

# **GOLDEN HILLS SCHOOL DIVISION**

## **Administrative Procedures Manual**

March 2019



This Administrative Procedures Manual is designed to be the primary written source of administrative direction for the Division. It is designed to be entirely consistent with the Board Policy Handbook, and is an extension of policy in the form of procedures. This Manual may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

There are 5 categories in which administrative procedures are placed in the Manual. The categories are:

- 100 General Administration
- 200 Instructional Programs
- 300 Students
- 400 Personnel and Employee Relations
- 500 Business Procedures

Administration Procedures placed in the 100 section are those of a general administrative nature or those which have applicability to at least 2 other categories in the Manual. The procedures in 200, 300, and 400 are specific to each of the titles. The Business Procedures Administration Procedures cover matters related to finance, facilities, and student transportation.

A logical flow of procedures is attempted in the categories. For example, criteria for student admission is followed by attendance area requirements, by various safety considerations, by the maintenance of records, by daily attendance, by supervision and discipline, and lastly, by evaluation procedures. Gaps in the numbering sequence facilitate the insertion of additional administrative procedures that may be developed at a future time.

## 100 General Administration

#	Title
100	School Division Three Year Education Plan and Annual Education Results Report
101	School Three Year Education Plan and Annual Education Results Report
105	School-Based Decision-Making Appendix 105-A: Golden Hills Leadership Model
110	School Councils Appendix 110-A: FAQs for School Councils and Fund Raising Societies (PIPA)
120	Policy and Procedures Dissemination
121	Development and Review of Administrative Procedures
130	School Year and School Day Appendix 130-A: Frequently Asked Questions and Answers Regarding the School Year Calendar
131	Emergency Closing of Schools/Inclement Weather Appendix 131 A: Frequently Asked Questions and Answers Regarding Inclement Weather
150	Media Relations
151	Public Solicitation In/ Through the Schools
154	Visual Identity Program
155	Event Protocol
156	Remembrance Day Ceremony
161	Harassment
165	Acquired Immunodeficiency Syndrome (AIDS)
166	Alcohol and Smoke Free Environments
170	Crisis and Pandemic Plans (name change to reflect addition of Appendix 170B) Appendix 170-A: Crisis Response Manual Appendix 170-B: Pandemic Influenza Response Plan
171	Workplace Health and Safety
180	Freedom of Information and Protection of Privacy
181	Administrative Records Appendix 181-A: Administrative Records Retention Guidelines
190	Copyright
191	Software Licenses
192	Public Interest Disclosure

## 200 Instructional Programs

#	Title
200	Organization for Instruction
205	Controversial Issues in The Classroom
206	Human Sexuality Education
207	Religious Observances and Instruction
211	English as a Second Language (ESL)
212	French as A Second Language
214	Inclusive Education Assessment and Programs
	Appendix 214-A: Support Flow Chart
	Appendix 214-B: Universal Student Accommodations
	Form 214-1: ISP Template
	Form 214-2: IPP Adapted Template
	Form 214-3: IPP Modified Template
	Form 214-4: BSP
	Form 214-5 Special Needs Request for Transportation Form
215	Special Needs Placement Process
216	Knowledge and Employability
217	Off-Campus Education
218	Outreach Programs
	Appendix 218-A: Approved Outreach Programs
219	Locally Authorized Complementary Courses
220	Extra Curricular Athletic Programs and the Golden Hills Coaches' Association
	Form 220-1: Staff/Volunteer Disbursement Claim Form
230	Home Education
	Appendix 230-A: Home Education Program
250	Guidance and Counselling Programs
260	Field Studies/Student Excursions Within Canada
	Appendix 260-A: Activity List
	Form 260-1: Field Trip Parent Consent Form
	Form 260-2: International Travel – Parent/Guardian and Staff Consent Form
	Form 260-3: Field Study Check List for Administrators
270	School Libraries
271	Re-Evaluation of a Learning Resource
274	Use of Media Resources
280	Program Evaluation
282	Research Studies
	Appendix 282-A: Application to Conduct Research
	Appendix 282-B: Application for Ethics Review
	Appendix 282-C: Request for Informed Consent - Criteria and Template

## 300 Students

#	Title
300	School Entrance Age
301	Adult Students
302	International Student Services
303	Independent Students
305	School Attendance Areas
310	Student Safety and Supervision
311	School Safety Patrol
312	Students with Special Medical Conditions
313	Emergency Medical Treatment
	Appendix 313-A: School Health Basic First Aid Supplies
	Form 313-1: Incident/Injury Report
314	Administering Prescription Medication to Students
	Form 314-1: Administering Prescription Medication to Students
	Form 314-2: Record of Prescription Medication Administration
315	Pediculosis (Head Lice)
	Appendix 315-A: Health Authority 5: Routine Treatment Recommended for Pediculosis
316	Hygienic Practices When Handling Body Fluids
	Appendix 316-A: School Health - Dealing with Body Fluids and Discharges (Calgary Health Region)
	Appendix 316-B: School Health - Disposing of a Needle or Syringe (Calgary Health Region)
317	Students with Severe (Anaphylactic) Allergies
	Appendix 317-A: Administrative Checklist for Anaphylaxis
	Appendix 317-B: 911 Protocols for Anaphylaxis
	Appendix 317-C: Communication Letter to Parents Regarding Medical Danger
	Appendix 317-D: How to Use the Epipen
	Form 317-1: Physician Information Form for Anaphylaxis
	Form 317-2: Parental Consent to Give Medical Treatment
318	Service Dogs in Schools
320	Student Records
	Appendix 320-A: Cumulative File Checklist
	Form 320-1: Missing Documentation Form
321	Youth Criminal Justice Act Records - Protocol
325	Child Abuse
330	Student Attendance
331	Student Performance Bonds
340	Students At Risk
	Appendix 340-A: Fair Notice Letter
	Appendix 340-B: Risk/Threat Assessment Protocol
	Appendix 340-C: Risk/Threat Incident Report

350	Safe and Caring Environments, Student Conduct and Discipline Appendix 350-A: Action Guidelines for Response to Use of Abusive Behaviour by a Student
351	Suspension & Expulsion
352	Alcohol/Toxic Substance Free Environment
355	Interview of Students as Possible Offenders By a Police Officer
356	Interview of Students By Child and Family Services Workers/ Public Health Nurses and Other Individuals Representing Outside Agencies
357	Inspections and Searches of Persons or Property
360	Student Assessment, Evaluation and Reporting Appendix 360-A: Student Assessment, Evaluation and Reporting: A Framework for Practice
361	Placement and Promotion
370	Student Recognition Programs (Graduation/Commencement)
380	Student Appeals
390	Use of Cell Phones and Electronic Devices in Schools
391	Digital Citizenship Appendix 391-A: GHSD Digital Citizenship Resource

## 400 Personnel and Employee Relations

#	Title
400	Personnel Selection Appendix 400-A: Personnel Selection
401	Personnel Records
402	Support Staff Growth, Supervision and Evaluation Appendix 402-A: Professional Growth Plan for Support Staff Appendix 402-B: Support Staff Evaluation Rubric Appendix 402-C: Evaluation Report for Support Staff Appendix 402-D: Intensive Assistance for Support Staff Appendix 402-E: Natural Justice
403	Professional Development Programs
405	Leaves of Absence
406	Community Service Leave
407	Employee Computer Purchase Plan
408	Pecuniary Interest
409	Staff Reduction
410	Employee Resignations
411	Job Sharing - Teachers Form 411-1: Job Sharing
412	Local Authorities Pension Plan (LAPP)
413	Administration of Multiple School Community Sites
414	Lead Teacher
420	Role of the Teacher
421	Teacher Growth, Supervision and Evaluation Appendix 421-A: Teaching Quality Standard Ministerial Order Appendix 421-B: Guidelines for Plan of Assistance
422	Education Leave
430	Organizational Structure Appendix 430-A: Organizational Chart
431	Administrative Contracts
435	Role of the Principal
436	Role of the Associate Principal
437	School Administrator Evaluation
440	School Support Staff
450	Substitute Teachers
470	Role of the Secretary-Treasurer
471	Role of the Associate Superintendent
472	Role of the Assistant Secretary-Treasurer/Office Manager
473	Role of the Director of Facilities
474	Role of the Transportation Supervisor

490	Volunteers
491	Volunteer Coaches/Supervisors for Extra/Co-Curricular Activities
492	Employee Code of Conduct and Fiduciary Obligation
	Form 492-1: Employee Conduct and Fiduciary Obligation

## 500 Business Procedures

#	Title
500	Division Budget
501	School Budget
502	Expense Reimbursement
	Appendix 502-A: Mileage Chart
	Appendix 502-B: Tax Implication
505	School Fees
	Form 505-1: Application for Waiver of School Fees
510	Accounting for School Funds
	Appendix 510-A: School Funds
511	Fixed Asset List
	Facilities and Maintenance Tendering
	Form 515-1: Facilities Bid and Contract Form
	Appendix 515-A: General Conditions of Contract
515	Appendix 515-B: General Instructions
516	Transportation Services Tendering
517	Purchasing
	Appendix 517-A: Purchasing Card Procedures Manual
518	Petty Cash
519	Disposal of Property
520	Fundraising Projects
	School/Business/Community Partnerships
525	Appendix 525-A: Strategies for Establishing and Enhancing School/Community Partnerships
530	Insurance Management
531	Student Accident Insurance
540	Naming/Re-Naming of Facilities
542	Playground Equipment
547	Reporting of Vandalism and Theft
550	Transportation of Students
551	Transportation of Students in Private Vehicles Operated by Volunteer Drivers
552	Transportation Maintenance, Inspection and Safety Program
	Form 552-1: Vehicle Pre-Trip Inspection
	Appendix 552-A: Schedule A: Maintenance Program
	Appendix 552-B: Schedule B: Safety Program
555	Bus Replacement
556	Community Use/Rental of School Facilities
	Appendix 556-A: Rental Agreement
	Appendix 556-B: Billing Form
	Appendix 556-C: Fees Schedule
557	Investment Policy and Guidelines

558	Reimbursement Signing Authority
559	Budget Monitoring
	Appendix 559-A: Signing Authority Chart
560	Joint Use Agreements
561	Deferred Revenue with respect to School Generated Funds