

## **Yukon Education**

### **Policy Subject: School Growth Planning**

**Date Passed:** November 19, 2009

Policy No. 1014

Legislation: Education Act Sections 1, 113 (1) 116 (1) (b); 168 (l);  
169 (q);  
186 (1) (k) and in accordance with the Education Act definition:

“school plan” means a 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”

### ***Principles of School Growth Planning***

The Department of Education support School Growth Planning as a process intended to:

1. improve the success of all Yukon learners;
2. engage Yukon First Nations community in the work to improve student success;
3. engage the community at large in the work to improve student success;
4. inform the public about school efforts to improve student success;
5. identify ways to support improvement efforts at each school.

### ***Standards and Procedures***

#### ***1. Composition of School Growth Planning Team***

- 1.1. All School Growth Planning teams shall be chaired by the principal and include a balance of membership from students,

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school staff members including paraprofessionals, school council, First Nations and representative from the Catholic Education Association where appropriate;

- 1.2. It is the responsibility of the Administrator 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***

- 2.1. The plans focus on student success, include evidence-based goals and objectives, and measures used to monitor student progress. Plans will meet guidelines established by the Department of Education and be reviewed annually with staff and partners groups
- 2.2 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***

- 3.1 Commencing with the 2009-2010 school year, School Growth Plans will be completed annually and a draft submitted to the ADM of Public School Branch by May 30<sup>th</sup> of each year.
- 3.2 School Growth Plans will be reviewed at the Department by June 15<sup>th</sup> with feedback provided to each school on or before September 15<sup>th</sup>.
- 3.3 A summary report of the School Growth Plans will be provided to the schools and submitted to the Minister of Education by October 1<sup>st</sup>.
- 3.4 The Superintendents will meet with the School Growth Planning Team at least once annually, prior to the completion of the school plans.
- 3.5 Budget items identified for consideration to support the school

growth planning process must align with the timing for the Department budgets.

#### ***4. Training and support for School Growth Planning***

- 4.1 On-going training and support will be provided by the department annually to the school growth planning teams, staff, and community members, including Elders, to ensure that school plans focus on improving the success of each Yukon learner.

#### ***5. School Planning Advisory Committee***

- 5.1 The ADM of Public Schools will establish and support a School Planning Advisory Committee to provide strategic advice on the School Growth Planning process to the ADM of Public Schools.
- 5.2 Membership of the School Planning Advisory Committee shall include the education partner groups.
- 5.3 The role of the School Planning Advisory Committee is to establish inclusive school planning processes that lead to improved student success.
- 5.4 The ADM of Public Schools will convene the School Planning Advisory Committee to meet as required, to provide strategic advice on the following issues:
- i. the focus of the process
  - ii. the external review cycle
  - iii. any training requirements to make the process positive for all participants
  - iv. supports required to make the process of School Growth Planning work effectively
  - v. identification of stakeholders or any other parties whose input could benefit the process.
  - vi. 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.

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

## **6. External Reviews:**

- 6.1 An External Review Team will be established to conduct a review of each school on a three-year cycle.
- 6.2 External Review criteria, team composition and processes used will meet annual guidelines established by the Department of Education.
- 6.3 The School Growth Planning team will be consulted to establish the time of the review.
- 6.4 Prior to the External Review Team leaving the school community, the team will provide a draft report to the school team, followed by a final Report within twenty one calendar days.
- 6.5 The school's response to the External Review Team Report will be evident in the School Growth Plan in the following year.

## **7. Annual Reporting**

- 7.1 The Department will ensure that the Goals and Objectives from each School Growth Plan are included in the Department of Education Annual report that is tabled in the Legislative Assembly, including School Boards.