



**AP 1.03**

**Category: Philosophy**

**School and Program Review**

**BACKGROUND & RATIONALE**

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.

**DEFINITIONS:**

1. **School authority** - government body responsible for the administration of education and schools.
2. **Assurance - full confidence or trust; demonstrating to stakeholders and the public that the education system is meeting the needs of students.**
3. **Stakeholder** - a party that has an interest in a company and can either affect or be affected by the organization.
4. **Educational program** - a program written by the institution which determines the learning progress of each subject in all the stages of formal education.
5. **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.
6. **Systematic** - done or acting according to a fixed plan or system; methodical.

**PROCEDURE:**

7. CAPE school's program is to be evaluated each year using the Alberta's Assurance Framework, CAPE's Three Year Education Plan and Annual Education Results Report and Superintendent observation. The Superintendent is to present the results of the evaluation to the CAPE Charter Board prior to the release of Alberta Education Assurance Measures - Overall Summary to public.
8. During year 4 and 8 of CAPE's 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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9. 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.
10. Administration is to provide all data and analyses of the data upon request for all Alberta Education evaluations.
10. The evaluation report will be made public at the earliest possible opportunity following the completion of the evaluation process.
11. An evaluation of CAPE school and Programs:
  - 11.1 will be carried out through on-going supervision by the Superintendent through:
    - regular meetings/conversations with the principal, vice-principals, Director of Student Services, and Literacy and Numeracy lead teachers;
    - teachers and assistants focus groups;
    - parents and students focus groups;
    - teacher, educational assistant, parent and student annual school surveys.
  - 11.2 data 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.
12. 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.
13. The data generated by the annual evaluation of CAPE's program will identify specific areas of concern. These will be the focus of the year 4 and 8 Alberta Education evaluations and will inform the continuous improvement process adopted by CAPE.

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**References:**

*CAPE Policy 1.03*

*CAPE charter*

*Alberta Education Assurance Framework*

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