



Policy 3.04

Category: Charter School Operations

Education Planning and Reporting

BACKGROUND

Government's *Three-Year Plan for Education* requires the education system to be open and accountable. Effective measurement and reporting of results are basic to effective planning. These processes support the maintenance and improvement of the quality of education for Alberta students. School authority accountability will help to ensure that overall directions for change and improvements throughout the education system are focused, efficient and effective and are aligned with provincial directions for education. Government's *Three-Year Business Plan* provides direction for the future of education in Alberta. The plan describes the education system Albertans want for their children, and the improvements and changes that need to be made at a cost Albertans can afford. The plan has a clear focus on improving student learning and achievement. It will ensure a solid education system and access to a quality education for all Alberta students.

Good planning enables the school system to set priorities, develop plans to achieve the goals set out in the charter, and address issue. Good planning gives focus to the school's "raison d'être" and unity of purpose to the stakeholders. Regular reviews of the school's plans, not only from the point of view of the achieved results but also, and most importantly, of the not achieved results, keep everyone on course towards the charter school's goals and maximizes the achievement of those goals. More importantly, regular reviews of the school's plans support the sustained achievement of those goals, the end result of which is the achievement of an environment within which the student can pursue personal and academic goals.

Planning in education is an essential part of ensuring that future growth and improvement takes place in a manner that is responsible and accountable to the community. Planning ensures that resources are used in the best possible ways to meet the educational needs of the students. Thus, planning also guides budget development.

Alberta Education

POLICY STATEMENT

1. The Charter School Board is required by Alberta Education to prepare and submit an Annual Education Results Report (AERR) by which CAPE can report the successes and/or difficulties in implementing its educational program and/or attaining its charter goals. The Annual Education Results Report (AERR) documents the progress made in achieving those goals stated in the school's Three Year Educational Plan, a plan updated and submitted to Alberta education

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on an

annual basis. The CAPE Charter Board may choose to prepare and submit a Combined Plan/Report, if it so chooses. The CAPE Charter Board believes that accountability is the obligation to be answerable for the performance and results of one's assigned responsibilities. The CAPE Charter Board recognizes its responsibility to keep stakeholders informed about accomplishments, challenges, and its work towards meeting its charter goals. Therefore, the CAPE Charter Board informs all stakeholders of the accomplishments of the school through publishing and distributing an Annual Combined Education Results Report and Plan as well as a CAPE Annual Education Results Report (AERR) Summary.

DEFINITIONS

2. **Stakeholder** - a party that has an interest in a company and can either affect or be affected by the organization.
3. **Performance** - the accomplishment of a given task measured against preset known standards of accuracy, completeness, cost, and speed. In a contract.
4. **Educational program** - a program written by the institution which determines the learning progress of each subject in all the stages of formal education.
5. **Input** - advice or opinions that help someone make a decision.
6. **Community** - the people with common interests living in a particular area.
7. **School community** - a set of partnerships between the school and other community resources focusing on academics, health and social services, youth and community development and community engagement and leading to improved student learning, stronger families and healthier communities.

GUIDELINES

8. CAPE Charter Board will review, approve, and submit to Alberta Education an annual 3-year Combined Education Plan and Education Results Report. This document will meet the policy and requirements for charter school planning and results reporting. This annual document will describe the progress and difficulties encountered in CAPE school in its pursuit of its charter goals and will focus on student learning.
9. The document is updated annually.

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10. The planning process must provide ample opportunity for input and meaningful involvement by all stakeholders including but not limited to school council, teachers, school community and the community at large.
11. The Superintendent shall:
 - 11.1 submit the Plan/Report as well as a CAPE Annual Education Results Report (AERR) Summary to the CAPE Charter Board for approval in a timely manner, generally at a regular meeting;
 - 11.2 ensure that the school's Plan/Report as well as a CAPE Annual Education Results Report (AERR) Summary are submitted to Alberta Education in a form and at a time that meet requirements;
 - 11.3 ensure that highlights of the school's Plan/Report as well as a CAPE Annual Education Results Report (AERR) Summary are shared with all stakeholders;
 - 11.4 make provision for distribution of the Plan/Report the school's Plan/Report as well as a CAPE Annual Education Results Report (AERR) Summary are and their placement on the school's website.

References:

School Act

CAPE charter

Guide to Education

Alberta Education, Accountability in Education – Policy Framework, June 1995

Alberta Education, Guide to Education Planning and Results Reporting

Adopted: June 18, 2007

Revised: September 30, 2008

Revised: August 25, 2011

Revised: August 27, 2013

Reviewed: August 2018

Motion: #2007-06-18-14

Motion: #2008-09-30-20

Motion: #2011-08-25-5

Motion: #2013-8-27-12