



Growing Together
Learning Forever

Community Learning Campus

Policy Creation / Update

Category: General

Policy Number: 1.1

Subject: Policy Creation / Update

Policy Statement:

The Governance Team's primary function is to establish policy and designate responsibility for the execution and implementation of policy. Policy statements shall constitute the basic method by which the Governance Team exercises its leadership in the operation of the Community Learning Campus. Community Learning Campus policies must align with the policies of Chinook's Edge School Division and Olds College.

The Community Learning Campus Policy Manual shall be amended from time to time according to the guidelines outlined in this policy, to remain effective and consistent with practice and to ensure all required policies and guidelines are included.

Approved policies will be implemented immediately by the Community Learning Campus Senior Administrator through the development and activation of Senior Administrator-approved procedures. Procedures will be documented in Community Learning Campus Administrative Procedures Handbook. Procedures are statements of who does what, how and in what sequence. Procedures may be mandatory or discretionary.

Guidelines:

Governance Team policies will be developed within the following framework:

1. The development and adoption of new and the revision of new policies are the responsibility of the Governance Team. Policies are documented in the Community Learning Campus Policy Manual. All policies are to be approved by the CLC Governance Team.
2. The Governance Team delegates to the Senior Administrator the responsibility of soliciting stakeholder input to draft new and revised policy statements for submission to the Governance Team for approval.
3. The development and adoption of new and the revision of new procedures are the responsibility of the Senior Administrator and are housed in the Community Learning Campus Administrative Procedures Handbook. All procedures are to be approved by the senior administrator.
4. Policies must follow a standard format (see Exhibit I):



- a. Policy Statement - A directive in statement form describing the purpose, explanation, introduction, statement of intent, values or need for the directive.
- b. Specific Guidelines - Further define the framework within which the organization can discharge the policy with positive direction and may include items of a regulatory nature
- c. Exhibits - Sample forms which may be mandatory or discretionary as indicated.



Category: General *(Arial 12 pt)*

Policy Number: 1.1 *(Arial 12 pt)*

Subject: Policy Creation / Update *(Arial 12 pt)*

Policy Statement: *(Arial 12 pt)*

XXXXXX *(Arial 10 pt)*

Guidelines: *(Arial 12 pt)*

1. XXXXXX *(Arial 11 pt)*

- a. XXXXXX *(Arial 10 pt)*
- b. XXXXXX *(Arial 10 pt)*
- c. XXXXXX *(Arial 10 pt)*

2. XXXXXX *(Arial 11 pt)*

- a. XXXXXX *(Arial 10 pt)*
- b. XXXXXX *(Arial 10 pt)*
- c. XXXXXX *(Arial 10 pt)*



Policy Initiation Form:

Name: _____ Telephone: _____

Address: _____ E-mail: _____

Current policy (if applicable): _____

Date: _____ Code: _____

Policy Title: _____

State problem, issue or deficiency: _____

Outline (or attach) the proposed policy or revision: _____

Date

Signature

Position/Organization