



**Policy 1.03  
Category: Educational Philosophy**

**School and Program Review**

**BACKGROUND**

The priority of the K-12 education system is the success of every child in school. Each type of school authority is accountable for assuring the quality of education for its students, while the Department of Education is responsible for assuring the quality of education provided by school authorities. School authorities are also responsible for providing assurance to their local stakeholders and the public that they are fulfilling their responsibilities and students are successful. This assurance arises from the combination of policies, processes, actions and evidence that help build public confidence in the education system. It is achieved through relationship building, engagement with education partners and by creating and sustaining a culture of continuous improvement and collective responsibility.

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A critical aspect of a continuous improvement process is to ensure that the organization, its school, and all of its programs are of the highest quality and serve the needs of the students in the most effective manner. The CAPE Charter Board recognizes its legal obligations under the statutes of Alberta and its responsibility for improvement, accountability, and assurance. A systematic review of how CAPE school and its program is achieving the goals and objectives stated in the CAPE charter is necessary in order to ensure that the charter school is exercising due diligence in its responsibility to its students and to its stakeholders.

**POLICY STATEMENT**

1. CAPE has been granted a 15-year charter. During this period, it will engage in several evaluations under the leadership of Alberta Education. One is scheduled in year 4 and another in year 8 of the current charter term. The evaluation in year 12 will be very comprehensive and form the basis of a charter renewal request.
2. CAPE school management and educational programs will be evaluated on a systematic basis in order to ensure that appropriate management, instructional and program standards are in place. The purpose of the evaluation is to:
  - determine the extent to which the goals are being accomplished;

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- determine how effectively and efficiently processes and practices are carried out;
  - determine schools' effectiveness in meeting the educational needs of students;
  - suggest directions for growth and improvement to ensure the best possible educational experiences.
3. The CAPE Charter Board considers this review an integral part of a long-range plan of cyclical reviews of critical documents such as the charter, ByLaws, policies and procedures, communication and engagement plans, and the Critical Response Manual.

### DEFINITIONS

4. **School authority** - government body responsible for the administration of education and schools.
5. **Assurance - full confidence or trust; demonstrating to stakeholders and the public that the education system is meeting the needs of students.**
6. **Stakeholder** - a party that has an interest in a company and can either affect or be affected by the organization.
7. **Educational program** - a program written by the institution which determines the learning progress of each subject in all the stages of formal education.
8. **Due diligence** - an assessment performed on an organization to seek to uncover performance, liabilities, key risks and opportunities as well as potential needs associated with the goals of the organization.
9. **Systematic** - done or acting according to a fixed plan or system; methodical.

### GUIDELINES

10. An evaluation of CAPE school shall be conducted each year using the Alberta's Assurance Framework, CAPE's Three Year Education Plan and Annual Education Results Report and Superintendent observation. The results of the evaluation will be presented to the CAPE Charter Board prior to the release of Alberta Education Assurance Measures - Overall Summary to public:  
10.1 may be conducted in greater depth at the direction of the CAPE Charter Board.
11. During year 4 and 8 of our current charter a comprehensive review of identified programs offered at CAPE school will be completed by an outside contractor (Alberta Education) in accordance with critical questions identified by the Board and Superintendent.

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12. During year 12 of our current charter a comprehensive evaluation of CAPE school will be completed by an outside contractor (Alberta Education) in accordance with the charter schools evaluation criteria.
13. The evaluation report will be made public at the earliest possible opportunity following the completion of the evaluation process.
14. An evaluation of CAPE school and Programs:
  - 14.1 will be carried out through on-going supervision by the Superintendent.
  - 14.2 the Superintendent shall engage in regular meetings with School-Based Administration Teams. Data collected from the CAPE Three Year Education Plan and Annual Education Results Report will be used as part of the on-going supervision and evaluation process.
  - 14.3 may be conducted in greater depth at the direction of the CAPE Charter Board or Superintendent.
15. A formal evaluation of a specific program, department, or school as a whole may be conducted at the direction of the CAPE Charter Board or the Superintendent.
16. Opportunities will be provided for stakeholder feedback at the school level in accordance with CAPE's Engagement Plan and as directed by the CAPE Charter Board or Superintendent.

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**References:**

*CAPE charter 2016*

*Alberta Education Assurance Framework*

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Motion: #2022-03-30-06