility & access to programs / services
- Ethical & innovative use of technology
- Parental & community engagement

Middle School Operational Plan

- Promote best practices in all middle schools
- Build the capacity of principals, vice-principals, teachers, & EAs
- Improve the achievement of Aboriginal students
- Use technology to enhance classroom instruction and assessment
- Engage parents and the community

Aboriginal Enhancement Agreement

- Increase student pride
- Increase reading scores
- Increase sense of belonging
- Increase graduation rates

Secondary School Plan for Student Success

<Insert School corporate logo>		Team Members:	
School Context		<u><add school website and hyperlink></u> <u><add MoE website & hyperlink></u>	
Inquiry Question What is the burning issue you want to address as a school in your <i>Secondary Strategic Operation Plan</i> ?			
Rationale What are we doing? -The Visible Learner			
Strategies (include ELL & LSS)	Leadership/Teamwork Responsibilities	Professional Learning and Resources	Progress and Impact on Student Achievement
	Admin:		
	Teacher Leaders:		
	Staff:		
	Admin:		
	Teacher Leaders:		
	Staff:		
	Admin:		
	Teacher Leaders:		
	Staff:		



STUDENT
SUCCESS



OPTIMIZED
RESOURCES



ENGAGING
OPPORTUNITIES



PROGRESSIVE
WORK FORCE

Making Connections: Explain how your school goal aligns with the Aboriginal Enhancement Agreement any of the following; Grade Three Imperative, Social Emotional Learning, the revised curriculum.

Connections to the District Strategic Plan

Excellence in teaching Excellence in leadership
Flexibility & access to programs/ services
Ethical & innovative use of technology
Parental & community engagement

Connections to the Secondary Operational Plan

Facilitate Deeper Learning experiences
New Curriculum implementation: IBL
Assessment Practices
Blended Learning/Digital Literacy
Personalized Leadership: accelerating emergence

Connections to the Aboriginal Enhancement Agreement

Increase Student Pride
Increase reading scores
Increase sense of belonging
Increase graduation rates

School Plan – Our Progress Website Content Guidelines

The Abbotsford School District's Strategic Plan reflects our public commitment to BC's new curriculum by working together to continuously improve learning for each student. Under the Framework for Enhancing Student Learning, all Abbotsford School District schools are required to develop a long term plan to improve student achievement, one that maintains a balance between the intellectual, social and career development of students. Each school develops a multi-year plan (to be updated annually) and sets individual goals to improve student achievement.

EVIDENCE OF LEARNING

Under the 3 primary categories (Intellectual – Human & Social – Careers), the School Plan web content allows users to add one of the following content types:

1. Inline gallery – Recommended when you want to share multiple images of an event or project that gives evidence of student learning.
2. Image – Recommended when there is a single photo that gives evidence of student learning.
3. Image & Text – Recommended when text is required to accompany an image.
4. PDF Downloads – Recommended when you want to attach an attachment that gives evidence of student learning.
5. Text – Recommended when you have only text to describe evidence of student learning.
6. Video – Recommended to share video content that provides evidence of student learning.

To ensure there is a level of consistency among School Plans, schools are required to list the following data points under "Intellectual":

- Elementary: Grade 4 FSA Results
- Middle: Grade 7 FSA Results
- Secondary: Graduation Rates

Other sources of evidence include:

- Intellectual: Assessments in Reading, Writing, Math, Science, Social Studies, Fine Arts, etc.
- Human & Social: Core Competencies, Athletics, Extra-Curricular, Student Leadership, Volunteering, etc.
- Careers: Any evidence of career growth or goal setting, evidence of career exposure, Web Coding, Presentations/Portfolios, Entrepreneurial programs/projects, etc.

HOW TO INSTRUCTIONS

The School Plan section of the website has been created to provide a unique format for displaying evidence of learning in schools. This new section offers several options for sharing images, text and video content with your parent audiences in a different format than basic webpages on your site.

To edit the School Plan section of your website:

1. Login <http://schoolname.abbyschools.ca/user>
2. Navigate to your School Plan webpage <http://schoolname.abbyschools.ca/school-plan>
3. Select the edit button for the School Goals section:



Edit

School Goals

Under the Framework for Enhancing Student Learning, all Abbotsford School District schools are required to develop a long term plan to improve student achievement, one that maintains a balance on the intellectual, social and career development of students. Each year, every school will also set individual school goals to assist them in achieving progress.

The School Goal section is where you should outline your individual School Goals, as well as upload your official School Plan document (PDF recommended).

To add explanatory or introductory text about your School goals:

- Select Text from the Item type menu.
- Select the Add another item button.
- Create or copy/paste your introductory text into the editor.

To add PDF school plan documents:

- Select PDF Downloads from the Item type menu. Select the Add another item button.
- Add files by selecting Choose Files. Browse your computer folders to choose the correct file. Select Upload.

Once you have finished adding text and files, remember to SAVE your changes in the bottom left corner of the page (green button).

4. Select the edit button to update or add new evidence of student learning to the following three pillars (Intellectual, Human & Social, Careers).

[Edit](#)**Intellectual**

Our students will learn key academic skills - like reading, writing and math - to encompass the knowledge and processes associated with intellectual development. As learners and meaning-makers, students take subject-specific concepts and content and transform them into a new understanding.

[OUR CELEBRATIONS OF LEARNING →](#)
[Edit](#)**Human & Social**

Our students will study personal and human social skills and as they relate to students' identity in the world - both as individuals and as members of their community. We are learning that personal and human social skills encompass the abilities students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.

[OUR CELEBRATIONS OF LEARNING →](#)
[Edit](#)**Careers**

Our students will succeed in a much different future from the one we envisioned 10 or 15 years ago. It is our responsibility to prepare all children for success in whatever life path they choose, connecting learning opportunities with future career possibilities. We know that real-life experiences - like community involvement, gaining business knowledge, and hands-on-learning - build better students and life-long citizens.

[OUR CELEBRATIONS OF LEARNING →](#)

5. You may choose to add various types of content from the Item type menu:

Item type

Text

[Add another Item](#)

- **Inline gallery**
Recommended when you want to share multiple images of an event or project that gives evidence of student learning.
 - Add files by selecting Choose Files from the Add a new file field.
 - You may choose to batch upload (more than one photo at a time) by holding down the shift key when you select your image files.
 - Select upload
 - Add photo captions to each image to provide further info.

- Image

Recommended when there is a single photo that gives evidence of student learning.

- Add an image file by selecting Choose Files from the Add a new file field.
- Select upload
- Add photo caption to image to provide further info.

- Image & Text

Recommended when text is required to accompany an image.

- Add an image file by selecting Choose Files from the Image field.
- Select upload
- Add body text using the editor. The text will appear to the right of the image on the webpage.

- PDF Downloads

Recommended when you want to attach an attachment that gives evidence of student learning.

- PDF files only. Add a PDF attachment by selecting Choose files from the Add a new file field.
- Select upload
- Add a Description of what the file attachment includes.

- Text

Recommended when you have only text to describe evidence of student learning.

- Use the body text editor to provide explanatory text.

- Video

Recommended to share video content that provides evidence of student learning.

- Paste the URL link in the Video URL field. Must be vimeo or youtube.
- Add a Description to include information about the video that provides context.

Once you have finished adding text and files, **remember to SAVE your changes** before you click to a new screen. Scroll to the bottom of the page and select the SAVE button in the bottom left corner.

 Save