



ADMINISTRATIVE PROCEDURE EDUCATIONAL PROGRAMS	
Effective:	October 15, 2014
Last Revised:	

ACCOUNTABILITY FOR STUDENT LEARNING

1. PURPOSE

Schools in Ontario partner with parents and the wider community to help students become the best they can be individually. The schools' role is also to help students develop into highly skilled, knowledgeable, caring citizens who contribute to a cohesive society and a strong economy.

Rainbow District School Board recognizes the need for ongoing board and school improvement planning to improve student learning, achievement, and well-being and to build capacity in the skills and knowledge of educators.

2. DEFINITIONS

Multi-Year Plan: A multi-year plan is a board-wide improvement plan extending over three or more school years.

Parent Engagement: Parent engagement refers to the partnerships established to support student achievement and well-being in alignment with the Ministry of Education's Parent Involvement Policy and Parent Engagement Policy.

Parents: Every use of "parents" in this procedure includes guardians or a single parent or guardian.

3. APPLICATION

This administrative procedure describes a variety of processes used in Rainbow District School Board to foster shared accountability for student learning.

PROCEDURES

4. Board and School Improvement

4.1 Effective board and school improvement is ongoing collaborative process.

4.2 The process for board and school improvement includes the following:

- a) ongoing collaborative inquiry and reflection by teams of educators in all schools;
- b) school self-assessment and district reviews as described in the Ontario Ministry of Education *K-12 School Effectiveness Framework*;

- c) the development of a board multi-year plan;
- d) the development of individual school improvement plans;
- e) the annual school and board report on progress.

5. The Board's Multi-Year Plan

5.1 Rainbow District School Board's multi-year improvement plan is a description of system-wide goals and actions that will lead to improved student learning and achievement for every student. The actions are intended to work towards the goals set out in the Ministry of Education document, *Reach Every Student: Energizing Ontario Education*:

- a) high levels of student achievement;
- b) increased percentages of students achieving at the provincial standard in reading, writing, and mathematics by grade 6;
- c) improved student graduation rate;
- d) reduced gaps in student achievement for those groups of students, who, for whatever reason, need extra help;
- e) greater two-way engagement with the public to inform the implementation of the board's goals;
- f) increased public confidence in publicly funded education; and
- g) a stronger role for schools as the heart of their communities.

5.2 The development of the board multi-year plan for student achievement shall include the following processes:

- a) analyzing system-wide quantitative and qualitative data to plan specific student achievement goals;
- b) determining targeted, evidence-based strategies and actions that will deliver gains in student achievement;
- c) allocating resources, including resources for the professional learning needed to implement the targeted, evidence-based strategies and activities;
- d) assigning monitoring actions related to implementation; and
- e) evaluating system-wide progress in meeting specific, measurable, attainable, results-oriented, and time-bound goals—i.e., “SMART” goals.

5.3 The director of education shall:

- a) provide opportunity for input and meaningful involvement by persons from stakeholder groups;
- b) provide for distribution of the multi-year strategic plan and its placement on the board website;
- c) inform the community of the goal initiatives to be undertaken during the upcoming school year; and
- d) report to stakeholders on the results achieved.

6. School Improvement Plans

6.1 School planning ensures that the Board's vision, mission, and values are reflected consistently in the operation of schools and in the development, delivery, and monitoring of programs.

- 6.2 Planning for school and student improvement is a key part of each school's responsibilities. Based on specific data, school personnel engage with parents and the community to plan improvement in the curriculum and student achievement, parent and community engagement, and school climate.
- 6.3 School improvement plans shall focus on student learning needs as identified through the analysis of valid and reliable data. Strategies for improvement and opportunities for staff learning must be aligned with identified student needs.
- 6.4 System targets for student learning, as defined in the multi-year plan, will be used to complete all school improvement plans. School plans will clearly state goals that relate current levels of student achievement to expected achievement levels and specify measurable changes to the current teaching and learning environment that will be necessary to foster increased learning.
- 6.5 Each school shall develop a coherent plan for school development that includes attention to instructional leadership, improvement of classroom instruction, professional learning and collaboration, and parent engagement.
- 6.6 School administrators will ensure that teachers know how to use data effectively; support open sharing and analysis of data; involve the staff in data-driven change; and provide evidence that data is used for programming.
- 6.7 The school improvement plan shall include school goals, action steps, indicators of success, data sources, required resources, timelines, and responsibilities.
- 6.8 School administrators and staff members are expected to revisit the improvement plan regularly during professional learning community meetings, staff meetings, and divisional or department meetings to maintain and/or modify the focus.
- 6.9 School improvement plans are to be developed or updated and submitted in written form to the director of education as determined on an annual basis.

7. The Director's Annual Report

- 7.1 The director of education shall develop an annual report to provide information to the Board and to the public on action the director has taken during the preceding twelve months to maintain an effective organization, implement Board policies and administrative procedures, and achieve the goals and results identified in the system multi-year plan.
- 7.2 The annual report shall contain results gathered throughout the year from such sources as student report card data, provincial and district student achievement tests and ongoing reviews of educational programming.

8. The School Report

- 8.1 Each fall the previous year's school improvement plan, complete with student data that provides evidence of growth toward or attainment of the school goals, will be shared with the school superintendent.

8.2 Each school will report on the progress made towards achieving goals in the school improvement plan in the manner specified by the director of education.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1: Student Achievement and Well-Being, Multi-Year Plan
Education Act, Section 265: Duties of Principal
Education Act, Section 283 (3): General Report of Chief Executive Officer
Education Act, Section 283.1: Duties of Director, Multi-Year Plan
Education Act, Section 286: Supervisory Officers: Improvement in Quality of Education
Ontario Regulation 298 Operation of Schools, Section 11 Duties of Principals: Supervise Instruction, Solicit the Views of School Council
Ontario Regulation 298 Operation of Schools, Section 20 Duties of Teachers
Ontario Parent Involvement Policy 2005
Parents in Partnership: A Parent Engagement Policy for Ontario Schools, 2010
Education Quality and Accountability Office Act 1996

Board:

Board Policy No. GOV-01 Vision, Mission, and Values
Board Policy No. GOV-02 Strategic Directions for Rainbow Schools
Board Policy No. GOV-03 Role of the Corporate Board
Board Policy No. GOV-06 Role of the Director of Education
Board Policy No. GOV-11 Learning and Working Environment: Equity and Inclusion
Board Policy No. GOV-14 Parent and Community Relations
Administrative Procedure School Councils
Administrative Procedure Assessment and Evaluation of Student Learning

Resources:

Education Quality and Accountability Office. *EQAO Guide to School and Board Improvement Planning: A Handbook for School and Board Leaders*. (Revised March 2005)
Ontario Leadership Strategy Bulletin # 4. (Winter 2010/11) "Setting Goals: The Power of Purpose".
Ontario Ministry of Education. *Reach Every Student: Energizing Ontario Education*. (2008).
Ontario Ministry of Education. *The K–12 School Effectiveness Framework: A support for school improvement and student success*. (2013).
The Institute for Educational Leadership. Ontario Leadership Framework.
The Institute for Educational Leadership. *Ideas into Action for School and System Leaders*.