

## **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  
Librarian  
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