

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 105

---

---

#### **SUBJECT: SCHOOL PLANNING AND REPORTING**

Legal References: *Education Act: Section 265 Duties of the Principal; Section 283 Chief Executive Officer; Section 286 Duties of Supervisory Officers; Ontario Regulation 298 - Operation of Schools Section 11 Duties of Principals; Section 20 Duties of Teachers; Education Quality and Accountability Office Act 1996*

Related References: *Board Policy No. 3 Director of Education Job Description; Administrative Procedure 100 System Planning; AP 101 Director's Annual Report*

---

---

School planning, budgeting, evaluating and reporting are integral components of system planning. In this administrative procedure, the director of education sets out expectations for school planning and reporting.

#### **1. School Planning and Reporting**

- 1.1 All plans and reports of school results must satisfy the requirements outlined in Ontario legislation for school action plans for improvement. The school improvement plans must be consistent with the Education Quality and Accountability Office's requirements for reporting.

*...the principal of a school shall solicit the views of the school council with respect to the following matters: ...School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.*

*Ontario Regulation 298 - Operation of Schools Section 11 (19) 3*

- 1.2 School plans, results, reports, and budgets must be prepared by the principal in collaboration with the staff, school council, and where appropriate, students.
- 1.3 School plans, aligned with the system plan, are to be updated and submitted in written form to the director of education by September 30th each year.
- 1.4 School results reports based on the school's plan for the previous year are to be submitted in written form to the director by October 31st of each year.