



POLICY

**Haddonfield
Board of Education**

ADMINISTRATION

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Research, Evaluation and Planning
Old #2240

1552 RESEARCH, EVALUATION AND PLANNING

As required by law, the Chief School Administrator shall annually direct development or review of district long and short-range goals and the plan of action to attain them. Objectives shall be developed with community participation and approved by the Board of Education. The plan of action shall be prepared in consultation with teaching staff members. The district's plans shall be discussed at a public meeting before the date required by law.

Further, the Chief School Administrator shall coordinate continual research and evaluation of programs and facilities. The master plan shall be studied and revised periodically to keep it in accord with the changing circumstances and aspirations of the district.

School-level Planning

By September 30 of each year, the Chief School Administrator shall submit to the Board a profile of each school which shall contain statistical information specified by the State Department of Education. This profile shall be disseminated to all staff and parents and made available to the media.

Also by September 30, each principal shall coordinate development and implementation of a two-year school-level plan based on school profile data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

The performance objectives shall be based on pupil performance or behavior standards as defined in the administrative code.

At least once per semester, each principal shall conduct meetings by grade level, department, team or similarly appropriate group to review the school-level plan. The review shall include:

- A. School profile data;
- B. Progress toward achieving pupil performance objectives;
- C. Progress toward achieving content standards and core course proficiencies.

Each principal shall sign a statement of assurance attesting to these activities on the form prescribed by the Commissioner of Education.

The Chief School Administrator shall submit each school's objectives to the County Superintendent for review and approval. The report on the achievement of objectives or progress toward benchmarks for the previous year shall be contained in the September 30th annual report.