

Riverside School Board

By-law Name:	By-law 12: Delegation of Authority to the Director of Educational/Complementary Services
By-law Number:	B417-20120221
Date Approved by Council:	February 21, 2012
Date of Next Review:	3 years from approval by Council

1. Preamble

The Council of Commissioners delegates to the Director of Educational Services/Complementary Services, under the authority of the Director General, the following functions, rights, powers and obligations and the responsibility to render an account of their management to the Director General.

This by-law should be read in conjunction with the "Policy on Purchasing of Goods and Services and Disposal of Obsolete Equipment" which contains additional related information.

In this text, the masculine gender is used simply for ease of expression.

2. Functions, Rights, Powers and Obligations Delegated

2.1 The Council reserves the right to recall, by Board resolution, any item delegated to the Director of Educational Services/Complementary Services.

2.2 Educational / Complementary Services

2.2.1 Ensure that the Basic School Regulation and the programs of studies are implemented (222, 222.1, & 246);

2.2.2 Exempt a student from the application of a provision of the Basic School Regulation, and apply to the Minister in the case of an exemption from the rules governing the certification of studies (222, 246, & 460);

2.2.3 Permit a departure from a provision of the Basic School Regulation so that a special school project applicable to a group of students may be carried out and obtain the authorisation of the Minister in the case of a departure from the list of subjects (222);

2.2.4 Exempt a student from a subject prescribed by the Basic School Regulation for enrolment to a secondary program (222);



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2.2.5 Exempt, after consulting with the student's parents and subject to the rules governing certification of studies prescribed by the Basic School Regulation, a student who needs special support services in the language of instruction, second language, or mathematics program from a subject prescribed by the Basic School Regulation (no exemption may be granted, however, in respect to those programs) (222.1);

2.2.6 With the authorisation of and subject to the conditions determined by the Minister, allow a school to replace a program of studies established by the Minister by a local program of studies designed for a student or a category of students who are unable to benefit from the programs of studies established by the Minister, and submit to the Minister for approval (222.1);

2.2.7 Ensure that each school evaluates student achievement and administers the examinations imposed by the Minister and the School Board (231 & 239);

2.2.8 Recognise, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the Basic School Regulation (232);

2.2.9 Every year, enrol students in the schools of the School Board in keeping with the enrolment criteria adopted by the School Board and confirm acceptance or refusal to the parents or student (239);

2.2.10 For humanitarian reasons or to avoid a serious prejudice to a child who has not attained the age of admission, following a request made by the parents stating the reasons, grant a derogation to underage students, in accordance with the criteria determined by regulation of the Minister, (241.1);

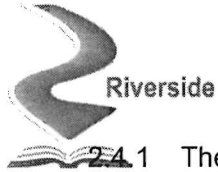
2.2.11 Take part in any periodic evaluation by the Minister of the Basic School Regulation, the programs of studies, the textbooks, and instructional material required for the teaching of programs of studies established by the Minister. (243 & 253);

2.3 Financial Resources Management

2.3.1 The Director of Educational Services/Complementary Services prepares and manages the budget within his area of responsibility and renders an account thereof.

2.3.2 The Director of Educational Services/Complementary Services may delegate, to other management personnel in the service, the authority to approve expenses or to carry out commitments for sums not exceeding \$5,000 within the budget that is under their responsibility;

2.4 Human Resources Management



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2.4.1 The Director of Educational Services/Complementary Services determines the function(s) of the staff under his responsibility.

2.4.2 The Director of Educational Services/Complementary Services determines whether the probationary period of a staff member under his responsibility has been successful.

2.4.3 The Director of Educational Services/Complementary Services hires temporary staff, as required, within the budget under his area of responsibility.

2.5 Material Resources Management

2.4.1 Conclude agreements within the operating and capital budgets for the acquisition or rental of furniture, equipment or services whose value before taxes is less than the maximum amount specified by Board Policy. (266);

3. Coming into Force

This by-law comes into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V Division IX of the Education Act. It is to be available to be viewed by the public at the Board offices during regular working hours.



This By-Law #12 – Delegation of Authority to the Director of Educational/Complementary Services, was adopted at the Council of Commissioners on February 21, 2012.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Quebec.



Moira Bell, Chairman



Denise Paulson, Secretary General