

Administrative Procedures Manual	Administrative Procedure 100
	Three Year Education Plan
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 18, 52, 53, 55, 66, 67, 222 Education Act Fiscal Planning and Transparency Act Guide to Education ECS to Grade 12 Policy and Requirements for School Board Planning and Reporting School Authority Planning and Reporting Reference Guide

Background

Planning in education 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 in the Division, guides budget development, and forms the basis for reporting on progress and achievement.

The Division is required by Alberta Education to prepare an education plan that aligns with the Alberta Education Three-Year Business Plan and focuses on student learning over a three-year period. Plans are updated annually so that, as one year is completed and another is added, the plan continues in a three-year time frame.

Procedures

1. System Planning Guidelines
 - 1.1 The mission statement, universal guiding principles and operating guiding principles of the Division will provide overall direction for system planning.
 - 1.2 The planning process will recognize local priorities identified 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 persons from stakeholder groups. Formal processes for the system to develop, revise and extend its Three-Year Education Plan that identify priorities, outcomes, measures, targets, strategies and timelines for task completion will be developed each year.

2. Three-Year Education Plan
 - 2.1 A Division education plan that meets local needs and fulfils 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.

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- 2.4 The plan will be improvement focused and will identify areas/priorities for improvement each year.
 - 2.5 The plan will include the provincially mandated priority areas with strategies and measures.
 - 2.6 The plan may include other strategies and measures reflecting local needs.
 - 2.7 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 in conjunction with the Annual Education Results Report to the Board for approval each year;
 - 3.2 Ensure that the Division Three-Year Education Plan/Annual Education Results Report is submitted to Alberta Education in a form and at a time that meets requirements;
 - 3.3 Prepare a news release advertising the initiatives to be undertaken during the upcoming school year;
 - 3.4 Make provision for distribution of the Three-Year Education Plan/Annual Education Results Report and its placement on the Division website; and
 - 3.5 Present progress reports including areas of success and areas for improvement on the Division Three-Year Education Plan to the Board in accordance with the annual Board Work Plan and as deemed necessary.