

## **INTRODUCTION**

Kativik Ilisarniliriniq's (KI) manual of Policies and Directives communicates rules, which have School Board-wide application, and provides a basis for consistent and appropriate decision making on many issues.

Unless otherwise indicated within a specific policy or directive, policies and directives apply to all of the School Board's elected members, staff and, where indicated, students. The manual is for the internal guidance of elected members and staff at KI, and have no impact on the relationship with third parties unless they are expressly part of a contract with the Board.

It is the responsibility of all elected members and staff to familiarize themselves with the contents of the manual and to conduct themselves accordingly. Directors of departments are responsible for the dissemination of the Manual of policies and directives to the concerned personnel in their department. They are responsible for ensuring that the policies and directives are appropriately communicated and applied in their departments.

Where policies or directives are inconsistent with legal provisions or in any existing agreement between the School Board and its personnel, that agreement will prevail.

Where the text differs in one of the translated versions, the English version will prevail.

In developing these rules, the School Board has established three categories which are determined according to the proper authority adopting the above-mentioned rules, and according to the type of subject for which the measure is intended.

**Policy** A **general statement** adopted by the Council of Commissioners that provides the framework for the development of a course of action consistent with the Board's Mission and Values.

**Directive** A **prescribed course of action**, emanating from the Director-General and respecting the Council of Commissioners policy on a given subject and which is consistent with the Board's Mission and Values.



**Procedure** A **recommended** course of action and a more detailed way of actions that may be taken in a given situation and which is consistent with the Board's Mission and Values, policies and directives.

The general standard is that any measure having budgetary implications and any subject of a sensitive nature will be subject to a policy. Administrative standards of a technical nature, or deriving from the application of some form of legislation, will be subject to a directive.

In order to avoid circulating a number of documents and to ease identification of applicable rules on a given topic, each directive will include provisions adopted by the Council of Commissioners when needed.

The Board shall continuously and deliberately reappraise its policies and directives in light of the best practices and needs of the school system and community.

Policies and directives should accomplish the following:

- 1) reflect a general environment in which school system operates;
- 2) include direction for implementation by implication or broad explication;
- 3) be impartial in their dealings with all parties;
- 4) omit non-relevant details that change with time;
- 5) grant authority to act.

In determining the policies and directives needed for operating the school system, the Board shall be guided by :

- 1) the James-Bay and Northern Québec Agreement;
- 2) the Mission of the School Board;
- 3) the Education Act for the Cree, Inuit and Naskapi native persons;
- 4) the needs of the students, personnel and communities.

The Board policy or directive is a law, and must not be set aside for one person while being applied to others. They are implemented by the Director-General or other identified administrative personnel. The Director-General shall report to the Council of Commissioners from time to time on the policies in operation and shall prepare changes deemed necessary.

For advice on the interpretation or application of policies or directives, people should first consult the Department responsible for the application of the said measure, and if necessary, with the Director-General.

In this manual, the masculine form is used for brevity.

