

INTRODUCTION
BYLAWS, POLICIES, REGULATIONS AND ADMINISTRATIVE PROCEDURES
MANUALS

School District No. 48 (Sea to Sky)

Guide to the Bylaw / Policy & Regulation / Administrative Procedures Manuals

These manuals contain the bylaws, policies, regulations and administrative procedures that govern Sea to Sky School District. They are divided into bylaws / policies and board-approved regulations/ administrative procedures to underline the separation of governance and administration, but the bylaws, policies, regulations and administrative procedures should be seen as a consistent whole. For that reason, the bylaws, policies, regulations and administrative procedures are coded to the same numerical system, for ease of reference and up-dating. Each user of the manuals should consult both to ensure that he or she has all the available information on a given subject. It is expected, however, that the board bylaws and policies will be of most use to board members, whereas the regulations and administrative procedures will provide guidance to district staff in the day-to-day work of the district and the schools.

Bylaws, Policies, Board-Approved Regulations, Administrative Procedures

The following standard definitions are used:

Bylaws are legally enforceable resolutions of the Board. Some specific powers of the Board are expressly required to be exercised by bylaw. They are subject to the provisions of the *School Act*, Sections 85 (4) and 87.1

Policies are principles adopted by the board to chart a course of action. They tell what is wanted, they may say why, and to what extent. Policies are broad enough to give room for administrative action; but, are also narrow enough to give clear guidance.

Board-Approved Regulations are detailed directions, usually developed by the administration, to put policy into practice. Regulations tell how, by whom, and when things are to be done. When the regulation requires board action to be legal or enforceable, or if the topic is of special importance the board formally approves a regulation.

Administrative Procedures are concerned with the mechanics or details of the policy. The development is left to the administration. The board does not specify their content, nor formally approve them as regulations.

Organization of the Manuals

Policies and regulations are ordered according to the following classifications:

100	Educational Philosophy
200	Board of School Trustees
300	Administration
400	Staff Personnel
500	Student Personnel
600	Educational Programs
700	Auxiliary Services
800	Business Procedures
900	Buildings and Sites
1000	School-Community Relations

This system of organization was developed by the National School Board Association, U.S. and has been widely adopted in British Columbia.

Some bylaws, policies, regulations and administrative procedures relate to others. A cross referenced index is provided to help the reader find all pertinent information on a given topic.

Dates

Where known, the original date of adoption or issuance appears immediately beneath each bylaw, policy, regulation or administrative procedure. In other cases an approximate date is given. In some cases the line "Adopted: date of manual adoption" is used. This means that although the policy or regulation was not new in the sense of being a new practice, it has been reviewed/clarified and adopted on the date that the board adopted the new manuals. The date of adoption of the manual has been noted at the end of this introduction.

Limitations of the Manuals

The manuals contain all current, written bylaws, policies, regulations and administrative procedures but things change constantly. Laws, employee contracts and the district's own needs and ways of operating do not remain constant. Therefore, no manual can remain complete at all times. In addition, the district has a number of special handbooks and brochures which respond to special audiences or questions that arise from parents, students and staff. These documents, although they are not policy or regulation, are considered part of the school district's administrative procedures and should be consulted as necessary.

Order of Precedence

Bylaws, policies, regulations and administrative procedures assembled in these manuals and in any special documents published by the school district must be read and interpreted in the light of applicable laws and government regulations, as well as in the light of contracts between the district and various employee organizations or between the district and any individuals doing business with the district.

Whenever inconsistencies arise, the terms of a valid contract between the district and any individual or corporate entity will prevail over policy/regulation. The law and government regulations prevail over all.

Maintaining the Manuals

Each person holding a copy of the bylaw / policy manual and the regulations / administrative procedures manual is expected to make a diligent effort to keep them up to date, and to insert new bylaws, policies, regulations and administrative procedures as they are sent from the Superintendent and/or Secretary-Treasurer.

All copies remain the property of the Board of School Trustees, School District No. 48 (Sea to Sky), and may from time to time be recalled for major changes or up-dating.

The Board issues these manuals in the hope that they will contribute to the harmony and efficiency in the day-to-day work of the schools. Any comments or suggestions for policy improvement will always be welcomed.

**Board of School Trustees
School District No. 48 (Sea to Sky)
Date of Manual Adoption: June 9, 1999
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