### **Table of Contents**

#### Introduction – Mission/Core Values/Core Beliefs

### 1.0. School Administration

### 1.A. General

Accident Reports

**Appeal Process** 

Community Notices in Schools

Copyright Act – Fair Dealing Guidelines

Copyright Act – Fair Dealing Guidelines attachment

Criminal Record Search/Provincial Child Abuse Registry Check

Damage and Theft to/of School Property

Dress Code

Flag Display

**Informed Consent** 

Interrogation and Searches

Media

**Nutrition Guidelines** 

Off-Site Field Trips and Excursions

**Patriotic Exercises** 

Pledge of Confidentiality

Release Time for Religious Instruction/Lord's Prayer

Right to Attend School

School Building Maintenance

**School Catchment Areas** 

School Year Calendar

Schools of Choice

Selection of Student Learning Resources

Technology & Information Systems A

Technology & Information Systems B

**Temporary School Administration** 

Visitors to the Schools

Volunteers

#### 1.0. General Administration

## 1.B. Student Management

**Adult Students** 

Awarding a Certification of Completion for an Individual High School Program

Bus Ridership

Child Protection and Child Abuse

**Distributed Learning** 

Expulsions/Suspensions

**Graduation Exercises** 

Health Education – Potentially Sensitive Content

Home Bound or Home School Instruction

Illicit Drugs or Alcohol

**International Students** 

Non-Resident Students

Promotion and Retention of Students

Smoking on School Property

**Smudging Practices in Schools** 

Student Absence

Student Accident Insurance Plans

Student Automobile Use

Student Awards and Scholarships

Summer School

Unified Referral and Intake System

### 2.0. Human Resources

#### 2.A. Foundations

Administration Office Staff Employment Benefits

Attendance Management

Collective Agreement: Professional Staff

Collective Agreement: Support Staff

**Exchange Teaching** 

**Professional Staff Consulting Activities** 

**Professional Staff Contracts** 

**Professional Staff Development Opportunities** 

School Administrator Evaluation and Professional Growth

**Staff Appreciation Awards** 

**Staff Recognition Donation** 

Support Staff Development

Support Staff Evaluation Form

**Support Staff Evaluation Process** 

Teacher Evaluation and Professional Growth

### 2.0. Human Resources

## 2.B. Position Descriptions

Accounts Payable/Administrative Assistant

Administrative Assistant

**Assistant Superintendent** 

**Bus Driver** 

Classroom Teacher

Cleaner

**Curriculum Support Teacher** 

Custodian

Director of Operations and Infrastructure

**Educational Assistant** 

**Guest Teachers** 

**Guidance Counsellor** 

Head Custodian

LEGO Program Director/Administrator

LEGO Program Co-ordinator

LEGO Program Site Supervisor

Librarian

Maintenance Technician

Mechanic

Mechanic Foreman

Office Assistant

Payroll/Administrative Assistant

**Psychologist** 

Resource Teacher

Safety & Facilities Maintenance Supervisor

**School Principal** 

School Vice-Principal

Secretary

Secretary-Treasurer

Speech & Language Pathologist

Student Services Administrator

Student Services Administrator Secretary

Substitute Teacher

Superintendent

**Transitions Coordinator** 

# 3.0. Programs and Services

# 3.A. Instruction and Learning

Assessment and Evaluation of Student Learning

**Driver Education** 

**Graduation Requirements** 

**Proficiency Awards** 

**School Programming** 

Summer School Funding

University of Winnipeg Mini-University

### 3.0. Student Services

#### 3.B. Student Services

Access

Assessment

**Coordinated Service** 

Dispute Resolution

Early Identification

**Individual Education Planning** 

Planning in Education

**Professional Support** 

Specialized Assessment

Student Discipline A

Student Discipline B

Use of Certified Service Animals in Schools

# 4.0. Community Liaison

Community Use of Schools Emergency Use of School Division Assets School Partnerships

## 5. 0. General Business Administration

Administrative Reports

**Annual Budget Process** 

Annual Financial Reports and Statements

Audits

Authorized Signatures – Cheques

**Electronic Meetings** 

Expense Reimbursement

**Invoicing Procedure** 

**Purchasing Authority** 

School Division Records Management

School Fund Raising Guidelines/Accounting & Reporting

Services and Supplies

Supervision of Construction

# 6.0. Facilities and Transportation

Capital Projects, Constructional Tenders

Maintenance Procedure Manual

Safety Inspections and Maintenance

School Bus Transportation

Surplus School Division Assets: Disposal Procedure

Transportation of Students with Special Needs

Transportation Procedure Manual

Vehicle Idling

### 7.0. Safe Schools

Administering Medication to Students

Anaphylaxis

Communicable Diseases and Immunization and Inoculation of Students

Safe Schools – Code of Conduct

Safe Schools – Emergency Response Plans

Safe Schools – Inclement Weather Brochure

Safe Schools – Respect for Human Diversity

Safe Schools – Violence in the Workplace

Safe Schools – Working Alone

Student Aid – Child Abuse

Workplace Safety & Health