

EDUCATION PLANNING

Background

Educational planning is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills, and attitudes they need to be self-reliant, responsible, caring, and contributing citizens. Planning ensures resources for education are used in the best possible ways to meet the educational needs of Alberta's young people.

The Division plan outlines priorities for student learning, guides budget development, and forms the basis for reporting on progress and achievement.

The Division is required by Alberta Education and Childcare to prepare an Education Plan that aligns with the Alberta Education and Childcare Business Plan and focuses on student learning over a five-year period. Before the end of May each year, the Division will review its overall plan in relation to progress made throughout the year and make any desired adjustments prior to the start of the next year.

Definitions

Education and Childcare Business Plan – The EDC Business Plan is the provincial ministry's multi-year strategic and fiscal planning document that outlines its priorities, desired outcomes, performance measures, and budget allocations for the education and childcare system.

Education Plan – The Education Plan is the Division's multi-year strategic document that sets the direction for student learning and system improvement within the school division in alignment with the requirements established in the Education Act and the Alberta Education and Childcare Business Plan. The Education Plan sets goals and outcomes, performance measures, strategies and budgetary allocations that focus the Division's work.

Procedures

1. System Planning Guidelines

- 1.1 The vision, mission, principles and beliefs, and motto will provide overall direction for system planning.
- 1.2 The planning process recognizes identified local priorities during the planning process.
- 1.3 The actions and endeavours of the Division and its schools must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by members of the school community. Formal processes for the Division to develop, revise, and extend its Education Plan that identify priorities, outcomes, measures, targets, strategies, and timelines for task completion will be developed each year.

2. The Education Plan

- 2.1 A Division Education Plan that meets local needs and fulfills provincial accountability requirements will be developed and implemented.
- 2.2 The plan will be kept current to ensure focused, efficient and effective change and improvements.
- 2.3 The plan will be updated annually.
- 2.4 The plan will be improvement focused and will identify areas/priorities for improvement each year.
 - 2.4.1 The plan will include provincially mandated priority areas with strategies and measures.
 - 2.4.2 The plan may include other strategies and measures reflecting local needs.
- 2.5 The plan will outline the deployment of resources and be consistent with the provincial funding framework.

3. The Superintendent will:

- 3.1 Submit the plan to the Board for approval. Ensure that the Division Education Plan is submitted to Alberta Education in a form and at a time that meets requirements.
- 3.2 Prepare a news release outlining the initiatives to be undertaken during the upcoming school year.
- 3.3 Make provision for distribution of the Education Plan and its placement on the Division website.
- 3.4 Conduct a mid-year review regarding progress with the Education Plan.

Adopted/Revised: JUN 2016/NOV 2019/MAR 2026

Reference: *Education Act* sections 33, 55, 67
Government Accountability Act
Policy and Requirements for School Board Planning and Reporting
Guide to Education ECS to Grade 12
Funding Manual for School Authorities
School Authority Planning and Reporting Reference Guide
Board Policy 1 – Divisional Foundational Statements
Board Policy 2 – Role of the Board
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – Role of the Superintendent
Administrative Procedure 101 - Annual Education Results Report
Administrative Procedure 102 - School Education Plans and Annual Reports
Administrative Procedure 110 - School Councils
Administrative Procedure 111 - Council of School Councils
Administrative Procedure 150 - Division Communications
Administrative Procedure 151 - Media Relations
Administrative Procedure 500 - Budget Development