



Introduction

The Board of Trustees is dedicated to serving the educational needs and aspirations of the people within the Evergreen School Division. The Board is elected to “guard the public trust” in matters of education and does so primarily through policies, which guide the daily activities of the schools and the school division. Policies are principles adopted by the Board to set the course of action for the division. They are broad guidelines intended to provide clear direction, and to set ethical parameters around how policy goals are to be achieved. The role of the Board in the policy cycle is to determine the need for policy, to ensure that policy is developed, and that policy is followed. The role of the Administration is to execute policy within the spirit and intent written by the Board.

In addition:

1. All edicts of the province of Manitoba, (including regulations) are considered mandated Board policy.
2. All agreements signed through contract are considered mandated Board policy, such as the collective agreements signed with employee groups.
3. All adopted rules and regulations concerning the Board’s own procedures and how the Board operates as the governance arm of the school division, are also policy statements and appear in the *Board Policy Manual*.

This *Board Policy Manual* is supplemented by the *Manual of Administrative Procedures*, the document by which the Superintendent/CEO directs the operations of the school division and the staff. The *Manual of Administrative Procedures* must be entirely consistent with the *Board Policy Manual*. The policies within this document reflect the requirements of the Board, and reflect provincial legislation and priorities, as outlined in the legislation and regulations governing education, including *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Workplace Safety and Health Act*, *The Manitoba Human Rights Code*, *The Child and Family Services Act*, *Appropriate Educational Programming in Manitoba: Standards for Student Services*, *the Freedom of Information and Protection of Privacy Act (FIPPA)*, and *the Personal Health Information Act (PHIA)*. Compliance with federal legislation including the *Charter of Rights and Freedoms*, *The Youth Criminal Justice Act* and *The Constitution Act* are also reflected within the policies and procedures of Evergreen School Division.

The development of two distinct documents reinforces the distinction between the governance responsibility of the Board and the administrative/managerial duties of the Superintendent/CEO within the Board’s strategic governance model.