



School Planning Councils: Standards of Practice

School Planning Councils as defined in the *School Act*, have been empowered through legislation to advise the school on matters of student achievement, growth, budgeting and resource management. Reviewing and approving class size and composition arrangements and advising the School District on resource allocation are key aspects of the School Planning Council's roles and responsibilities. Below are the Standards of Practice that School District No. 78 has developed to enable SPCs in this very important work.

The SPC is in place prior to the opening of the school year in the fall through PAC elections, through staff elections, and for secondary schools, through student council elections, or by Board appointment.

The SPC has reviewed its role, understands the role as defined in the Manual of School Law, and has applied this role description to the school context and to each member's ability to commit as individuals to this role. The SPC has consciously planned how it will fulfill its role this school year;

The SPC has reviewed and critiqued the school growth plan early in the school year, and understands the data that supports the goals, targets, and strategies identified in the growth plan;

The SPC meets regularly to review the implementation of the growth plan, to review the school's budget, class sizes and composition, and achievement results;

The SPC has reviewed the district budget, staffing formulas, and school notional funding information for the district, and is empowered to provide input into district budgeting decisions through the district budget committee;

The SPC members report back to PAC, to the student council for secondary schools, and to staff, the discussions and decisions of the SPC following each SPC meeting;

The school enables and empowers the role of the SPC through communications in the school newsletters about SPC meeting highlights, through clarification about the role of the SPC during PAC meetings and in the school newsletters, and through celebrations with the SPC about their contributions and achievements;

The SPC works collaboratively with the school community to report on student achievement and school growth plan goals, to gather input, and to develop a school improvement plan that gains broad-based commitment from students, teachers, and parents;

The SPC's school improvement plan is developed as per the timelines as established in district policies 5010 and 5010G *School Improvement Planning Process*. The plans are in keeping with district and provincial mandates for public education, and reflect the mission and beliefs of the Ministry of Education, the school district, and the school community;

The SPC presents the school plan to both the PAC Executive and during the Annual General Meeting, and to the school community through staff meetings, student council meetings, and through the school newsletter; and,

The SPC presents its school improvement plan to the Board of Education where it is discussed, approved, and celebrated.



School Planning Councils: Enabling Practices

- Utilize the SMART Goal research to structure plans.
- Utilize the School Plan Review document to monitor and adjust plans at the beginning of each SPC meeting.
- Utilize the school newsletter to inform and gather community input through focused reporting and specific, short, frequent surveys.
- Meet with students and parents through focus group discussion to gather input on school improvement goals.

DRAFT