

# CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Policy Development**

Policy No. **1.03**

**RATIONALE:** Policy development is an important function of the Board of Directors. Policies are used to guide the decision making process of Board and its administration.

**POLICY:** The Board recognizes its legal responsibility to develop policies that will guide the operations of the Connect Charter School.

## PRINCIPLES

1. Suggestions for new policies or policy amendments may be generated by Board members, school council, school administration, staff, parent members of the society, and students or Alberta Education.
2. Policy governed by Provincial statutes, acts, and regulations take precedence over Board policy.
3. Procedures are supplementary to and shall guide policy implementation.

First Reading      November 4, 2008

Adopted            November 4, 2008

Amended          December 13, 2011

Amended          January 25, 2013

Amended          April 11, 2017

## PROCEDURES

1. The School Operations Committee will invite two teachers to participate in the process of developing policy.
2. The School Operations Committee will meet as required or a minimum of once during the school year to review existing policies and develop recommendations for amendments or new policies.
3. Draft policies or amendments to existing policies will be referred to the relevant Board Committee for consideration. The committee may make appropriate changes before recommending draft policies or amendments to the Board of Directors.
4. For draft policies, the Board shall then give first reading. The relevant committee may make revisions based on input received before recommending the amended policy for second reading.
5. The Board shall consider comments received before giving the policy second reading. When the Board gives second reading, and upon approval of such policy, it shall be incorporated into the Policy Manual.
6. The Board may give a draft policy first and second readings at the same meeting if agreed to by unanimous vote of members present.
7. Amendments to previously approved policies will not require a second reading.
8. The Policy Manual will be updated electronically and will be posted to the Connect Charter School website.
9. Policy procedures do not require Board approval but will be presented to the Board for information. Procedures will be added to the policy as required.
10. Appendices form part of the Policy Manual.