



FORWARD

Administrative Policies and Administrative Regulations

Edmonton Catholic Schools has a rich history of providing a quality Catholic education to the Catholic students of Edmonton since 1888. This education reflects the mission of the district, that is

to provide a Catholic education which inspires and prepares students to learn, to work, to live fully, and to serve God in one another.

The common philosophy of the district is expressed in the Mission Statement and the Common Essential Learning Outcomes as adopted by the board of trustees of the district in November 1997. As well, the board of trustees adopted a policy governance model in 1997 which provides a context for the administrative operations in the district.

The board of trustees' expectation of the superintendent of the district as expressed in its governance policies is consistent with attributes described in Senge's *Fifth Discipline*. That is, the person must be the steward of the vision, values and purpose of the district, be the designer of enabling structures, and be a facilitator for the board, the staff, and the community.

The administrative policies and regulations have been developed to enable the superintendent to fulfill that mandate, and thus the mission of the district, while exercising prudent stewardship of resources. They reflect a balance between supporting the individual student, staff member or site of decision making, and maintaining the culture of the district as a whole. They enable the principals to be able to act in such a manner as to support the vision of the district while being able to institute meaningful change at the individual schools to meet the needs of the unique student and community populations. It is recognized that there must be a reciprocity of supportive relationships if the district is to be strong.

The policies and regulations contained herein reflect provincial legislation such as the *School Act*, and Alberta Education policies, as well as district requirements. These latter requirements flow from the teachings of the Catholic Church, the Organizational Bylaws of the Edmonton Catholic Separate School District No. 7, and the board governance policies. All of the district documents have been developed in order that we may live out the mission of the district and achieve the Common Essential Learning Outcomes (CELO's) within the core values of the district.

Underlying the administrative policies and regulations are the basic assumptions that all employees of Edmonton Catholic Separate School District No. 7 shall work towards achieving the mission of the district which reflects the teaching ministry of the Church by

- acting in accordance 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
 - f. the district core values

- ensuring the wise stewardship of resources both human and financial, and
- exercising a reasonable interpretation of the administrative policies and regulations of the district.

The success of the district as a whole is dependent upon the success of the individual schools and individuals within the organization, while the success of each individual person and school/site depends upon the success of the district. Adherence to these administrative policies and regulations will provide an environment that is conducive to the teaching and learning mission of the district, ensuring that the district is a place where both staff and students are *INSPIRED! to learn.*



Title: Mission Statement

Whereas We Are Inspired by

- Love of the Creator
- Faith in Jesus Christ
- Hope from the Holy Spirit

Whereas We Are Mandated by

- the parents and guardians of our students
- the educational mission of the Church
- the Alberta Ministry of Education

Whereas We believe

- That each person is created in the image and likeness of God.
- In the goodness, dignity, and worth of each person.
- That all can learn and develop their gifts.
- That Catholic education includes spiritual growth and fulfillment.
- That Catholic education is a shared responsibility in which parents have a primary role.
- That Christ is our model and our teacher.
- In building Christ-centered communities for service to one another.
- In celebrating and witnessing to our faith in truth and life; holiness and grace; justice, love and peace.
- That learning is a life-long journey.
- That all have rights, roles, and responsibilities for which they are accountable.
- In making the world a better place in which to live.

The Mission of Edmonton Catholic Schools is:

To provide a Catholic education which inspires and prepares students to learn, to work, to live fully, and to serve God in one another.

Approved: May 20, 1997

Revised: November 17, 1997

Reference: _____

Type of Monitoring:

Monitor Date: _____

November 17, 1997



Title: Common Essential Learning Outcomes

The Edmonton Catholic School District exists to provide a Catholic education whereby students will

- demonstrate an understanding of and an involvement with the Catholic tradition, beliefs, and values.
- respect self, others, and the environment.
- value learning and understand the nature of the learning process.
- be flexible, resilient, and confident in response to change.
- demonstrate an ability to apply problem-solving strategies to a variety of decision-making situations.
- be competent communicators.
- demonstrate an understanding of the arts as a means of expression and communication.
- demonstrate an ability to use technology as a tool to enhance their learning.

These outcomes will be manifested in the various dimensions of the student's development

- intellectually
- emotionally and socially
- physically, and
- spiritually.

A full description of these component dimensions is provided in the Common Essential Learning Outcomes document.

Approved: December 1, 1997

Type of Monitoring:

Revised: _____

Reference: _____

Monitor Date: _____



HELPFUL HINTS

Administrative Policies and Administrative Regulations

1. The manual is organized into the following **main sections**:

	Introduction	
I.	General School Administration	Administrative Policies 100-132
II.	Human Resource Services	Administrative Policies 200-212
III.	Programs and Curriculum	Administrative Policies 300-315
IV.	Community Liaison	Administrative Policies 400-409
V.	Business Administration	Administrative Policies 500-504
VI.	Facilities	Administrative Policies 600-605
VII.	Forms	
	Index	

2. The administrative policies and regulations all follow a common **format**. The administrative regulations that follow from an administrative policy have the number of the administrative policy and are located immediately after the administrative policy.
3. **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 that establish the direction for future discretionary action. Policy statements provide the framework for administrators, teachers, students, parents, and communities to follow in the day-to-day application of education. Many of the policies are governed by provincial legislation. *Each policy in this handbook is printed in bold Italics.*
4. **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.
5. The **background** gives information that helps to clarify the administrative policy.
6. The **definitions** are usually taken from Alberta Education documents or else are working definitions used within Edmonton Catholic Schools. It is important to note
 - the term assistant superintendent, principal, or superintendent refers to the person or a person designated to act for the assistant superintendent, principal, or superintendent.
 - the term parent is understood to mean the biological or adoptive parent, the legal guardian, or the independent student.
7. A **resource** is a publication which many district staff members find helpful. Resources published by Alberta Education are available through the Queen’s Printer or on the Alberta Education Web site.

8. **References** indicate which legal documents are related to the policy. References include the Edmonton Catholic Schools Board Governance Policy, Edmonton Catholic Separate School District No. 7 Organizational Bylaw, the *School Act*, Alberta Education Policy, Alberta Education Regulations, the *Freedom of Information and the Protection of Privacy Act* (FOIP), and other legislation. Usually the administrative policy and regulation will give enough information without the reader having to consult the reference. However, at times district staff members may wish to consult the references. These documents are available as follows:

Document	Source
Board Governance Policy	board secretary
Organizational Bylaws	board secretary
School Act	Queen's Printer
Alberta Education Resource	Queen's Printer / Alberta Education Web site
Alberta Education Policy	Queen's Printer / Alberta Education Web site
Alberta Education Regulation	Queen's Printer / Alberta Education Web site

9. The **addresses for some useful Web sites** are listed below:

Web site	Address
Edmonton Catholic Schools	http://www.ecsd.net
Government of Alberta	http://www.gov.ab.ca
Alberta Education	http://ednet.edc.gov.ab.ca/
Alberta Education search site	http://ednet.edc.gov.ab.ca/search/
Queen's Printer	http://www.gov.ab.ca/qp/

10. To **access an Alberta Education resource, a policy, or a regulation** on the Alberta Education Web site follow the steps below:

- a. access the Alberta Education search site by going to **<http://ednet.edc.gov.ab.ca/search/>**
- b. enter the appropriate request.
 - For a resource, enter the name of the resource and click on search.
 - For a policy, enter the policy by number (e.g. Policy 2.1.5) and click on search.
 - For a regulation, enter the regulation by number (e.g. Regulation 4/99) and click on search.
- c. click on a document in the list of documents that shows up on the screen. Usually the requested document is in the top few.
- d. experiment until the requested document is found.

11. Acrobat Reader is needed to access some documents. Acrobat Reader can easily be downloaded by following the instructions on the Alberta Education Web site. (It need be downloaded only once – not each time you access a document!)

12. **Cross-references** indicate other administrative policies and regulations that are closely related to a particular administrative policy and regulation. AP 207 indicates Administrative Policy 207, and AR 207.3 indicates Administrative Regulation 207.3. Consult the Table of Contents to determine the name of the administrative policy or regulation. It is not always necessary, but often is helpful to consult the cross-reference. For example, the Student Suspension and Expulsion Policy is cross-referenced to the Admission of Students, the Responsibilities of Students, and School Conduct Policies. Taken together these give a more comprehensive view of suspensions and expulsions than does the single policy.