



POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
POLICY IMPLEMENTATION	CH

I. POLICY

The Louis Riel School Board delegates to the Superintendent of Schools the responsibility for implementing the policies of the Board.

Accordingly, the Board articulates the following **GUIDELINES** and **PROCEDURES**.

II. GUIDELINES

- A. The Superintendent of Schools may develop administrative protocols to support the implementation of Board policies.
- B. It is expected that Board employees, students, and members of the school community follow Board policies and administrative protocols.
- C. When action that should be guided by policy must be taken and the Board has provided no policy for such action, the Superintendent of Schools shall have the power to act, subject to the conditions below:
 1. The Superintendent of Schools shall, within forty-eight (48) hours, inform the Chair and Vice-Chair of actions taken and of the potential need for policy.
 2. The Superintendent of Schools shall, at the next regular meeting of the Board, inform the Board of actions taken and of the potential need for policy.
 3. Actions taken by the Superintendent of Schools are subject to Board review.
 4. Actions taken by the Superintendent of Schools shall be consistent with the overall policy of the Board.

III. PROCEDURES

- A. When developing administrative protocols, the Superintendent of Schools may consult concerned stakeholders.
- B. Administrative protocols shall:
 1. be authorized by the Superintendent of Schools;
 2. be consistent with Board policy and reference said policy;

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3. be communicated to concerned stakeholders;
4. be published on the LRSD website;
5. be updated as required, subject to the approval of the Superintendent of Schools;
6. be reviewed at least once every five years in conjunction with the review of the corresponding policy as per [Policy BG – School Board Policy Process](#).

C. The Board reserves the right:

1. to review administrative protocols at its discretion;
2. to request that the Superintendent of Schools provide clarification; and
3. to require changes if, in the Board’s judgement, an administrative protocol is inconsistent with the policies adopted by the Board.

D. Principals and Supervisors shall:

1. support implementation of Board policies and associated administrative protocols in their schools and departments; and
2. ensure that procedures specific to their school or department comply with Board policies and associated administrative protocols.

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