

## 5.13 School Evaluation Policy

### 1. Rationale

In order to continue to meet the objectives of KCA and the BC Ministry of Education, and in order to adapt to the changing times and needs of the students, it is necessary to regularly evaluate all aspects of the School and make changes based on that evaluation.

### 2. Policy

2.1. Specific to school evaluation, the purposes are:

- 2.1.1. To describe and monitor the delivery of program of study and educational support services within the school.
- 2.1.2. To provide the School Board, the principal, and staff of the school with an assessment of school building, maintenance, and adequacy of facilities, school administration, and the application of Board policies and selected school programs as prescribed by the Minister.
- 2.1.3. To provide a basis of recommendation for the improvement in areas deemed by the evaluation team to merit attention and further to provide commendations where merited.
- 2.1.4. To provide direction to the School Board and Superintendent-Principal in the formulation of policy, the development of curriculum, and the setting of priorities.

2.2. In evaluating the school, Kootenay Christian Academy will rely on an examination team from its school association.

2.3. The procedures to be followed will be outlined, the members of the evaluating team identified, and a suitable time established. The chairman of the evaluation team will meet with the school staff and explain the evaluation process and procedures.

2.4. The usual format will be to examine "what is", "strengths", and "weaknesses" followed by prioritized recommendations. Following the writing of the first draft of the report, the Principal will be invited to a meeting at which the report will be read and discussed prior to following the same procedure with the teaching staff. Principal and staff input will be considered in the writing of the final report that will be submitted to the School Board.

2.5. The school evaluation reports shall be marked confidential. Two copies will be made available to the Principal. School Board members will have access to the reports by contacting the superintendent-principal. The principal and school staff are invited to respond to the final report.

2.6. No person may copy any or all of the confidential reports without the approval of the Superintendent-Principal or the School Board.