

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.

First Reading November 4, 2008

Adopted November 4, 2008

Amended December 13, 2011

Amended January 25, 2013

PROCEDURES

1. The School Operations Committee will invite two teachers to participate in the process of developing policy.
2. The School Operations Committee teacher representatives will meet a minimum of two times during the school year to review existing policies and develop recommendations for amendments and / new policies.
3. Draft polices and/or amendments to existing policies will be referred to the relevant Board Committee for consideration. The committee may make appropriate changes before recommending new draft policies and/or amendments to the Board of Directors.
4. For new 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. At a subsequent meeting, the Board shall consider comments received before giving the policy second reading. When the Board gives a policy second reading the policy shall be incorporated into the Policy Handbook.
6. The Board may give a new policy two readings at the same meeting if agreed to by unanimous vote of members present. This procedure will only be used when required in an emergency situation.
7. Amendments to policies will not require two readings.
8. The Policy Manual will be updated electronically and will be posted to the Connect Charter School website as required to remain current.
9. Procedures guiding the implementation of policy do not require board approval but will be presented to the board for information. Procedures will be added to the policy statement unless said procedures exceed three pages in length, in which case they will form an appendix to the policy manual and may be accessed by way of a hyperlink.