



## 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 processes used to determine administrative practice in School District No. 23.

#### Policy

##### 1. Distribution and Maintenance

- 1.1 The Superintendent will ensure that the current Policy Manual will be available on the District website so that all trustees, staff members, students, parents and the general public have ready access to all Board Policies.
- 1.2 Changes to policies will be communicated to all school district staff.

##### 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:

- 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.



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**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.

Date Agreed: October 12, 1983

Date Amended: June 29, 1989; May 9, 1990; April 10, 1991;  
November 12, 1997

Date Amended/Reviewed: November 13, 2002

Date Amended: April 9, 2014

Related Documents: Collective Agreements; Labour Relations Code,  
Canadian Charter of Rights and Freedoms, Ministerial Orders.