



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

- 1.1. The Charter Board, in collaboration 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.
- 1.2. 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. Development, Amendment or Deletion Policy

- 2.1. The Charter Board may initiate the development, amendment or deletion of a policy itself or delegate the responsibility for development or amendment to the Superintendent.
- 2.2. For new policies or policies with significant changes:
  - 2.2.1. In consultation with the Board, the Superintendent will engage with stakeholders, where appropriate, and at the discretion of the Superintendent prior to the approval of a policy. Comments and suggestions gathered through stakeholder engagement will be reviewed by the Superintendent and/or designate(s) and shared with all stakeholders.

2.2.2. Once stakeholder comments have been taken into account, a draft policy may be recommended to the Charter Board for review.

2.2.3. Upon Board approval, policies will be shared with stakeholders.

2.3. 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

2.4. The Charter Board may approve the deletion of 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.

2.5. 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.

### 3. Implementation of

3.1 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 implementation of the other policies.

### 4. Evaluation

4.1. The Charter Board shall review its policies on a regular basis through Board Committees.

#### References:

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