

#14 Policy Development

BOARD POLICY

Board Approval:	February 26, 2019
Effective Date:	March 1, 2019
Amendment Date:	February 24, 2021
Review Date:	February 29, 2024

PURPOSE

The development and review of HLG Policies reflects the beliefs, values and principles of HLG Stakeholders and the greater educational community.

DEFINITIONS

Board – The Boards of Governors / Directors of HLG

Chief Executive Officer (CEO) – the head of operations of HLG

Board Policy – a statement of intent, governing principles, and expectations regarding specific areas of Board responsibility, formally adopted by the Board and intended to guide future actions

Education Act – provincial legislation governing kindergarten to grade 12 education in Alberta

Employee – an individual who is working under an employment relationship with HLG

HLG – Headwater Learning Group, the term for three independent charitable organizations: Calgary Academy Society, Headwater Learning Foundation and Headwater Learning Solutions Foundation

Representatives – directors and contractors of HLG

Stakeholders – Employees, Representatives, Students, parents, community members, or individuals who share a common interest in HLG

Student – student enrolled in Calgary Academy

GUIDELINES

1. Board Policies are developed in accordance with the Education Act, respecting the provision of educational programs and services impacting Student learning.
2. The Board is responsible for establishing Board Policy, which will govern HLG's operations.
3. Implementation of Board Policy is the responsibility of the CEO through the establishment of Procedures and processes, and assignment of responsibilities as needed. The CEO is required to regularly report to the Board on the implementation of Board Policy.
4. Whenever possible, collaborative processes are to be used for the development or amendment of Board Policy.
5. Only those Board Policies, which are adopted and recorded in the Board meeting minutes, constitute the official policies of the Board.
6. In the absence of existing policy document, the Board may make decisions by resolution on matters governing the administration, management and operation of HLG. Such decisions carry the weight of Board Policy.

7. Board Policy development or revision may be initiated as a result of:
 - a) Legislative changes, public consultation, needs assessment, or Board Policy evaluation;
 - b) Board motion to develop or revise Board Policy; or
 - c) CEO recommendation followed by Board approval.
8. In collaboration with Stakeholders, the CEO will draft or revise Board Policy upon direction of the Board. This process will include seeking legal advice where appropriate.
9. All approved Board Policy shall meet the following criteria:
 - a) Conform with the Education Act and the regulations, policies and Ministerial orders under the authority of the Education Act, and other relevant provincial and federal legislation;
 - b) Consistent with other Board Policy;
 - c) Capable of being implemented, reviewed and evaluated; and
 - d) Developed and reviewed with appropriate Stakeholder engagement with due consideration for the contentiousness of the Board Policy topic and its impact on Student learning and community wellness.
10. All Board Policy shall be written in a clear and consistent manner. Policies are to be written using guidelines outlined in Appendix A: HLG Board Policy Requirements.
11. All approved Board Policies are subject to review a minimum of every three years.
12. The CEO shall ensure that all approved Board Policies are available and accessible to Stakeholders and the public on the school website.

REFERENCES

Education Act, SA 2012, c.E-0.3, as amended

Private Schools Regulation, Alta Reg 23/2019

CROSS REFERENCES

Board Policy – Role of the Board

Board Policy – Role of the CEO

Executive Leadership Team Policy and Procedure Committee Terms of Reference

APPENDICES

Appendix A: HLG Board Policy Requirements

Approved Policies include the following sections as appropriate:

- i. **Purpose:** a statement indicating the intent and rationale for the Board Policy;
- ii. **Definitions:** terminology used specific to the understanding of the Board Policy;
- iii. **Guidelines:** specific expectations to be followed in the Board Policy;
- iv. **References:** a list of legal references pertinent to the Board Policy; and
- v. **Cross-references:** a list of other documentation referred to in or relevant to the Board Policy.
- vi. **Appendix:** additional information if required