



**AP 1.01**

**Category: Philosophy**

**Vision and Mission**

**BACKGROUND & RATIONALE**

CAPE-Centre for Academic and Personal Excellence Institute, commonly known as CAPE, maintains a vision and mission statement which inform and guide policy making as well as decisions and actions of the CAPE Board of Directors, the Society members, the staff, parents and the students.

The CAPE Board of Directors routinely reviews the policy statement to ensure adherence to the CAPE charter in conjunction with charter amendment(s) or renewals.

**DEFINITIONS:**

1. **Vision** - an aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action.
2. **Mission** - a written declaration of an organization's core purpose and focus that normally remains unchanged over time.

**PROCEDURE:**

3. The Superintendent will routinely review, revised or amend the Vision and Mission statements to reflect amendment(s).
4. The Superintendent will submit the revised Vision and Mission statements to CAPE Charter Board for consideration, review, and adoption.
5. The CAPE Charter Board will direct the Superintendent to make required changes to the Vision and Mission statements, if necessary.
6. The Superintendent will re-submit the Vision and Mission statements to the Board of Directors for final approval.
7. The Superintendent will ensure that any revised Vision and Mission statements are shared with all administrators, staff, parents, and all stakeholders via the CAPE website.

**CAPE-Centre for Academic and Personal Excellence  
Administrative Procedures Manual**

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**References:**

*CAPE Policy 1.01*

*Education Act*

*CAPE charter*

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