

SECTION 100 – Division Philosophy and Commitment

POLICY 104: JURISDICTIONAL, SCHOOL AND PROGRAM REVIEW

BACKGROUND

A critical aspect of the Jurisdictional improvement process is to ensure that the Jurisdiction, its schools, and all its programs are of the highest quality and serving the needs of the Jurisdiction's students in the most effective manner. The Board of Trustees recognizes its legal obligations under the statutes of Alberta and its responsibility for improvement and accountability. A systematic review of how each school and program is achieving the goals and objectives of the curriculum and the Jurisdiction is necessary in order to ensure that the Jurisdiction is exercising due diligence in its responsibility to its students and to its stakeholders.

POLICY

All Jurisdiction schools and programs will be reviewed on a systematic basis in order to ensure that appropriate management, instructional and program standards are in place. The purposes of the review are to:

- determine the extent to which the goals are being accomplished;
- determine how effectively and efficiently processes and practices are carried out;
- determine schools' effectiveness in meeting the educational needs of students;
- suggest directions for growth and improvement to ensure the best possible educational experiences.

GUIDELINES

1. A review of the Jurisdiction shall be conducted each year using the Alberta Education Assurance (AEA) Survey Medicine Hat Public School Division (MHPSD) Education Plan, Annual Education Results Report, and Superintendent and Executive direct observation. School authorities must post their approved AERR on their website before the end of November.
 - 1.1. When deemed necessary, the review may be conducted in greater depth at the direction of the Board or Superintendent.

2. A review of Jurisdiction Schools and Programs:
 - 2.1. will be carried out through on-going supervision by the Superintendent and/or the Executive Officers. The Superintendent and Executive Officers shall engage in regular meetings with School Based Administration Teams. Data collected from the MHPSD Education Plan and Annual Education Results Report will be used as part of the on-going supervision and review process.
 - 2.2. may be conducted in greater depth at the direction of the Board or Superintendent.
3. A formal review of a specific program, department, school, or the Jurisdiction as a whole may be conducted as required at the direction of the Board or the Superintendent.
4. Opportunities will be provided for stakeholder feedback at the Jurisdiction and school level at regular intervals as directed by the Board or Superintendent.

ADMINISTRATIVE PROCEDURE

[104 AP 001 - Jurisdictional, School, and Program Review
Guide for School Review Process](#)

REFERENCES

Alberta's Assurance Framework
Education Plan

Approved: June 1, 2004

Revised: June 24, 2025

