

## Administrative Procedures 110

### Learning Improvement

Adopted: June 17, 2021

Amended: August 21, 2023



#### External References

- Education Act: Sections 85, 87

#### Internal References

- AP 111 Annual Report
- Form 110-1 School Mission and Vision
- Form 110-2a School Learning Improvement Plan
- Form 110-2c REORDER Rubric (School)
- Form 110-2d REORDER Rubric (Classroom)
- Form 110-3 School Learning Improvement Action Plan
- Form 110-4 School Learning Improvement Action Plan Reflection
- Form 110-5 School Learning Improvement Plan Annual Summary

## Background

A Provincial Education Council was established in 2020 to provide strategic guidance to the development and renewal of a Provincial Education Plan (PEP). A Provincial Education Plan Implementation Team (PEPIT) works to establish the outcomes, measures and key actions to operationalize the plan. The PEPIT includes directors of education, participating First Nations and Métis education authorities, two representatives of Saskatchewan Teachers' Federation Professional Learning, and senior Ministry of Education officials.

The Provincial Education Plan Implementation Team (PEPIT), with guidance from the Provincial Education Council, has established four priority actions to be undertaken in the plan. Each action will include milestones (or steps) that will be accomplished. These priority actions and milestones will be revised over the course of the plan as the work progresses and circumstances change.

There are four priority actions in the Provincial Education Plan (PEP). All four actions are of equal importance:

1. Improve student outcomes through effective assessment practices that guide and strengthen responsive instruction.
2. Enhance opportunities for learners and their families and support transitions as learners enter and progress through school to graduation and determine a life pathway.
3. Enrich and enhance mental health and well-being capacity in students.
4. Actualize the visions and goals of Inspiring Success: Prek-12 First Nations and Métis Education Policy Framework

The Provincial Education Plan informs division educational planning. Division goals, priorities and commitments will be further be reflected in the Division's commitments to division-level needs and innovative learning.

School-level goals and priorities will be captured in the School Learning Improvement Plan (SLIP). The SLIP will reflect school-level needs, Division priorities (Sun West School Division Education Plan 2023-2026) and the Provincial Education Plan.

## Procedures

### 1. Sun West 2023-2026 Education Plan

- 1.1 The vision, mission, guiding values and goals of the Division will provide strategic direction for system planning.
- 1.2 The planning process will recognize priorities identified in the Provincial Education Plan and by the Board of Education and stakeholder groups.
- 1.3 Learning improvement by the Division and its schools must be guided by sound planning processes. The planning process shall provide the opportunity for input and meaningful involvement from stakeholder groups. Planning processes for the system and its schools involve identifying priorities, a predetermined courses of action, outcomes, measures, strategies and timelines for task completion.
- 1.4 The Sun West Education Plan will be reviewed each year.
- 1.5 The Board shall approve the Sun West Education Plan.
- 1.6 The Director shall:
  - 1.6.1 Make provision for distribution of the Sun West Education Plan and its placement on the Division website.

### 2. School Learning Improvement Plan

- 2.1 Principals will identify a School Learning Improvement Plan (SLIP) that meets local needs and fulfils accountability. (Refer to Form 110-2a School Learning Improvement Plan).
- 2.2 Principals are responsible for developing both short and long-range plans that are consistent with Division priorities, the expectations of the Provincial Education Plan and School Community Councils.
- 2.3 The principal will seek involvement of stakeholders (students, staff, parents/caregivers, School Community Councils, Brethren, etc.), as appropriate, in development of the School Learning Improvement Plan (SLIP) with provision for ongoing input into the revision process.
- 2.4 The School Learning Improvement Plan (SLIP) will be developed and updated annually and submitted to their Superintendent of School Operations.
- 2.5 The School Learning Improvement Plan (SLIP) will use a format that identifies:
  - 2.5.1 Current Situation - What is the reason action is needed?
  - 2.5.2 Future State - What will the future state look like when the need is successfully addressed?
  - 2.5.3 Conditions for Success/Strategic Considerations – Are there barriers in achieving this goal? How will potential barriers be overcome? What needs to be in place prior to starting this work?
  - 2.5.4 Implementation Plan – What high-level actions that will be taken to address the problem within the given timeframe and how will the future state be achieved?
  - 2.5.5 Progress Monitoring – How will improvement be determined?
  - 2.5.6 Strategic Engagement – How are students, parents, and stakeholders engaged in this work?

## 2.6 Reporting

- 2.6.1 The principal and School Community Council will submit Form 110 -2a School Learning Improvement Plan (SLIP) to their Superintendent of School Operations in October and at the end of June.
- 2.6.2 The principal and School Community Council will use Form 110-2c REORDER Rubric (School) to inform the development of the School Learning Improvement Plan (SLIP).
- 2.6.3 The principal will submit Form 110-3 School Learning Improvement Action Plan to their Superintendent of School Operations at the end of September.
- 2.6.4 The principal will upload Form 110-4 School Learning Improvement Action Plan Reflection to the School Based Administrators Group after each Professional Learning Day.
- 2.6.5 Classroom Teachers will periodically align, update and share Form 110-2d REORDER Rubric (Classroom) with the principal.
- 2.6.6 The principal and School Community Council (SCC) will submit Form 110-5 School Learning Improvement Plan Annual Summary to their Superintendent of School Operations at the end of June.