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# Policy Series 300

## GENERAL ADMINISTRATION

## Policy Series 300: General Administration

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## Policy 301: Director of Education

The Board has designated the Director of Education as the Chief Educational Officer of the school system and the Director shall have, under Board direction, general supervision of all professional and support personnel in the school facilities, and resources of the Authority.

The Director of Education is responsible for the management of schools under the Board's policies, and is accountable to the Board.

The Director of Education, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed on the Director of Education by these policies or by Board vote. The delegation of power or duty, however, shall not relieve the Director of Education of responsibility for actions taken under this delegation.

## Policy 302: Director of Education – Compensation And Benefits

The Board believes the Director of Education should be provided with compensation and benefits that adequately reflects the level of responsibility entailed in the position.

### Guidelines

1. The salary and benefits provided to the Director of Education shall be determined at the time of appointment and shall be reviewed annually following the Director of Education's yearly evaluation.
2. The salary and benefits provided to the Director of Education shall form part of the written contract between the Board and the Director of Education.
3. Benefits including health coverage, annual vacation, days-in-lieu and leaves shall be at least equal to those granted other professional staff members.

## Policy 303: Director of Education – Professional Development

The Board believes in the importance of the Director of Education’s participation in workshops, conferences, and training programs intended to improve his/her ability to provide the necessary leadership for improving education for Nelson House students.

### Guidelines

1. The Director of Education in consultation with the Board shall annually develop a proposed professional-improvement plan for the Director.
2. The Board shall approve the plan and ensure adequate financial support for the approved plan is contained in the annual budget.
3. The Director shall provide the Board with a summary report of each completed professional development activity within one month of completing the activity.

## Policy 304: Program Evaluation

The Board intends to promote, achieve, and maintain a high standard of program quality. Program evaluation is a necessary function of program operation. The aims of this evaluation system are to measure to what degree a program is meeting its goals and to provide information that will be used in making decisions regarding program modification, expansion, or termination.

### Guidelines

The following principles will serve as guidelines for proper evaluation:

1. Program evaluation will be conducted in an atmosphere of trust, confidence, and support.
2. Program evaluation will be conducted regularly.
3. Parent/community concerns for program effectiveness will be accepted.
4. Employees in evaluated programs will have an opportunity to discuss the program assessment with the school evaluation team.
5. Written program evaluation reports for the Education Authority will be handled with due consideration for confidential material that may be included in these reports.
6. Program evaluation is an important component in decision-making regarding program delivery, modifications and resource allocation.

### Procedures

#### A. Programs to be Evaluated

1. Programs perceived to need evaluation are to be recommended to the Director of Education. This recommendation may be based on:
  - a. Cyclical program reviews
  - b. Needs-assessment surveys
  - c. Parent/student/teacher concerns
  - d. Director and/or Board concerns.

2. Each year the Director of Education and School Administration will review and determine the need for school-program evaluation. Evaluation recommendations to be undertaken will be presented to the Board in January each year for inclusion in the proposed annual budget. These recommendations will consider time constraints, financial resources, and the relative benefits to the Authority of the program under consideration. The Board may revise the program evaluation plan approved at the January meeting in response to needs arising during the school year.

## **B. Steering Committee**

1. The Director of Education shall recruit a Steering Committee to supervise the program evaluation. Membership shall include:
  - a. The Director
  - b. One School Administrator responsible for the program area
  - c. One Board Member
  - d. One school-based employee
  - e. One member of the public at large (where appropriate)
  - f. External representatives with required expertise (in an advisory capacity only).
2. The Steering Committee shall be responsible for:
  - a. Defining the purpose for the evaluation
  - b. Outlining the parameters of the evaluation and identify timelines, personnel, and resources
  - c. Selecting the evaluation team
  - d. Approving progress of the evaluation design
  - e. Reviewing the evaluation team's draft report prior to the writing of the final report.

## **C. Evaluation Team**

1. The evaluation team shall:
  - a. Design an evaluation plan that reflects the purpose as defined by the steering committee
  - b. Select the data sources to provide the required information
  - c. Devise the data collection techniques that will elicit the required information

- d. Return to the Steering Committee to review the evaluation plan, data sources, and data collection techniques prior to their use
- e. Implement the approved evaluation plan
- f. Prepare a draft report to include recommendations based on the data collected
- g. Discuss the draft report with staff of the program evaluated
- h. Discuss the draft report with the steering committee
- i. Prepare a final report for submission to the Board.

**D. Evaluation Report**

1. The Director of Education shall present the final program evaluation report to the Board at its next regular meeting following the study's conclusion.
2. The Board shall determine what persons or groups of persons will have access to all or portions of the report.
3. The Director of Education shall initiate follow-up activities related to the program evaluation report.

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## Policy 305: School Evaluation

The Board believes evaluation is an important part of collecting information for the purposes of improvement. The Board intends to promote, achieve, and maintain the operation of high-quality schools by having a systematic school evaluation process. A major aim of this evaluation system is to recognize and make known the areas of relative strength within a particular school. Another is to determine areas of concern and make recommendations for courses of action leading to improvement.

### Guidelines

The following principles will serve as guidelines for school evaluation:

1. School evaluation will be conducted in an atmosphere of trust, confidence, and support.
2. School evaluation will be reviewed regularly.
3. Parent/student/teacher concerns for school evaluation will be accepted.
4. School employees will have an opportunity to discuss the assessment with the evaluation team.
5. Written school-evaluation reports for the Board will be handled with necessary consideration for confidential material that may be included in these reports.
6. School evaluation is an important component in decision-making regarding efficient and effective delivery of educational services at the school level.

### Procedures

#### A. Principal

Principals are encouraged to implement a program of regular internal evaluation of their schools. School staff should be involved in selecting terms of reference and evaluation execution. Normally, this process would be included in short- and long-range goals for the school and reflected in the Principal's Annual Report to the Education Authority.

**B. Needs Assessment**

Each year the Director of Education will review and determine the need for school evaluations. Recommendation for evaluations to be conducted will be presented to the Board at a regular Board Meeting. These recommendations will consider time constraints, financial resources, and the relative potential benefits to the Authority. The Board may revise the school evaluation plan in response to needs that arise during the school year.

**C. Steering Committee**

1. The Director of Education shall recruit a Steering Committee to monitor the school evaluation. Membership shall include:
  - a. The Director
  - b. One member of the School's Administration
  - c. One Board Member
  - d. One school-based employee
  - e. One member of the public at large (where appropriate).
2. The Steering Committee shall be responsible to:
  - a. Define the purpose for the evaluation
  - b. Outline the parameters of the evaluation and identify timelines, personnel, and resources
  - c. Select the evaluation team
  - d. Approve the evaluation design and review the progress of the evaluation team
  - e. Review the evaluation team's draft report before completing submission of the final report.

**D. Evaluation Team**

1. The evaluation team shall:
  - a. Design an evaluation plan that reflects the purpose defined by the Steering Committee
  - b. Select the data sources to provide the required information
  - c. Devise the data collection techniques that will elicit the required information

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- d. Return to the Steering Committee to review the evaluation plan, data sources, and data collection techniques prior to their use
  - e. Implement the approved evaluation plan
  - f. Prepare a draft report to include recommendations based on the data collected
  - g. Discuss the draft report with staff of the school evaluated
  - h. Discuss the draft report with the Steering Committee
  - i. Prepare a final report for submission to the Board.

#### **E. Evaluation Reports**

1. The Director of Education/Evaluation Team shall present in camera the final school evaluation report, along with a recommendation for its distribution, to the Board at its next regular meeting following conclusion of the study.
2. The Board shall determine which persons or groups shall have access to the report, portions of the report, or a report summary.
3. The Director of Education shall initiate follow-up activities related to the school evaluation report regarding distribution of the report.

## Policy 306: System Evaluation

The Board believes in the importance of school-system evaluation and shall evaluate the effectiveness of the school system and use of its physical, human, and financial resources to the optimal benefit of students within the community.

### Guidelines

The Nisichawayasihk Education Authority will conduct a formal evaluation of the school system and/or its component parts every five years to ascertain:

1. The appropriateness and achievement of program objectives
2. The degree to which the component parts of the system effectively interrelate
3. The perceptions of various publics.

### System Evaluation

Results will be used to make decisions with respect to:

1. Enhancement, maintenance, modification or discontinuation of present fiscal, management and program objectives of the system
2. Ways to attain the objectives of the fiscal, management and program components in a more efficient manner.

### Procedures

1. Evaluation of the school system or its component parts will be conducted regularly as determined by the Board.
2. A comprehensive system evaluation or integration of component evaluation will be conducted a minimum of once every 5 years.
3. The Education Authority shall direct the comprehensive system evaluation through an evaluation team composed of internal and/or external personnel.
4. The terms of reference for the evaluation shall be approved by the Board or as contained in present policy. The terms of reference shall provide for description, commendation, and recommendations for improvement.
5. The Education Authority shall assume financial responsibility for the cost of conducting approved evaluations.

6. Evaluation results and recommendations for improvement will be submitted to the Chief, Council, and the Authority Board. The Board, in accepting the report and recommendations for improvement, shall establish timelines for implementation of approved recommendations, shall assign responsibility for their implementation and shall assume financial responsibility for carrying out accepted recommendations.
7. The Board will release to the public a summary report of the evaluation and recommendations for improvement within 90 days of acceptance.

## Policy 307: School Year Calendar

The Board has responsibility for determining the school-year calendar. The calendar shall indicate the opening and closing dates of the school year, school holidays and in-service days. The calendar must ensure sufficient instruction days/hours are provided to meet requirements of the Manitoba Program of Studies and Board-approved goals for education.

### Guidelines & Procedures

1. The Director of Education in consultation with the school administration shall develop the school calendar annually before May 31st of the current school year.
2. The proposed school-year calendar will be developed after due consideration of prevailing practices of other Manitoba school boards and local customs, traditions and activities.
3. The proposed school-year calendar will adhere in principle to stipulations detailed in the program requirements provided by the Manitoba Department of Education and the Authority will adjust the start and end date of the school year to reflect program requirements and community closures.
4. On adoption of the school-year calendar, the Director of Education shall provide copies of the approved calendar to the School Principal and staff.
5. All administrators and support staff at both the school and the administration office are expected to be at work prior to the beginning of each term:
  - a. Summer: two weeks before Term 1
  - b. Term 1 (Christmas break): two working days
  - c. Term 2 (mid-term break): one working day.

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## Policy 308: School Staff Meetings

The Board believes its employees can provide valuable information and advice on matters pertaining to school operations, provision of educational services, and improvements to instruction. Therefore, the Principal shall hold at least one staff meeting each month on a regular date. Instructional, as well as appropriate non-instructional staff, should be present for as long as the Principal deems necessary. The Principal may invite the Director of Education to be present for specified periods of the meeting.

### Guidelines and Procedures

#### A. Regular Staff Meetings

1. School administrators will develop a schedule of dates for school staff meetings and other relevant activities, which will be submitted to the Director of Education for approval before September 30.
2. Students may be dismissed at 2:30 p.m. on staff meeting dates and parents should be informed two days before the meeting.
3. The Principal shall maintain minutes of staff meetings and distribute them to staff and the Director. A copy shall be kept on file in the school office.
4. Staff and Administration should invite Board Members to attend staff meetings from time to time to discuss matters of mutual concern. The Board welcomes this involvement through formal requests from the staff advisory committee or Principal. The invitation should indicate topics to be discussed.

#### B. Special Staff Meetings

From time to time calling special staff meetings may be necessary to deal with matters affecting normal school operations. In these cases, the Principal shall provide staff members with reasonable notice for the meeting. If instructional time is to be used for holding a special staff meeting, prior approval must be requested from the Director of Education.

## Policy 309: Approval Of School Handbooks

The Board encourages each school's administration and staff to develop their own school handbook. A school handbook can be a valuable tool to clearly communicate to students and parents the school's procedures and expectations for daily operations.

### Guidelines

1. Each school is required to forward a copy of its school handbook to the Director of Education for approval.
2. When significant changes occur, the Director shall be informed in writing of these changes.
3. School handbooks shall contain no information or regulations that contravene or contradict Education Authority policy.

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## Policy 310: Reports Of Accidents At School

The Board believes school Principals and staff are responsible to take every reasonable precaution to prevent accidents stemming from school activities, which might result in injury or harm to students, teachers or visitors.

### Guidelines

1. Principals and school staff assume direct and continuing responsibility for:
  - a. Maintaining safe conditions
  - b. Prompt reporting for correcting hazardous conditions and practices affecting persons, activities or facilities under their jurisdiction
  - c. Performing all other specifically assigned accident-prevention responsibilities.
2. Students shall assume direct and continuing responsibility for:
  - a. Complying with safety rules and instructions from school personnel
  - b. Using all required safety devices, safeguards, and personal protective equipment
  - c. Prompt reporting of all accidents, injuries, hazardous conditions, and hazardous practices.
3. Parents are responsible to advise the school of medical problems suffered by their child, and procedures to follow in the event of an emergency.
4. Principals are responsible to ensure appropriate portions of the above regulations are conveyed to students, parents, teachers, and other school personnel. Ideally, this should be done during the first month of each school year.
5. The school administration and the teacher in charge are responsible for taking necessary steps to deal with the victim of an accident.
  - a. The nature and extent of the injury must be determined. Teachers are advised to use extreme caution when administering first-aid and should direct the individual to the nursing station if required or possible.
  - b. When necessary emergency measures have been taken, the parent or guardian should be contacted and advised of the injury and action taken. Subsequent action should be in accordance with his/her wishes.

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- c. In the event the parent or guardian is unavailable, the Administration or teacher would be expected to act in “loco parentis”, and take action deemed advisable under the circumstances.
6. The Director of Education must be notified immediately of all accidents involving injury to students and staff.
7. The Principal shall maintain accurate records of all accidents occurring on school grounds or school-related activities. A 'Report of Accident at School' form is provided for this purpose.
8. The accident report shall be completed within twenty-four (24) hours of the accident occurring, and a copy sent to the Director of Education by the school administration.
9. See Appendix 3B for *Report of Accident at School Form*.