



Rationale

Definitions are important in policy and regulations to provide stakeholders clarity of language for terms that have specific meaning or have a need for interpretation related to the policy.

Policy

Definitions will be provided for specific terms used in policy.

Definitions

The following definitions apply to the general terms used in the Catholic Independent Schools of Kamloops Diocese ("CISKD") Policy Manual. In addition, specific definitions are provided in policies as required.

1. Directives

Directives are issued by the Board of Directors, or the Superintendent as Board Agent as required. The directives indicate an action to be taken by the whole or part of the organization. They are usually specific in nature and may be either long term or short term in effect. Directives may be the authority for Board Policy at the system or School level. The Directive may come in the format of a Memorandum or Letter authored by the President of CISKD, his Designate or the Superintendent of Schools.

2. Rationale

A set of reasons or a logical basis for a course of action or a particular foundational belief.

3. Policies

Statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They are a set of documents approved by the Board and implemented by the Society which provide the structures and systems for the operation of the schools entrusted to its care. They create a framework within which the superintendent, school administrators, staff, priests, and local school councils can discharge their assigned duties with clear direction. Board Policies can be adopted, changed, or rescinded only by the Board of Directors.

4. Regulation

This term appears as a component in Board Policy Governance documents and referenced in other documents. Regulations can detail the objectives which support overall Board goals; they can assign specific duties (job descriptions); they can outline reporting and accountability structures within the school organization. Regulations identify how, when, where and by whom tasks are to be completed.



5. Procedures

Procedures can detail the objectives which support overall Board goals or policies; they can assign specific duties, identify standards of practice, roles, responsibilities, outline reporting and accountability structures and other matters within the school organization. Procedures are developed and issued by the Superintendent providing direction on how, when, where and by whom things are to be done to be in compliance with system order, legislative regulations, financial protocols, data management, risk management, labour, and safety standards, or other topics to provide for an effective and efficient school system.

6. Society

Catholic Independent Schools of Kamloops Diocese ("CISKD") is the legal authority for Catholic schools in the Diocese of Kamloops.

7. Directors

Members of the Board of Directors, Catholic Independent Schools of Kamloops Diocese.

8. Superintendent

Superintendent of Schools, Catholic Independent Schools of Kamloops Diocese.
Selected and appointed by the CISKD Board of Directors. The Superintendent is responsible and accountable to the Board as its agent for the supervision, management and leadership of the CISKD school system.

9. Local School Committee

The Local School Committees (LSC) serve as a local advisory committee, responsible for certain aspects of school operation and in support of local and system goals/priorities. Local School Committees report to the CISKD Board.

10. School Based Administrators

Principals, Vice Principals and Distance Learning Administrators are appointed by the Board of Directors. Principals and Vice Principals are expected to be the educational, and spiritual leaders of the school and assume responsibility for managing the day-to-day operation of the school. Online Learning Administrators are expected to be the educational leaders to which their portfolio is assigned and serve as a model spiritual leader, in harmony with school leadership and the CISKD.



11. Principals

Principals serve as the educational and spiritual leaders of their school. They are selected with the Council representative's input and appointed by the Board of Directors. They serve as an authorized agent of the Board to fulfill delegated responsibilities and obligations, according to the direction set by the CISKD Board and Office. Principals report to the Superintendent of Schools and have the responsibility to manage and lead the schools according to the provided policies, administrative applications, directives, and regulations.

12. Diocesan-Supported Schools

The following CISKD schools serve regional populations.

- St. Ann's Academy (K-12, Kamloops)
- ASCEND Online (K-12, Online Learning, Kamloops)

These schools each have a Local School Committee to advise the principal. They are supported by the Diocese of Kamloops. As such, authority for some decision-making rests with the Bishop of Kamloops and the CISKD Board of Directors. Directions on these particulars are included in the Administrative Application documents, which may differ from parish-supported schools as well as from each other as Diocesan-supported Schools.

13. Parish-Supported Schools:

The following CISKD schools are supported by local parish(es):

- Our Lady of Perpetual Help School (K-7, Kamloops)
- Sacred Heart Catholic School (K-7, Williams Lake)
- St. Ann's Catholic Schools (K-7, Quesnel)
- St. James Catholic School (K-7, Vernon)

These schools receive direct support from their local parish(es). Parish-supported schools work closely with their Pastor or Parochial Administrator to address the needs of the daily operation of the school within the CISKD system of schools.

14. Local Practice:

Local practice refers to the local procedures, rules or practices that are developed at the school level. They are most often recorded in local manuals, such as school handbook(s) and serve the needs of local community stakeholders (students, staff, and parents). Manuals are the visible communication of implemented Board policies, Procedures, and the locally developed practices in addressing the daily operational matters of the school. Local practices must align with Board Policy and Procedures or operate within the delegated parameters of such.

15. System

Refers to the overall organization of the Catholic Independent Schools of Kamloops Diocese and the system of schools which operate under the authority of CISKD.



16. Ministry

Ministry of Education and Child Care, Government of British Columbia. The CISKD representative with the Ministry of Education is the Superintendent of Schools.

17. Catholic Independent Schools Committee of British Columbia (C.I.S.C.B.C.)

A committee of representatives from each Catholic school system in British Columbia. It represents the provincial Catholic perspective on provincial issues to the Federation of Independent Schools Association.

18. Federation Of Independent Schools Association (F.I.S.A.)

A provincial association which presents the interests and concerns of Independent Schools in the province to the Ministry. The Federation is the voice for its members in British Columbia, and acts as a liaison between the schools and the government, as well as other educational institutions.

FISA BC is dedicated to assisting independent schools in maintaining their independence, while seeking fair treatment for them in legislative and financial matters.

19. Employer

The Employer is the Catholic Independent Schools, Kamloops Diocese. The CISKD designates the following agents/representatives.

1. The Superintendent of Schools
2. The School Principal
3. The Local School Committee

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