



ADMINISTRATIVE PROCEDURES MANUAL

Parkland School Division No. 70

June 2009

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 and Materials
- 300 Students
- 400 Personnel and Employee Relations
- 500 Business 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 Administration procedures include finance, facilities, and student transportation matters.

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.

TABLE OF CONTENTS

100 – General Administration

- AP 100 – Three-Year Education Plan
- AP 101 – Annual Education Results Report
- AP 102 – School-Based Education Plans and Annual Reports
- AP 103 – School Evaluations
- AP 110 – School Councils
- AP 120 – Policy and Procedures Dissemination
- AP 121 – Development and Review of Administrative Procedures
- AP 130 – School Year/Day
- AP 131 – Inclement Weather
- AP 140 – Computer Network Acceptable Use
- AP 141 – Information Security
- AP 142 – Network Security
- AP 145 – Use of Personal Electronic Devices (PEDs)
- AP 150 – Public Information Program/Division Communication
- AP 151 – Media Relations
- AP 152 – Parent and Public Inquiries
- AP 153 – Advertising Materials in Schools
- AP 155 – Event Protocol
- AP 156 – Visit Protocol
- AP 157 – Visual Identity Program
- AP 158 – Flag Protocol
- AP 160 – Emergency Response Plan
 - AP 160 Appendix – Emergency Response Manual
- AP 161 – Pandemic Response
- AP 162 – Trespassers at School
- AP 163 – Health and Safety of Students and Staff
 - AP 163 Appendix – Universal Precautions
- AP 164 – Smoke-Free Spaces
- AP 165 – Communicable Diseases

AP 170 – Harassment
AP 180 – Freedom of Information and Protection of Privacy
AP 181 – Video Surveillance
AP 185 – Division Records Management
 AP 185 Appendix – Records Retention Guidelines
AP 190 – Copyright

200 – Instructional Programs & Materials

AP 200 – Organization for Instruction
AP 201 – Curriculum Delivery
AP 202 – Fostering Positive Character Development in Students
 AP 202 Appendix A – Standards for Student Citizenship and
 Social Responsibility – Middle Years Parent Handbook
 AP 202 Appendix B – K-4 Standards for Student Citizenship and
 Social Responsibility – Parent Resource
 AP 202 Appendix C – Standards for Student Citizenship and
 Social Responsibility – Early and Middle Years – Teacher Handbook
AP 205 – Controversial Issues and Resources
AP 206 – Human Sexuality Program
AP 207 – Religious Materials in Schools
AP 208 – Patriotic Exercises
AP 210 – Early Childhood Services
 AP 210 Appendix – Early Childhood Services Principles
AP 211 – English as a Second Language
AP 212 – Language Programs
AP 213 – Programming for Students with Exceptional Needs
AP 214 – Knowledge and Employability Courses
AP 215 – Off- Campus Education
AP 216 – Outreach Programs
AP 217 – Locally Developed/Authorized Courses
AP 220 – Alternative Programs

AP 225 – Child Care Programs
AP 230 – Distributed/Online Learning
AP 240 – Counseling Services
AP 241 – School Career Transition Planning
AP 260 – Off-Site Activities
AP 261 – Promoting Positive Behavior at School Authorized Activities
AP 270 – Home Education
AP 290 – Research Studies

300 – Students

AP 300 – Right of Access to Education Program
AP 301 – Serving International Students
AP 305 – Attendance Areas
AP 306 – Cross Boundary Busing
AP 307 – School Bus Stops
AP 310 – Supervision of Students
AP 315 – Emergency Medical Treatment
AP 316 – Emergency Medical Aid
 AP 316 Appendix – Emergency Medical Aid Act
AP 317 – Students Requiring Specialized Health Services
AP 318 – Administering Medications / Personal Care to Students
AP 319 – Life Threatening Allergies
AP 320 – Student Record Management
AP 321 – Young Offender Information Sharing
AP 322 – Student Guardianship, Access and Custody
AP 325 – Children / Students in Need of Intervention Services
AP 330 – Student Attendance
AP 340 – Specialized Services for Students and Children
AP 350 – Developing and Maintaining a Healthy School Environment
AP 351 – Interrogations, Searches or Interviews by Outside Agencies
AP 352 – Student Conduct on School Buses

- AP 355 – Student Suspension and Expulsion
- AP 357 – Vandalism
- AP 360 – Student Assessment, Evaluation and Reporting
- AP 365 – Course Challenge Assessments
- AP 370 – Citizenship Scholarship Program
- AP 371 – Alberta Summer Games Scholarship
- AP 372 – Student Awards from Private Donors
- AP 390 – Appeals Concerning Student Matters
- AP 391 – Student Appeals of School Awarded Marks

400 – Personnel & Employee Relations

- AP 400 – Personnel Principles
 - AP 400 Appendix - Criminal Record Check
- AP 401 – Nepotism
- AP 402 – Personnel Records
- AP 403 – Duty to Report
- AP 404 – Working Alone
- AP 405 – Employee and Family Assistance Program (EFAP)
- AP 406 – Standards for Staff Development
- AP 407 – Staff Leaves and Absences
- AP 408 – Staff Participation in Community/Political Activities
- AP 409 – Deferred Salary Leave Plan
 - AP 409 Appendix – Deferred Salary Leave Plan Guide
- AP 410 – Condolences
- AP 411 – Reduction of Staff
- AP 412 – Discipline, Suspension and Dismissal of Staff
- AP 413 – Teacher Transfers
- AP 415 – Employee Service Awards
- AP 416 – Employee Resignations
- AP 420 – Teacher Development
 - AP 420 Appendix A – Division Teaching Quality Standard
 - AP 420 Appendix B – Definitions

AP 421 – Teacher Supervision
AP 422 – Evaluation of Teaching Staff
AP 425 – Teacher Exchanges
AP 430 – Administrative Organization
AP 430 Appendix – Organizational Chart
AP 435 – Administration Evaluations
AP 445 – Personnel and Employee Relationships – Non-Union Staff
AP 450 – Support Staff Expectations
AP 451 – Support Staff Development
AP 452 – Support Staff Evaluation
AP 453 – Support Staff Vacations and Holidays
AP 460 – Substitute Teachers
AP 470 – Position Descriptions
 AP 470 Appendix – Position Description Manual
AP 490 – Extra-Curricular Activities
AP 491 – Volunteers
AP 492 – Volunteer Community Coaches

500 – Business Administration

AP 500 – Fiscal Management Goals
AP 501 – Budget Development Process
 AP 501 Appendix – Budget Preparation
AP 502 – Division-Owned Vehicles
AP 505 – Fee Charges
 AP 505 Appendix A – Fee Allowances for School Year
 AP 505 Appendix B – School Fee Schedule for School Year
AP 510 – Financial Accountability and Audits
AP 511 – School Financial Reporting
 AP 511 Appendix – Internal Controls Handbook
AP 512 – Protection of Valuables at Sites
AP 513 – Expense Reimbursements
 AP 513 Appendix – Calculations for Expense Claims

AP 515 – Purchasing

AP 515 Appendix – Visa Purchasing Card Guidebook

AP 516 – School System Administration Authorized Signatures

AP 517 – Inventories of Equipment/Furniture

AP 518 – Disposal of Obsolete Goods

AP 520 – School Fund-Raising Activities

AP 521 – School-Acquired Vehicles

AP 525 – Community Partnerships

AP 526 – Charitable Donations

AP 530 – Insurance Management

AP 540 – Facilities Development – Naming of Schools

AP 542 – Access to Buildings

AP 545 – Community Use of School Facilities

AP 546 – Approval of Site Development

AP 551 – Student Transportation in School-Acquired Vehicles

AP 552 – Student Transportation in Private Vehicles