

**PROCEDURE**

**School Improvement Planning**

## Guidelines

1. The Principal's leadership is essential to the process of school improvement. The cornerstone of school improvement is the instructional leadership of each Principal, and requires system-level support from senior administration.
2. The School Improvement Plan is based on the KPDSB Board's Strategic Improvement Plan for Student Achievement.
3. The School Improvement Plan provides alignment between curriculum, instruction, resources, assessments, supports and interventions.
4. The school improvement plan is the result of a collaborative process. Students, school staff, school councils, the Board's committees (Special Education Advisory Committee/SEAC, Native Education Advisory Council/NEAC, Parent Involvement Committee/PIC) Supervisory Officers, and the various departments of the KPDSB all have roles to play in improving schools.
5. The School Improvement Plan is based on the collection and analysis of valid, varied, and relevant qualitative and quantitative data.
6. The School Improvement Plan will focus on the implementation and monitoring of specific, appropriate school-based goals based on student learning needs, teacher professional learning, and structured using the school's professional learning community.
7. The School Improvement Plan is the basis of discussion between the Principal and all school staff that links student achievement with their professional growth. Teachers are responsible for aligning their classroom practices with the school improvement plan.
8. The Board Strategic Improvement Plan for Student Achievement, and the School Improvement Plans will be made available to members of the educational community on an annual basis.
9. The School Improvement Plan will include a focus on well-defined targets that are achievable and measurable.
10. The School Improvement Plan will be supported and monitored on an ongoing basis, and reviewed regularly with all teachers, and school councils.
11. The School Improvement Plan will be reviewed by the Supervisory Officers, the Student Success Leader, and the School Effectiveness Lead, who in collaboration, will provide feedback and support to the Principal.