

Policy 2.09

Category: Governance and Operations

Policy Development

BACKGROUND

One of the primary responsibilities of the CAPE Charter Board is to develop policies that will guide the administration and other employees toward achieving school goals, as required by the *Education Act* and provincial legislation. Policies create the framework within which guide the operation of all aspects of CAPE school. The CAPE Charter Board as policy maker recognizes that the task of implementing policy is delegated to the Superintendent. Policy development is also a process that allows for systematic review by the CAPE Charter Board objectives and plans. Administration will create practices and procedures to carry out policy.

CAPE Charter Board policies are statements which set forth the purpose and prescribe in general terms the organization and program of the school. They create a framework within which the Superintendent and the staff can discharge their assigned duties. A policy provides a standard, in terms of goals and objectives, against which to measure the performance of the school. In stating the school community's basic goals and direction for the school, policies are to foster stability and continuity.

Policies must be consistent with each other and give long-range direction to decision making. They are to be of such nature as to ensure to a considerable extent that there will be clarity and consistency in board decisions and in operational procedures.

CAPE Charter Board policies shall provide an appropriate balance between the responsibility of the CAPE Charter Board to develop and communicate the broad guidelines and direction for the school and the assignment of authority to the Superintendent for the administrative operations of the school.

Amendments to the CAPE charter must go through the policy approval process before they are presented to the Minister and follow the process described in the CAPE ByLaws 10.1.

A policies will include standardized titles, a background section, and a policy statement section. A background statement generally explains why the policy exists, what the policy is supposed to accomplish, the context for the policy, and what is required of the CAPE Charter Board and staff. Policy statements are generally statements that

CAPE-Centre for Academic and Personal Excellence

Policy Manual

Policy 2.09

Category: Governance and Operations

define the policy. In addition to a background and policy statement, policy may also include CAPE Charter Board procedures and regulations in the absence of an administrative procedures. CAPE Charter Board procedures define the wishes of the CAPE Charter Board by outlining who does what, how, and the sequence to be used in implementing policy. Regulations define what restrictions, limitations or options are available and the rules that govern how the policy will be applied. Regulations provide direction for the creation of procedures.

POLICY STATEMENT

The CAPE Charter Board is responsible for developing and approving policies and regulations for CAPE. The CAPE Charter Board will endeavour to ensure the best possible results by encouraging the participation of appropriate external professionals and CAPE administration and staff in the development of policy.

DEFINITIONS

1. **Policy** - a course or principle of action adopted or proposed by a government, party, business, or individual.
2. **Amendment** - change in a legal document made by adding, altering, or omitting a certain part or term.
3. **Motion** - a formal oral or written step to introduce a matter for consideration by a group.

GUIDELINES

The policy development and amendment process has the following phases:

4. The identification by anyone in the CAPE community of a perceived need for a policy dealing with any matter. This person would approach the CAPE Charter Board to determine if a policy exists on this matter and whether the CAPE Charter Board wishes to develop such a policy.
5. If the CAPE Charter Board desires to develop or amend a policy, it will direct the Superintendent or a CAPE Board member or a committee of the board to draft a policy and present it to the CAPE Charter Board for review.
6. The CAPE Charter Board and administration may, at this time, make suggestions, additions, deletions, or changes to the policy. A second draft will then be completed and presented to the CAPE Charter Board, which will give the policy

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 2.09

Category: Governance and Operations

- Second Reading and, if there are no additional amendments, Third and Final Reading. The policy may be approved by a vote of the CAPE Charter Board after Second Reading if a Third Reading is not required, or after a Third Reading.
7. The policy is then to be dated, categorized and included in the CAPE Policy Manual and shared with all stakeholders as a hard copy at the administrative office or in electronic form on the cAPE website. An electronic copy will be maintained on a hard drive and an appropriate backup medium and stored in an alternate location.
 8. The CAPE Charter Board, in cooperation with the Superintendent, shall review each policy:
 - 8.1 in a timely manner in order to determine if it is achieving its intended purpose; or
 - 8.2 at least once during its charter term and as required in response to changes in provincial legislation.
 9. Any policies amended as a result of the review process will be considered by the CAPE Charter Board through the process outlined above or through Single Reading if the revisions are considered minor as they do not change the basic meaning of the policy.
 10. Any policy of the CAPE Charter Board may be rescinded at any regular board meeting following a Notice of Motion being given prior to the meeting.
 11. The Motion to Rescind shall be decided by a majority vote of the CAPE Charter Board.
 12. All CAPE Charter Board policies shall be posted on the CAPE website and made available to all CAPE staff, stakeholders and the public.
 13. Temporary suspension of policies not yet approved:
 - 13.1 CAPE Charter Board policies which have not been approved may be temporarily suspended by majority vote of the CAPE Charter Board at a regular or special meeting.
 - 13.2 On matters of unusual urgency following a majority vote of the CAPE Charter Board at a regular or special meeting, the CAPE Charter Board may waive the following of a procedure and take immediate action to institute or modify policy as required.
 - 13.3 Policies amended or created under these provisions must be approved according to the set process at a later date to solicit feedback from other affected parties.
 14. Emergent issues occasionally necessitate taking prompt action in areas where board policy does not exist.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 2.09

Category: Governance and Operations

- 14.1 In situations where, in the judgement of the Superintendent or designate, Secretary-Treasurer or designate, immediate administrative response is required, the Superintendent, Secretary-Treasurer or board appointed designate will take the action deemed appropriate.
- 14.2 If time permits, the Superintendent, Secretary-Treasurer or designate must consult with the Board Chair before making a decision.
- 14.3 Subsequent to taking action in the absence of policy, the Superintendent, Secretary-Treasurer or designate shall inform the CAPE Charter Board at the next regular meeting of the action taken.
- 14.4 Subsequent to being briefed on the action taken, the CAPE Charter Board may affirm, modify, rescind the decision or recommend policy development to deal with future issues of a similar nature⁴
- 14.5 In the event that policy development is recommended, the procedures outlined in this policy are to be followed.
- 15. The Superintendent is responsible for the implementation of policies with the exception of policies governing the CAPE Charter Board itself.
- 16. Policies will provide substantial latitude for the Superintendent to determine how best to implement these policies.
 - 16.1 The Superintendent will be responsible for developing or cause to be developed administrative procedures to be used by Administration as it operates the school.
 - 16.2 The CAPE Charter Board has the authority to veto and require amendments to administrative procedures to ensure they conform to board policy.

References:

Education Act

CAPE charter

Adopted: April 12, 1999

Revised: November 25, 2002

Revised: April 16, 2007

Revised: September 30, 2008

Revised: August 25, 2011

Reviewed: April 2013

Reviewed: August 2018

Revised: October 27, 2021

Motion: #

Motion: #

Motion: #2007-04-16-12

Motion: #2008-09-30-19

Motion: #2011-08-25-5

Motion: #2021-10-27-07