
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	GCAD
Policy Title:	School Principals
Cross Reference:	GC, GCAE, GCNN
Legal Reference:	<i>Education Act</i>
Adoption Date:	February 26, 1997
Amendment or Re-affirmation Date:	October 24, 2001, August 19, 2010

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL APPOINT A PRINCIPAL OF EACH SCHOOL IN THE DIVISION WHO SHALL BE THE EDUCATIONAL AND ADMINISTRATIVE LEADER FOR THAT SCHOOL. AS SUCH, THE PRINCIPAL SHALL BE RESPONSIBLE FOR THE TOTAL EDUCATIONAL PROGRAM OF THE STUDENTS WITHIN THE SCHOOL. FOR THE PURPOSE OF THIS POLICY ALL COLONY CLASSROOMS SHALL BE CONSIDERED PART OF A DIVISION COLONY SCHOOL

REGULATIONS

1. The Principal shall be appointed or reappointed, as the case may be, for a term not exceeding three years.
2. The Principal shall fulfill the requirements set forth in the *Education Act* namely:
 - 2.1. provide instructional leadership in the school;
 - 2.2. ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to this Act;
 - 2.3. evaluate or provide for the evaluation of programs offered in the school;
 - 2.4. ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
 - 2.5. direct the management of the school;
 - 2.6. maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board;
 - 2.7. promote cooperation between the school and the community that it serves;
 - 2.8. supervise the evaluation and advancement of students;
 - 2.9. evaluate the teachers employed in the school; and
 - 2.10. subject to any applicable collective agreement and the Principal's contract of employment, carry out those duties that are assigned to the Principal by the Board in accordance with the regulations and the requirements of the school council and the Board.

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3. Principals in fulfilling their responsibilities shall:
 - 3.1. organize school to promote student learning;
 - 3.2. demonstrate effective planning skills;
 - 3.3. effectively manage financial resources of the school facility;
 - 3.4. maintain up-to-date records and reports;
 - 3.5. establish a positive school climate;
 - 3.6. promote cooperation between the school and the community; and
 - 3.7. work cooperatively with all stakeholders.
4. The Principal shall develop and use an active classroom visitation program, providing support, encouragement and open communication in the school.
5. The Principal shall encourage and assist the development of an effective school council.
6. The Principal in cooperation with staff, students, parents and school council shall establish priorities, policies and goals which will result in appropriate educational experiences for the students in the school.
7. The Principal shall confer and consult with the Superintendent on matters of concern, or any new or unique situations which are not covered in policy.
8. The Principal shall function as a member of the Administrative Council.
9. Where a Vice-Principal or Administrative Assistant/Associate is assigned to a school, the Principal shall clarify the specific assignments that individual shall have.
10. If all administrators are to be absent during a school day, the Principal shall assign another teacher to be in charge during the absence.