

SCHOOL REVIEWS

Background

School reviews may be used to assist in the establishment and maintenance of appropriate instructional, program and management standards that contribute to a high level of student development and achievement in a school. The Superintendent may initiate a review when evidence indicates that a school is not operating in an efficient manner and not making satisfactory progress towards Division learning priorities. The focus of the review is to support continuous improvement, strengthen school leadership, and provide assurance regarding school performance.

Definitions

School Review Process – This is a structured, Superintendent-directed process undertaken to assess a school's effectiveness in achieving the outcomes identified in the Division's Education Plan and the School's Education Plan.

Procedures

1. The Superintendent has the primary responsibility for the supervision and evaluation of all schools in the Division, and for initiating school reviews when there is evidence that a school is underperforming.
2. The review of the school will focus on the following:
 - 2.1 The suitability of goals, objectives and procedures
 - 2.2 The efficiency of the delivery system to achieve the goals, objectives, procedures, and
 - 2.3 The results achieved
3. A school review may be conducted by a review team composed of Division-level staff and representatives from other organizations such as:
 - 3.1 Alberta Education and Childcare personnel
 - 3.2 Invited personnel from other school systems
 - 3.3 Post-secondary personnel, or
 - 3.4 Consultants
4. The Superintendent may request Alberta Education and Childcare to conduct a school review, either in cooperation with the Division, or as an independent evaluator.
5. The school review process may include a review of:
 - 5.1 Stakeholder satisfaction data

- 5.2 Student success data
 - 5.3 Facility adequacy
 - 5.4 Program quality
 - 5.5 Support services and/or
 - 5.6 Any other factors deemed relevant and necessary for the review process
- 6. If a school review process is initiated, subsequent to its completion, the Superintendent or designate will provide a written report to the Principal that summarizes the findings, identifies strengths and areas for growth, outlines required actions and supports, and establishes timelines for implementation of the required actions.
 - 7. The Principal whose school has been the subject of a review under this administrative procedure shall, within sixty (60) calendar days of the receipt of the review report, provide a written action plan which effectively addresses the recommendations contained in the review report.
 - 8. Schools involved in a formal review process will receive continued division-level monitoring and support until there is solid evidence of progress in the areas for growth.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/APR 2026

Reference: *Education Act* s. 11, 33, 52, 53, 67, 196, 197, 222, 225
Guide to Education ECS to Grade 12
Funding Manual for School Authorities s. B, L
Board Policy 2 – Role of the Board
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – Role of the Superintendent
Administrative Procedure 100 - Education Planning
Administrative Procedure 102 - School Education Plans and Annual Reports