



Development of Administrative Policies and Administrative Regulations

Administrative Policy 100

In Edmonton Catholic Separate School District No. 7 all administrative policies and administrative regulations shall be directed to the achievement of the Mission Statement, the Common Essential Learning Outcomes, and the Three-Year Education Plan of the District. Administrative policies and administrative regulations shall be developed in consultation with those most affected by such policies and regulations.

Background

Administrative policies indicate in broad general terms the beliefs of the district and the direction in which the superintendent wishes the district to move. They are philosophical statements, which establish the direction for future discretionary action. Policy statements provide the framework for administrators, teachers, students, parents, and communities to follow in their day-to-day application of education within the Edmonton Catholic Separate School District No. 7. Many of the policies are governed by provincial legislation.

Administrative regulations provide clarification of key words and concepts in a policy. Regulations indicate what action is required. They may contain detailed statements indicating who does what, how, when and in what sequence. Regulations using the term “shall” or “must” are mandatory, while those using the word “may” or “should” are discretionary.

Definitions:

Board means the board of trustees of Edmonton Catholic Separate School District No. 7.

Assistant superintendent means the head of a department or the person the assistant superintendent has designated to act for the assistant superintendent.

District means the Edmonton Catholic Separate School District No. 7.

Parent means the biological or adoptive parent, the legal guardian, or the independent student.

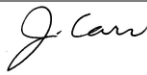
Principal means a teacher designated as a principal or acting principal under the *School Act* or a person the principal has designated to act for the principal.

School means a structured learning environment through which the Edmonton Catholic Separate School District No. 7 offers an education to a student.

Student means an individual who is enrolled in a school or is required under Section 8 of the *School Act* to attend school.

Superintendent is the chief executive officer of the board and the chief education officer of the district. Superintendent may mean the person the superintendent has designated to act for the superintendent.

Teacher means an individual who holds a certificate of qualifications as a teacher issued under the *School Act*.

Board Governance Policy E#1, E#2 Board Governance Policy EL# 1, EL#2, EL#4, EL#6 Board Governance Policy BSR#1, BSR #2 School Act Section 60(1.a), 60(1.d), 61	Approved: 
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