

Step 1	Identification			
	Name of School Division Red River Valley	Name of School Sanford Collegiate	Name of Principal Brad Curtis	Date (yyyy/mm/dd) 2011/10/31

Step 2	School Profile <i>(Complete the following using FTE as of Sept 30)</i>			
	Number of Teachers 21	Number of Students 325	Grade Levels 9 to 12	
	<p>What is your mission statement? ? The Mission Statement of Manitoba Education Citizenship and Youth is to ensure high quality education and training programs for Manitobans to enable them to develop their individual potential and contribute to the economic, social, and cultural life of Manitoba.</p> <p>Sanford Collegiate recognizes responsibility in the following areas:</p> <p>(A) Furthering students' academic skills is the central responsibility of the school, supported by the family and the community.</p> <p>(B) Furthering students' personal, social, and career development is a responsibility shared by the school, the family, and the community.</p> <p>(C) Furthering students' development in the knowledge and skills required to function in personal life and work is a shared responsibility of the school, the family, and the community.</p>			Year Revised 2005

Step 3	Previous Years' Successes: Please comment on successes and progress towards meeting previous school plan outcomes (2009-10-11)	
	Expected Outcomes	Results (status, data or anecdotal evidence)
	1. An awareness will be created for students to make healthy choices in all areas of development	This outcome has been part of our school plan for 5 years and is no longer a priority. Our school has completely integrated this outcome throughout the student body with the following groups: Student Services, Leadership Group, Student Council, TAP Groups, and Administration.
	2. The access to technological resources will improve for both students and staff.	This outcome has been part of our school plan for only 1 year and will need 2 more years to complete. Staff have received initial training on a new software program (Maplewood) but still require more training and time to implement the program successfully.
	3. A prioritized list of workplace safety and health deficiencies in our facility and in the training of our staff will be identified. A timeline will then be set to rectify these deficiencies.	13 work orders were issued by the Manitoba Workplace Safety and Health division for Sanford Collegiate in May 2011. To date our school has completed 12 of those work orders and after this year will have reached compliance with all recommendations made by the provincial WSH inspector. This outcome will be completed by the end of the 2011- 2012 school year.
4. Changes to courses offered at Sanford Collegiate will reflect the educational needs of the entire student body.	Some courses offered at Sanford Collegiate were dropped due to low registrations. This will continue to be a priority, as enrolment continues to decrease. This outcome will be complete by the end of the 2011-2012 school year.	

Step 4	Planning Process (2011-12)
	List or describe factors that influenced your priorities. School priorities are set to address the needs of the school, primarily the educational needs of the students and the staff.
	Describe the planning process and the involvement of students, staff, families and the community. Who was involved? The planning process is continuous. Information is gathered throughout the year from staff, students, parents and community members with the prime focus being school improvement. The school planning committee has representation from the staff, administration, Student Council and Parents.
	How often did you meet? 4 times
What data was used? Academic averages, Attendance rates, Failure rates, Course selections from students, Courses not completed by students	

Step 5	School Priorities
	1. . Technology
	2. . Workplace, Safety and Health.
	3. . Review courses being offered at Sanford Collegiate due to declining enrolment.

2011–2012 Plan <i>For examples, see the Planning in Education website at http://www.edu.gov.mb.ca/ks4/specedu/pie/index.html</i>				
Step 6	Expected Outcomes What specifically are you trying to improve for students learning? (Observable, measurable)	Indicators How will you know that learning is improving?	Strategies What actions will you take?	Data Collection By what means will you collect evidence of progress toward learning?
	1. . The access to technological resources will improve for both students and staff.	The number of students and staff accessing technological resources will increase throughout the school.	Provide training for both students and staff on appropriate use of technology. Meet with divisional tech coordinator and technical staff to discuss implementation of Maplewood software throughout Sanford Collegiate. Meet with divisional tech coordinator and technical staff to discuss internet use throughout our school, specifically: content filter, connectivity, wire-less and internet capacity. Have technical staff meet with all staff to review the availability of all technical resources in the school.	Record the number of teachers and students that have been able to access new technological resources.
	2. . A prioritized list of workplace safety and health deficiencies in our facility and in the training of our staff will be identified. A timeline will then be set to rectify these deficiencies.	All staff and students will receive relevant training regarding the deficiencies in our current workplace safety and health training program.	All students new to Sanford Collegiate will receive WHMIS training on the first day of school. By using provincial resources and our divisional WSH policy, a list of WSH deficiencies within our facility will be created through school inspections. By surveying all staff, WSH required training will be identified for each staff member. Upon completing both school inspections and staff surveys, a timeline will be set to rectify all deficiencies on a priority basis.	Record the number of teachers and students that have received relevant training regarding workplace safety and health.
	3. . Changes to courses offered at Sanford Collegiate will reflect the educational needs of the entire student body.	An updated course book for registration will be available to all students in March 2011	Meet with staff in November to discuss potential changes to courses currently being offered at Sanford Collegiate. Meet with staff to discuss current school compulsory credits offered at Sanford Collegiate. Meet with staff and students to discuss optional credits currently being offered at Sanford Collegiate. Meet with student services staff and teachers of mathematics to discuss changes to the mathematics curriculum.	Observation