SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

COMMUNITY SCHOOL EDUCATION PLANS
POLICY AEA

PURPOSE

The South Slave Divisional Education Council believes that effective schools support student success through an ongoing school improvement process coordinated by the school principal in collaboration with the District Education Authority (DEA), school staff, students and community partners.

The Community School Education Plan establishes shared priorities based on program strengths, operational needs and community priorities. The plan identifies clearly defined goals, action items, responsibilities, timelines and expected outcomes.

The planning process itself is integral to school improvement. A well-facilitated Community School Education Planning process should:

- Provide focus by identifying priorities and monitoring progress
- Build relationships between the school and community
- Promote consensus and a shared vision
- Encourage community ownership of school goals
- Increase accountability through clear communication of priorities
- Inform staff development and evaluation
- Provide continuity during staff transitions
- Support alignment between school, DEA and Council priorities
- Support continuous improvement in student learning and school programming

REGULATIONS

Planning Process
The Community School Education Planning process shall:

- Include consultation with the DEA, staff, students and other school partners, coordinated and documented by the school principal
- Use engagement strategies appropriate to the community, such as meetings, surveys, open houses, written submissions or other locally appropriate methods
- Review school operations and programming to identify strengths and areas for improvement
- Review relevant documents, including previous plans, DEA minutes and community concerns
- Review relevant evidence, including student achievement, attendance and graduation data where applicable
- Reflect local cultural context, Indigenous perspectives and community priorities
- Align with divisional priorities established by the Council
- Encourage collaborative partnerships within the community, including businesses and agencies
- Include review and endorsement of the Community School Education Plan by the DEA prior to submission

Plan Cycle and Review

Community School Education Plans shall operate on a three (3) year cycle.

Each year, the plan shall be reviewed, updated and reaffirmed as part of the annual planning process. Goals may remain consistent across the three-year cycle, provided progress is reviewed and action plans are updated.

The annual review may:

- Refine existing goals
- Continue goals that remain relevant
- Adjust strategies based on evidence and community input
- Introduce new priorities where appropriate

Where there is a change in school leadership, the existing plan shall remain in effect until formally revised.

At the conclusion of each three-year cycle, schools shall conduct a more comprehensive review to inform the development of the next plan cycle.

The level of consultation may vary from year to year within the three-year cycle. In years two (2) and three (3), the process may focus on review, progress monitoring and refinement rather than full redevelopment of the plan.

Annual Planning Days

Up to two (2) days may be set aside annually in each community to support the Community School Education Planning process. This is a maximum, not a requirement.

Planning time may be scheduled flexibly, including as a half day, full day, two separate days, shorter sessions or evening sessions. The amount of time used should reflect the scope of the planning work required and should minimize disruption to regular instructional time.

Planning time shall be used for:

- Reviewing progress toward existing goals
- Gathering input from the DEA, staff, students and community partners
- Revising or developing goals and action plans
- Preparing the Community School Education Plan for submission by May 31

The planning process may also serve as or be connected to the Annual General Meeting of the District Education Authority where appropriate.

Action Plans

Action plans shall:

- Define measurable goals with indicators of success
- Identify strategies to address each goal
- Assign responsibility for implementation
- Establish timelines
- Identify anticipated costs where applicable
- Define expected outcomes

Submission and Reporting

Each school shall submit a completed or updated Community School Education Plan to the SSDEC office by May 31 of each year.

Each submission shall include a brief written summary of progress toward goals from the previous year.

Submission supports:

- Continuity during staff transitions
- Council planning and priority alignment
- Divisional goal development

Schools shall make the Community School Education Plan available to the public in a manner appropriate to the school community.

The Superintendent may provide feedback or request revisions to ensure alignment with legislation and divisional priorities.

Council Support
The Council shall provide support to DEAs and principals, subject to available human and fiscal resources, to assist in the development and implementation of Community School Education Plans.

Support may include:

- Facilitation training for school administrators
- Sharing of education plans among communities
- Guidance on alignment with divisional priorities

Reference: Education Act 117 (1) (D), (O), (P), (Q), (S), (F), (G), 118 (f), (g)

Date: January 2001
June 2026