



Section One: Board of Education

“Together We Learn”

105 – POLICY MANUAL

Introduction

The purpose of policy is to create a framework within which the Superintendent of Schools and staff can undertake their duties. Policies mandate other actions based on a stated philosophical position. Policies, together with the School Act, School Act Regulations, Ministerial Orders, administrative circulars and collective agreements, provide the documents used to determine administrative practice in School District No. 23.

Policy

1. Distribution and Maintenance

- 1.1 The policy manual is provided to all trustees and supervisory personnel. (The manual remains with the position, not the individual in that position).
- 1.2 Trustees shall be provided with a current copy of the policy manual when taking office, and shall return their manual when they leave the Board of Education.
- 1.3 A copy of the policy manual shall be provided to every school and shall be accessible to staff, parents, and students.
- 1.4 The manual may be distributed to other agencies and interested parties upon request.
- 1.5 Changes to policy will be distributed to holders of the manual; revisions should be inserted upon receipt and the outdated policies destroyed immediately.

2. Absence of Policy

In the absence of policy, the Superintendent shall determine the practice for governing an activity. The Superintendent shall advise the Board, in a timely manner, of areas where policy needs to be developed / updated.

3. Conflicting Directives

On occasion, policies may conflict with other regulations / legislation. In such cases, the following rules apply:



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3.1 Conflict between policy and a collective agreement:

Where there is a conflict between a policy and a current collective agreement (agreed within the provisions of the School Act and the Labour Relations Code), the collective agreement shall have precedence.

3.2 Conflict between policy and the School Act:

Where there is a conflict between policy and the School Act, the School Act shall have precedence.

3.3 Conflict between policy and the Labour Relations Code:

Where there is a conflict between policy and the Labour Relations Code, the Labour Relations Code shall have precedence.

3.4 Conflict between policy and other statutes:

Where there is a conflict between policy and other applicable statutes, those other statutes shall have precedence. *(Examples of other statutes include the Canadian Charter of Rights and Freedoms and the Human Rights Code, S.B.C. 1984, C.22).*

Where discrepancies are identified, the Superintendent shall advise the Board for appropriate action.