



DISTRICT PRACTICE 2000
CONSULTATION PROCESS, SCHOOL
PLANNING, AND LEARNING
IMPROVEMENT

DISTRICT PRACTICE:

This process represents our vision of meaningful staff participation in the decision-making process that needs to occur in a school to provide for the best possible learning environment for all students.

Once that process has been completed, Principals then have the opportunity to apply to the Learning Improvement Fund (LIF) for additional support staff resources to address needs that are beyond the capacity of the school to manage within the existing budget.

1. GENERAL OBLIGATION TO CONSULT:

Before the end of April:

- 1.1 School-based teams will meet with feeder schools to gather information about incoming students.
- 1.2 Primary schools will meet with early learning partners to gather information about incoming Kindergarten students.
- 1.3 Principals and school-based teams will collate information about the new and returning students for the following year, and will prepare these materials for presentation to staff.

The information may include:

- Marks
- Attendance
- District and school assessments
- Reading levels
- Literacy targets
- Risk factors
- “On track” scores
- School-based team information
- Other relevant information

Before May 15:

- 1.4 Principals, with the assistance of the school-based team, meet with their school staff to review the information and develop a picture of the student learning needs for the coming year. The staff will identify areas that may require particular focus and attention, and will set priorities around addressing these needs.

ADOPTED: November 9, 2021



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- 1.5 Following this meeting, Principals may meet with a variety of staff groups such as the school-based team, departments, grade groups etc., in order to further identify needs and potential supports.

Before June 15

- 1.6 Based on these consultations, tentative class lists are organized, teachers are notified of assignments, and supports are allocated to classes/students (Student Educational Assistant time, Youth Care Worker time, Aboriginal Education Support, etc.).

2. LEARNING IMPROVEMENT FUND (LIF) CONSULTATION AND LIF SPENDING PLAN

Before June 17: (School consultation for LIF)

- 2.1 After class lists are organized, Principals will meet with staff to consult regarding the use of the LIF. Class lists will be reviewed, with the assistance of the school-based team as necessary, for the purpose of determining which classes, if any, will require additional resources to address learning improvement issues, taking the following into account:
- The number of students assigned to the class and the learning needs of those students, including the resource requirements of students with diagnosed special needs.
 - The experience and capacity of the teacher of the class and the resources already available to support learning in that class.
- 2.2 Staff, at the meeting, will be consulted as to which support staff resources (Education Assistants and/or Youth Care workers) are seen as appropriate for the classes discussed. These consultations will not be limited to discussing students with special needs and the resources that will be provided to those classes, but are focused on the overall needs of all students, and all classes.
- 2.3 Following these consultations, Principals will complete the LIF spending plan workbook and notify the Superintendent by the end of the day on the third Friday in June