


Development of Administrative Policies and Administrative Regulations

Administrative Regulation 100



EDMONTON CATHOLIC SCHOOLS

1. The superintendent shall have the responsibility of drafting and approving all new and revised administrative policy statements and administrative regulations.
2. All administrative policies and administrative regulations shall be consistent with:
 - a. the teachings of the Catholic church,
 - b. the *School Act* and related regulations,
 - c. all other pertinent legislation or regulation,
 - d. the Alberta Education policies and guidelines, and
 - e. the current collective agreements of the district
3. The board, a staff member, or an elector of the district may initiate a new administrative policy or a revision to existing administrative policy. Anyone wishing to initiate action will do so by way of the office of the superintendent.
4. In developing administrative policies and administrative regulations those most affected by such policies and regulations shall be consulted to the degree that is reasonably possible. Consultations may involve administrative staff, teachers, support staff, parents, and the board of trustees.
 - a. Legal advice may be sought.
 - b. Copies of the proposed administrative policy and administrative regulations shall be sent to the presidents of the appropriate groups, such as the ATA local, AUPE, and ECSSA, for their reaction.
5. The approval of an administrative policy supersedes any previously approved administrative policy relating to the issue. Administrative regulations related to the previously approved policy are also superseded.
6. New administrative policies and administrative regulations as well as revisions will be circulated to the board of trustees ten working days in advance of implementation. The board of trustees may delay implementation in order to discuss and clarify any incongruity between the proposed administrative action and specific board policies.
7. Administrative policies and administrative regulations will be monitored, revised and approved by the superintendent on an on-going basis, at least once every five years.
8. A principal of a school may issue regulations covering the operation of the school provided such regulations are consistent with:
 - a. the teachings of the Catholic church,
 - b. the *School Act* and related regulations,
 - c. all other pertinent legislation or regulation,
 - d. the Alberta Education policies and guidelines,
 - e. the current collective agreements of the district, and
 - f. the district administrative policies and regulations.

Reference: 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: 
	Date Approved: April 3, 2000
Cross-reference: AP 101, 102	Date(s) Revised: June 12, 2002; March 15, 2005