



Context:

The central goal and moral imperative of any school system is to support and enhance student learning for all. The Board of Education recognizes its primary responsibility to work with education partners to enhance the learning and success for all students in School District 69 (Qualicum). To that end, and in response to the authority of the Minister of Education to require school districts to establish policies for planning, reporting and capacity building at the school and district level, in accordance with the Ministry of Education Ministerial Order M302/20 Enhancing Student Learning Reporting Order and through Sections 8.3 and 81 of the *School Act*, the Board of Education sets out a local framework for enhancing student learning.

Policy Statement:

The Board of Education is committed to ensuring the alignment of strategic plans, plans for enhancing student learning, effective management of budgets and resources, effective human resources and operations strategies, and capacity building for all staff through thoughtful, collaborative and planning in support of student learning and staff well-being.

Guiding Principles:

The Board of Education believes the following:

1. That learning is universal and should be respondent to individual needs and aspirations of each student.
2. Every student should have access to quality education that focuses on learning that is flexible and student-centred.
3. All students and staff deserve healthy and safe learning environments.
4. Students, staff and parents/caregivers are partners with the Board of Education in enhancing student learning.
5. All students should have equitable access to any and all supports and resources necessary to create a supportive learning environment.
6. District planning and budgeting should align with priorities for enhancing student learning.
7. Planning for enhancing student learning should be part of a system-wide commitment to strategic planning across all elements of school district operations.
8. The focus on enhancing student learning should build from current and historical successes in district and school level planning for enhancing student learning including the ongoing focus on strategic priorities as adopted by the Board.
9. Annual completion of the required Ministry Enhancing Student Learning report should:
 - a. Be aligned with all Ministerial requirements as found in the Order.
 - b. Be grounded in the belief that all education partners are responsible for student learning, with each having unique responsibilities.
 - c. Bring a system-wide focus on student learning, to ensure each student in the district achieves the student's full potential.
 - d. Be designed to be meaningful, impactful, flexible, realistic, and sustainable.
 - e. Address differences in performance among particular groups of students, most notably students of Indigenous descent, children in care, and students with unique and diverse needs.
 - f. Be strength, support-, evidence-, and results-based.
 - g. Reflect a system-wide commitment to continuous improvement and life-long learning.



- h. Reflect local context including priorities as established in school and district Enhancing Student Learning reports.
- i. Use existing structures and build new ones as required to support provincial and local priorities for enhancing student learning.
- j. Build public confidence in our work as a District.

References:

- Administrative Procedures to Board Policy 303: Enhancing Student Learning
- The School Act (Sections 8.3 and 81)
- Statement of Education Policy Order – OIC 1280/89
- Ministerial Order M302/20 Enhancing Student Learning Reporting Order

Dates of Adoption/Amendments:

Adopted: 16.03.08

Amended: 19.08.27 (Renumbered/Reviewed): **2021.10.26** [Replaced Board Policy 3030: School Planning Councils (SPC's)]



Purpose

These Administrative Procedures are intended to support the implementation of Policy 303: Enhancing Student Learning, and will provide the parameters for school- and district-level planning for enhancing student learning as well as preparation and submission of the document required within the Ministry of Education and Child Care's Ministerial Order M302/20 Enhancing Student Learning Reporting.

Responsibilities

1. School and Program Principals will:
 - a. Use district-approved procedures for development and ongoing monitoring of a school or program Enhancing Student Learning Plan (ESLP).
 - b. Collaborate with all staff throughout the year in determination of the school's or program's highest priorities within the context of the district ESLP template, as well as within the unique contexts and priorities of the school or program at the time of development or renewal of the ESLP.
 - c. Develop a draft of a revised ESLP to share with district senior staff during visits to the school or program every spring.
 - d. Prepare a final ESLP draft for all staff and for parent/caregiver representatives for sign-off and submission to the district prior to May 15 every year.
 - e. Engage in ESLP review discussions with senior staff every fall and throughout the year as is helpful for the school.

2. The Superintendent of Schools and Senior Staff will:
 - a. Work with Principals and Vice-Principals in support of school- or program-based ESLP processes as described above.
 - b. Establish and maintain collaborative processes within the district to ensure that district-wide strategic priorities for student learning are current in terms of the needs of all learners.
 - c. Maintain and refresh the district's strategic priorities for enhancing student learning within Board-approved strategic planning processes. That will include renewing the Board's strategic plan for enhancing student learning within the Board's five-year planning cycle (2019, 2024, etc.).
 - d. Ensure that the Board-adopted strategic priorities for enhancing student learning are central components of all district educational planning and school-based ESLP processes.
 - e. Ensure that the Board-adopted strategic priorities for enhancing student learning are central components of all district financial and operational planning.
 - f. Complete all annual planning in accordance with requirements of the Ministerial Order M302/20 Enhancing Student Learning Reporting.

Procedures

1. District Planning for Enhancing Student Learning
 - a. Senior staff will be responsible for maintaining and renewing the district strategic plan for enhancing student learning, most importantly the strategic priorities for enhancing student learning.



- b. Senior staff will bring a strategic planning lens to all district and school planning for enhancing student learning, meaning a focus on:
 - i. What matters most?
 - ii. How are we doing (based on a variety of evidence)?
 - iii. How should we be doing in these key domains? What are our targets?
 - iv. What strategies will we use to improve?
 - v. After a period of time, how are we doing (based on a variety of evidence)?
 - vi. What changes will we make to our plan? What are our new targets?
 - vii. What are our new or revised strategies in these key domains?
 - viii. Continuous looping through this planning and review cycle.
 - c. Updates on progress in relation to district planning for enhancing student learning will be brought to the Board on a regular basis.
 - d. District planning for enhancing student learning will be formally revisited through broad collaboration on a five-year planning cycle.
 - e. District planning for enhancing student learning will be linked to the Provincial Framework for Enhancing Student Learning.
 - g. District planning for enhancing student learning will be central to all district educational planning, school-based ESLP processes, and district financial and operational planning.
2. School Planning for Enhancing Student Learning
- a. Principals will work with all staff to develop and continuously monitor a school or program Enhancing Student Learning Plan (ESLP).
 - b. In doing so, principals will be responsible for considering the school's or program's highest priorities, both as part of the district plans for enhancing student learning and the school's or program's unique circumstances.
 - c. Principals will ensure that a final ESLP draft is ready for all staff, and for parent/caregiver representatives, for sign-off and submission to the district prior to May 15 every year.
 - d. Each school or program ESLP will be the subject of ongoing discussion and review within the school and with district senior staff, including as part of review meetings that will be scheduled with senior staff each fall and when the plan is under development each spring.
3. Provincial Framework for Enhancing Student Learning
- a. The district will abide by the requirements of Ministerial Order M302/20 Enhancing Student Learning Reporting.
 - b. On an annual basis, prior to May 31, senior staff will build a draft FESL report that does the following:
 - i. Utilizes Ministry of Education and Child Care data sets to create charts and graphs of three year data sets (where possible) in all data review areas as required by the FESL protocols.
 - ii. Enacts a process for system-wide review of those data in order to determine what has been learned and what strategies might be put in place to affect improved results.



- iii. In developing those strategies uses as the prime consideration what is known about students and learning in our district's unique context, including what is learned through school-based ESLP and district-based enhancing student learning processes.
- c. A draft FESL report will be shared with the Board, through the Education Committee of the Whole if possible, by the end of June every year.
- d. The final FESL report will be prepared for Board approval in September and will be submitted to the Ministry of Education and Child Care by September 30 as required.

References:

- Board Policy 303: Enhancing Student Learning
- The School Act (Sections 8.3 and 81)
- Statement of Education Policy Order – OIC 1280/89
- Provincial Framework for Enhancing Student Learning
- Ministerial Order M302/20 Enhancing Student Learning Reporting

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School Planning Councils (SPC's): **2022.10.25**