

ADMINISTRATIVE PROCEDURES

Table of Contents

General Administration 100

- 100 Jurisdictional Planning and Reporting
- 101 Annual Education Results Report
- 102 School Planning and Reporting

- 104 Consensus Decision Making (Draft)
- 105 Site-Based Decision-Making

- 110 School Councils

- 120 Policy Dissemination
- 121 Review of Administrative Procedures

- 130 School Year Calendar
- 131 Emergency School Closing

- 140 Information and Communication Technology
- 141 Video Surveillance Systems

- 150 Communications

- 160 Event Protocol
- 161 Flag Protocol

- 170 Freedom of Information and Protection of Privacy

- 180 Records Management

- 190 Copyright

Instructional Programs and Materials 200

- 200 Organization for Instruction
- 201 Student Placement

- 205 Controversial Issues in the Classroom
- 206 Controversial Materials in the Classroom

- 209 Coordinated Services for Children & Students
- 210 Early Childhood Services
- 211 English as a Second Language
- 212 French as a Second Language
- 213 Special Instructional Programs (Placeholder)
- 214 Career and Technology Studies
- 215 Knowledge and Employability Courses
- 216 Off-Campus Education
- 217 Green Certificate Program

- 218 Outreach Program
- 219 Special Project Credits

- 225 Locally Developed Complementary Courses

- 230 Home Education (Placeholder)

- 240 Distance Education

- 250 Guidance and Counselling Services

- 260 Co-Curricular and Extra-Curricular Activities
- 261 High Risk Field Trips and Activities

- 270 Program Evaluation

Students 300

- 300 Entrance Age
- 301 Foreign, Out-of-Province and Exchange Students
- 302 Independent Students
- 303 Blood Tribe Student Transfers
- 304 Peigan Tribe Student Transfers

- 310 Safe and Caring Learning Environment
- 311 Accident Prevention
- 312 Emergency Measures
- 313 Fire Safety and Drills
- 314 Bereavement
- 315 Administering Medications to Students
- 316 Anaphylaxis (Severe Allergies)
- 317 Student Accident Insurance

- 320 Student Records
- 321 Youth Criminal Justice Act Records

- 330 Student Attendance
- 331 Attendance Officer

- 340 Communicable Diseases
- 344 Head Lice (Pediculosis)

- 349 Use of Physical Restraint
- 350 Student Expectations and Discipline
- 351 Students at Risk
- 352 Student Interrogations and Searches

- 360 Assessment and Reporting of Student Achievement
- 361 Achievement Tests and Diploma Examinations Analysis and Reporting
- 362 Provincial Achievement Tests

- 363 Course Challenge
- 364 High School Grants and Awards

Personnel and Employee Relations 400

- 400 Staff Employment
- 401 Employee Records
- 402 Staff Leaves of Absence
- 403 Participation in Political Activities
- 404 Jury Duty and Court Services
- 405 Employee Recognition
- 406 Long-Term Service Recognition
- 407 Employee Resignations
- 410 Teacher Growth, Supervision and Evaluation
- 412 Professional Staff Reduction
- 413 Substitute Teachers

- 419 School-Based Administrative Appointments
- 420 Principal Growth, Supervision and Evaluation
- 421 Assistant Principal Growth, Supervision and Evaluation
- 422 Administrative Council
- 423 Leadership Handbook
- 424 Associate Superintendent / Director Growth, Supervision and Evaluation
- 430 School-Based Support Staff
- 431 Teacher Assistant, Supervision and Evaluation
- 432 Local Authorities Pension
- 433 School Bus Driver Qualifications
- 434 Mandatory Retirement Age – Bus Drivers

- 440 Volunteers – Classroom/Co-Curricular
- 441 Volunteers – Extra Curricular
- 450 Harassment
- 451 Smoke- and Tobacco-Free Environment

- 460 Custodial Services

- 470 Jurisdictional Off-campus Teacher (Draft)

Business Administration 500

- 500 Budgeting

- 505 Student Fees
- 506 Adult Student Fees

- 510 Accounting
- 511 School Generated Funds
- 512 Central Office Employee Expenses
- 513 Theft and Vandalism
- 514 Disposal of Furniture and Equipment
- 515 Board Signing Authority

520 Student Fundraising Activities

530 Naming of Schools

531 Community Use of School Facilities

532 Public Use of School Equipment

533 Chemical Management

534 Disposition of Real Property

540 Student Transportation System

542 Busing During Inclement Weather

543 Operational Procedures for School Buses

544 Co-Curricular and Extra-Curricular Transportation