



Policy development is a key responsibility of the Charter Board. Policies constitute the will of the Charter Board in determining how the School will be operated and communicate the Charter Board's values, beliefs and expectations. Policies provide effective direction and guidelines for the action of the Charter Board, Superintendent, staff, students, Society members and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Calgary Girls Charter School. Adoption of new Charter Board policies or revision of existing policies is solely the responsibility of the Charter Board.

The Charter Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation.

Charter Board policies shall provide an appropriate balance between the responsibility of the Charter Board to develop the broad guidelines to guide the organization and the opportunity for the Superintendent to exercise professional judgment in the administration of the School.

The Charter Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Charter Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Charter Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

3. Implementation

The Charter Board is responsible for the implementation of policies governing its own processes. The Charter Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Charter Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose.

Specifically

1. Any Director, staff member, Society member, student or the School Council may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
3. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
4. The policy draft is then brought by the Superintendent to the Charter Board for first reading.
5. If accepted in principle by the Charter Board, the policy draft shall then be distributed to stakeholder groups for feedback by the date stipulated on the covering notice.
 - 5.1 This date will typically be eight (8) or more weeks from the date of first reading.
 - 5.2 The policy draft will also be posted on the School website.
 - 5.3 All requests to extend the feedback deadline will be given due consideration.
6. Comments and suggestions on the policy draft will be reviewed by the Superintendent and/or designate(s).
7. Substantive additional changes to a policy draft may be made in response to stakeholder feedback.
 - 7.1 In such cases, the revised draft will be re-circulated to the Charter Board and to the stakeholder groups for further feedback by the date stipulated on the covering notice.
 - 7.2 This date will typically be four (4) or more additional weeks.
8. Once stakeholder comments have been taken into account, the policy will be recommended to the Charter Board for final approval.
9. Notwithstanding the general policy development process outlined above, the Charter Board retains the right to develop, amend, delete or approve any of its policies at any time through an exceptional policy development process.
10. In cases where the Charter Board deems it advisable to forgo the regular policy development process, the reasons for choosing the exceptional policy development route will be publicly communicated at a regular Charter Board meeting.
11. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Charter Board.

12. In the absence of existing policy, the Charter Board may make decisions, by resolution, to provide effective direction on governance matters. Such decisions carry the weight of policy until such time as specific written policy is developed.
13. The Charter Board may request the Superintendent to change an administrative procedure to a draft Charter Board policy and will provide the rationale for same.
14. The Superintendent shall develop administrative procedures as specified in Policy 11– Charter Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the School. These must be in accordance with Charter Board policies.
15. The Charter Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
16. The Superintendent must inform the Charter Board of any substantive changes to administrative procedures.
17. The Superintendent shall arrange for all Charter Board policies and administrative procedures and subsequent revisions to be posted on the School’s website, in a timely manner, for staff and public access.
18. The Charter Board shall review its policies on a rotational basis.

Reference:

Education Act, s. 52, 53, 54, 222