North East School Division No. 200
Box 6000, 402 Main Street, Melfort, SK S0E 1A0
Phone 306.752.5741; Fax 306.752.1933

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Education in a Culture of Excellence

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ADMINISTRATIVE POLICY NO. 401

DECISION MAKING

This policy establishes the authority, responsibility, and accountability for decision making in each major area of the school division's operation.

The Board of Education delegates to the Director of Education the authority and responsibility to manage the operations of the school division effectively.

The Director of Education delegates to the staff of the school division the authority and responsibility to manage the operations of the division in the areas to which they have been appointed.

The Director of Education is accountable to the Board of Education and all staff members are accountable to the Board through the Director of Education.

PROCEDURES

1. Central Office

a. Central Office refers to decisions made by the Director of Education, or designate including Superintendents, Coordinators, and Supervisors.
b. Where appropriate these decisions are made in consultation with the Board of Education, School Community Councils, principals, teachers, coordinators, consultants and support staff of the Division.

2. School

a. School refers to those decisions made by the principal. Where appropriate these decisions are made in consultation with teachers, parents, students, School Community Council and support staff of the Division.

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POLICY 401

DECISION MATRIX

	Central Office	School
1. Budget		
a. Operating		
i. Administration of salary rates	✓	
ii. Service levels and standards	✓	
iii. Allocation of funds	✓	
iv. Raise revenues (e.g. rentals, utilities)	✓	
v. Deployment and expenditure of school funds		✓
vi. Expenditure of non-public funds		✓
b. Capital		
i. Identification of major capital projects	✓	✓
ii. Confirmation of district priorities	✓	
iii. Allocation and deployment of funds to capital projects	✓	
iv. Allocation of funds for new equipment	✓	
v. Deployment of funds for new equipment		✓
2. Facilities		
a. Planning/Capital Developments		
i. Based on program needs, learning standards, and educational specifications -- Develop to ensure suitability, flexibility, and efficiency within schools	✓	
ii. Overall division plan for space utilization	✓	

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	Central Office	School
b. Maintenance		
i. Provision of maintenance services	✓	
ii. Supervisor determines priorities based on school input	✓	
c. Operations		
i. Daily operations of the school; principal and supervisor ensure school's cleaning requirements are met	✓	✓
ii. Resolution of unusual or emergency requirements	✓	✓
iii. Rental	✓	✓
d. Custodians/Janitors		
i. Selection and training	✓	
ii. Evaluation	✓	✓
iii. Deployment	✓	
3. Transportation		
a. Students	✓	
4. Safety		
a. Implementation of safety standards of operations	✓	✓
b. Monitoring implementation of standards	✓	✓
5. Personnel		
a. Allocation of staff levels to schools	✓	
b. Establishment of personnel practices	✓	
c. Recruitment of staff	✓	✓
d. Selection of staff from applicants	✓	✓
e. Appointment of staff	✓	✓

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	Central Office	School
f. Deployment of staff within school		✓
g. Implementation of evaluation criteria as defined standards set by Board	✓	
h. Reassignment of staff within district	✓	
i. Provision of staff development activities	✓	✓

6. Programs

a. What Students Will Learn

i. Exit or significant outcomes (goals)	✓	
ii. Program outcomes	✓	
iii. Personalized learning goals		✓
iv. Program, Course/Subject objectives	✓	✓
v. Locally-developed programs	✓	✓
vi. Program modifications (special needs)	✓	✓
vii. Internet use	✓	✓

b. How Students Will Learn

i. Design and delivery of programs		✓
ii. Student assessment and reporting	✓	✓
iii. Organization and grouping		✓
iv. Facilities modification planning	✓	✓
v. Special needs program modification	✓	✓
vi. District/regionalized programs	✓	

c. Program Support

i. Staff development	✓	✓
ii. Staff development support services	✓	
iii. Program development and implementation	✓	✓
iv. Program support	✓	
v. School initiated planning and accreditation		✓
vi. Accreditation support	✓	
vii. Student special needs screening/identification and special class placement	✓	✓
viii. Students with special needs support services	✓	✓

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	Central Office	School
d. Program Evaluation		
i. General program effectiveness	✓	
ii. School program effectiveness	✓	✓

7. School Operations

a. Student Governance	✓	✓
b. Admission of Students	✓	✓
c. Class Size	✓	✓
d. Hours of Operation	✓	✓
e. Student Supervision and Safety	✓	✓
f. Community Consultation	✓	✓
g. Student Records	✓	✓
j. Administration of Medication	✓	✓

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ADMINISTRATIVE POLICY NO. 402

STUDENT GOVERNANCE

The Board of Education endorses the formation and operation of Student Councils to enable facilitation of school activities so long as those Councils act in accordance with school division policy and procedures.

PROCEDURES

1. General

a. The principal, or a staff advisor designated by the principal, supervises the Student Council.

b. The principal, or a staff advisor is the liaison between the Student Council and the staff of the school.

c. The principal, advisor, School Community Council, Student Council and student body of the school determine the mandate of the Student Council.

2. Formation

a. Student Council members must be students enrolled in the school.

b. The principal or staff advisor and the Student Council are to set the regulations governing Student Council members.

c. The Student Council is responsible for producing a written constitution that describes procedures for selecting student council members, holding meetings, disseminating information, and other pertinent activities:

i. The constitution is to describe the Student Council's membership positions and the responsibilities of each position.
ii. The constitution is to describe the responsibilities and reporting procedures of the Student Council-appointed committees.

iii. The Student Council is responsible for revising and updating the constitutional requirements that regulate members' performance, including procedures for sanctions against or dismissal of members from the Council.

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d. The Board of Education endorses the formation of a Division-wide Student Council Forum.

   i. The forum will be comprised of student council presidents and vice-presidents, staff advisors, and the Director of Education or designate.
   ii. The forum will meet annually with the Board of Education.

3. Local and Division Activities

a. The principal is to consult the Student Council regarding requests for student representation in local and school division activities.

4. Activity Fund

a. The Student Council is to follow school division protocol regarding student fundraising, charitable donations, corporate sponsorship, and financial accountability.

b. The Student Council is accountable to the school principal for its financial operations and fundraising activities.

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ADMINISTRATIVE POLICY NO. 403

ADMISSION OF STUDENTS

The Board of Education provides the children and parents of the school division learning opportunities within the context of the Board's vision, mission, and beliefs.

All persons, according to *The Education Act, 1995* who have attained the age of six years but not yet attained the age of twenty-two years have the right to attend a school in a school division and a right to secure instruction appropriate to their age and level of educational achievement.

The student's right to receive instruction is the right to instruction in courses or programs approved by the Board. This instruction may be provided in the schools of the division, or in Board-approved schools or institutions outside the Board's jurisdiction.

The Board may provide programs and services to persons beyond those required by provincial legislation.

PROCEDURES

1. Resident Students

a. The principal is responsible for the admission of students who reside in the attendance area of their assigned school.

b. Requests for admission to schools from students living outside the normal attendance area must be submitted annually by May 1st to the Superintendent of Schools responsible for the receiving school for recommendation to the Director.

c. In the case of students requiring special programming, the school attended is to be designated by the Superintendent responsible for Student Support Services.

d. In communities with more than one school of the same grade configuration, (ie. Melfort with three K – 6 schools) attendance boundaries will be used to balance enrolment pressures and requests for exceptions will only be approved under extremely unusual circumstances.

   Similarly, in communities where the existing school is a "feeder" school that channels students into a high school in a different community (ie. White Fox) exceptions will only be approved under extremely unusual circumstances.

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e. In adjudicating requests for students to attend a school outside of their attendance area, Superintendents will consider the following criteria in the following order of importance, to determine if transportation will be provided:

1. Needs
Has the parent/student met with the school principal in their attendance area to ascertain whether their needs can be met at their assigned school?

2. Health & Safety
Does the student have documented special physical needs or health challenges that can be addressed in a quantifiably better manner in the requested school?
Does the student have significant social or emotional needs that can be addressed in a quantifiably better manner in the requested school?

3. Curricular
Does the student have documented special educational needs that can be addressed in a quantifiably better manner in the requested school?

4. Family Support
Does the request keep students in the same school as any of their siblings?
Does the request support identified extended family needs arising from a "family breakup"?

5. Child Care
Where parents make arrangements for child care outside of their own school attendance area, they are not entitled to have their child(ren) attend the school serving the area where the child care services are provided. Similarly, they are not entitled to transportation arising from the location where the child care services are provided. They may, however, make an annual request to their Superintendent of Schools for alternate school attendance under the provisions of this clause and for transportation where the child care facility is currently provided with transportation for a bonafide resident pupil.

6. Extra-curricular
Does the request provide additional or unique extra- curricular opportunities that are supported by the guidelines of the SHSAA?

7. Future Implications
What precedent would be set by approving the request and what would the probable consequences for the school/system be?
What impact might approving the request have on school viability?

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8. Costs
Does approving this request result in any additional costs to the school division?

f. Where a Superintendent of Schools recommends to the Director that a request be granted as a result of any of the criteria in #1 through #4 inclusive, transportation will be provided at no cost to the student. In all other instances where a request is granted, transportation will not be provided. In all instances, where permission is granted or denied, appropriate and detailed correspondence will be provided and retained to ensure that a comprehensive record of all exceptions is kept on file with the Director of Education and the Superintendent in charge of student transportation.

g. Any appeal of a decision of the Director shall be in writing to the Board of Education by the parent or guardian and shall specifically identify the section of this policy which they allege has not been followed.

h. Resident adults who are, or exceed twenty-two years of age, may enroll in schools of the division with the approval of the Director of Education in consultation with the school principal.

2. Kindergarten

a. Children who are five years of age as of December 31 of the school year may be admitted to Kindergarten.

b. Children who meet Saskatchewan Learning criteria for a student with a designated disability may enter a school-based preschool program at an earlier age, provided the Director of Education or designate has approved such an admission.

c. Children who are six years of age as of December 31 of the school year are to be admitted to grade one.

3. Non-Resident Students

a. Saskatchewan students, who are non-residents of the North East School Division may be admitted subject to the following conditions:

i. The student or Saskatchewan school division wishing to enroll a student in North East School Division makes application for admission to the Director of Education or designate.
ii. Space, material and appropriate staffing are available to accommodate the student.
iii. Tuition fees are charged as outlined in the Regulations to *The Education Act, 1995*.

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iv. The non-resident student, or the sending school division pays a tuition fee of 100% of the computed amount including any additional fees for ESL or special education services.
v. The Director of Education or designate many waive the requirement to pay tuition fees.

b. Exchange students may be admitted subject to the following conditions:

i. The Director of Education or designate approves the request for admission.
ii. Exchange students who are not eligible for grant recognition are required to pay 100% of the computed tuition fee amount.
iii. Tuition fees are to be waived for students who are eligible for grant recognition. Eligible students are those engaged in a year of study in the school division as part of a reciprocal exchange program.
iv. A reciprocal exchange program is one where at least one student from the school division is benefiting from an equivalent time period of studies in another country and not paying tuition. This exchange may include a year of study at the secondary level immediately following grade twelve.
v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange arrangements between foreign countries and the province.

c. Foreign students may be admitted subject to the following conditions:

i. Students request admission in accordance with North East School Division requirements and directions.
ii. Applications are completely processed and returned to the Director of Education or designate by May 15 for enrolment in September. Applications received after May 15 are to be considered for enrolment in February.
iii. Appropriate fees are paid when all documentation has been received and the application approved by the Director of Education or designate.
iv. Students who last attended school in a country other than Canada may, prior to admission to a school in the division, be required by the school principal to have their previous educational standing evaluated by the Ministry of Education.

4. Transfers from Other Jurisdictions

a. A child who has attended Kindergarten or grade one in another school division during the current school year and who does not meet the

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admission requirements of the Board is to be admitted at the level to which he or she was entitled by the sending Board.

b. All other students entering the school division are to be admitted and placed provisionally at the level to which they were entitled by their sending Board.

c. Provisional placements are to be changed only in cases when the placement is found to be clearly inconsistent with the student's general achievement.

5. Documentation

a. Principals are required to collect, assess, and record information required for the admission of students to schools.

b. It is the responsibility of parents or guardians of students to provide information required by the principal.

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ADMINISTRATIVE POLICY NO. 404

CLASS SIZE

The principal is to determine the most effective utilization of teaching staff within the school.

PROCEDURES

a. The principal is to consult with the staff, School Community Council, and Director of Education or designated senior staff concerning class groupings and configurations.

b. Emphasis is to be placed on small class sizes in the primary grades.

c. The following factors are to be considered in determining class size:

   i. Ability level of students
   ii. Strengths and experience of the teacher
   iii. Total workload of the teacher
   iv. Subject of instruction

d. Acceptable enrolments in shops and labs are to be determined in consultation with the teachers regarding:

   i. Space requirements
   ii. Equipment provided
   iii. Safety

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ADMINISTRATIVE POLICY NO. 405

HOURS OF OPERATION

The Board of Education, within guidelines established by the Minister of Education, and requirements of *The Education Act, 1995* determines the school year and hours of operation for schools.

PROCEDURES

1. School Year

a. The Director of Education, through consultation with appropriate stakeholders, establishes a recommended school calendar for presentation to the Board of Education.

b. The approved calendar is to be published in school newsletters, and on the school division web site. School Opening information is to be published in local newspapers.

2. School Day

a. The principal, in consultation with the Director of Education or designate, is to determine the starting time, breaks and recesses, lunch hour, and dismissal of his or her assigned school.

b. Parental and transportation concerns are to be considered.

c. Normally, Kindergarten students are to attend a minimum of ninety two school days of five hours each.

3. School Opening and Closing

a. Principals, in consultation with the Director of Education, may dismiss school at any time before the usual dismissal time where the health, safety, or welfare of students or staff is threatened. Refer to Policy 805 – Severe Weather and Student Transportation.

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ADMINISTRATIVE POLICY NO. 406

STUDENT SUPERVISION

Principals are required to make provisions for supervision of students while in school or while engaged in school authorized activities outside of the school premises.

PROCEDURES

1. General

a. The principal is to assign teachers and other persons the responsibility of student supervision.

b. The assignments are to be made in consultation with the teachers, and persons involved.

c. Supervisory responsibilities include: supervision of students before school in the morning; during recess periods; at noon; after school, or at any time students are engaged in authorized school activities, either on or off school premises.

d. The principal is to establish parameters for general supervision of students in the morning, during recess, at noon hour, after school hours, during loading and unloading of school buses, and at times of other activities on or off school premises.

e. All supervision practices are to result in safe, positive learning environments. They are to be consistent with the educational, physical, social, and moral development of the individual child.

2. Lunch

a. The principal is to assign lunch period supervision for students subject to local agreements, or local arrangements, budget allocations, and the needs of the school.

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b. The schedule of rates, or time in lieu paid to supervisors is to be determined annually through the budget process and/or the local agreements.

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ADMINISTRATIVE POLICY NO. 407

STUDENT CONDUCT

Principals have the authority to develop guidelines and rules necessary for the establishment and maintenance of safe, positive environments in schools.

The principal, in cooperation with staff, Student Council, and School Community Council, develops guidelines to promote good order and harmony in the school. These guidelines are communicated to staff, students, and parents on an annual basis and conform to the duties of students as set out in *The Education Act, 1995.*

PROCEDURES

1. Attend

a. Students are to attend school regularly and punctually.

2. Conform

a. Students are to conform to the rules of the school as set out by the principal.

b. Students are subject to discipline as would be exercised by a kind, firm, and judicious parent.

3. Observe Standards

a. Students are to observe standards as set out in the rules of the school with respect to the rights of other persons.

4. Account for Self

a. Every student is accountable:

- To the teacher for his or her conduct on the school premises during school hours, and during such hours when the teacher is in charge of the pupil either in class, or out of the school while engaged in authorized school activities conducted in out-of-school hours.

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- To the principal and members of the teaching staff at any time that he or she is under supervision of the school, including time spent traveling between the school and his or her place of residence.

- To the driver of a school bus, and to any other person appointed by the Board for the purposes of supervision during hours when pupils are in the personal charge of such employees, or persons appointed by the Board. Those appointed persons shall be responsible to, and report to the principal.

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ADMINISTRATIVE POLICY NO. 408

STUDENT AND PARENT COMPLAINTS AND GRIEVANCES

The Board is committed to ensuring a fair and equitable process for hearing and addressing student and parental complaints. The Board is committed to just and careful procedures for adjudicating and resolving complaints.

PROCEDURES

1. General

a. Complaints are to be addressed in a timely and appropriate manner.

b. Efforts to address and/or redress complaints are to be carefully documented in order to ensure and enhance a fair and consistent response.

c. Complaints regarding school operation and treatment of students may be made by:

   i. A parent or guardian who is acting on behalf of the student.
   ii. A student who is:

      - Sixteen years of age or older and living independently, or
      - Eighteen years of age or older

d. In the event of a dispute at the school, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.

e. If the complaint ca 408-2 solved with the teacher, the principal is to be contacted.

f. If a complaint cannot be resolved with the principal, the student or parent may contact the Director of Education, or designate to seek resolution, or

   i. Complaints may be made directly to the Director, or designate in the event of conflict of interest with the principal.
   ii. Complaints against the principal may be made directly to the Director, or designate.

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g. If a complaint cannot be resolved with the Director of Education or the Director's designate, the student or parent may make a written complaint to the Board of Education.

   i. Complaints may be made directly to the Board of Education in the event of conflict of interest with the Director.
   ii. Complaints against the Director may be made directly to the Board of Education.

h. The Board of Education is to decide on an appropriate address to the complaint or grievance, and then is to use that method to make a decision that resolves the dispute. The Board's decision is binding on all parties.

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ADMINISTRATIVE POLICY NO. 409

DISCIPLINE

The Board of Education is committed to the principle of natural justice and to developing environments which are physically, emotionally, and spiritually safe and positive.

The Board believes that parents, staff, and students must work together to ensure that learning occurs in a safe, orderly, and nurturing environment.

PROCEDURES

Specifically, the Board expects that all interventions on behalf of students must reflect the dignity of the individual, natural justice, and a focus on forgiveness.

Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behavior to students, while at the same time recognizing that students must be increasingly accountable for their own behavior.

1. General

a. Discipline in schools is to stress correction rather than punishment.

b. Principals and staffs of schools are to attempt to determine causes of misbehavior and to stress rectifying those through a variety of techniques. Where safety of others is not considered a risk, the procedures below are to be followed by the teacher and principal when behavior problems are encountered:

   i. The teacher is to assist the student in identifying the behavior problem, its causes and appropriate alternative behaviors.
   ii. If unsuccessful, the teacher is to discuss the student's behavior with the principal in an attempt to generate alternative management strategies.
   iii. If unsuccessful, the teacher and/or principal is/are to discuss the student's behavior with the parent(s) or guardian.
   iv. A consistent effort is to be made to change inappropriate behavior to acceptable behavior through various techniques.
   v. If measures taken do not result in appropriate student behavior the principal is to consult with the Director of Education, or designate to plan for further remedial action.

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vi. The goal of all behavior management techniques employed by staff is to provide a positive school climate where the education and well-being of students are foremost considerations.

c. Where the safety of others is at risk, temporary restraining force may be used. It must not exceed what is reasonable. Corporal punishment is not permitted.

2. Detention

a. Detention, if employed, is to be applied judiciously.

b. Bus students are not to be detained after school hours unless suitable transportation arrangements have been made with the parent or guardian.

3. Suspension –There is to be no suspension without intervention

a. Not more than three days

i. Prior to imposing a suspension the principal is to refer to the appropriate sections of *The Education Act, 1995* relating to discipline.
ii. In accordance with *The Education Act, 1995* the principal may suspend a student from school for not more than three days at a time for overt opposition to authority or serious misconduct.
iii. When a student is suspended for not more than three days, the principal is to report promptly the circumstances and the action taken to the student's parent or guardian, to the Director of Education or designate, and maintain a detailed record of the suspension at the school.

b. Four to Ten Days

i. The principa 409-3 pend a student from school for a period of up to ten days for habitual, willful, or gross violation of duties of a student or the rules of the school. Following consultation with the Superintendent of Schools
ii. a student may be suspended under these provisions, and the principal is to report, in writing, the circumstances and action taken and the plan for the student return to:

- The Director of Education or designate

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- The parent or guardian
- The student - where he or she is sixteen years of age or older.

ii. The Director, or designate may confirm, modify, or remove the suspension. If confirmed or modified, the Director, or designate is to report the suspension either to the Director, who shall inform the Board, or if the Director has been handling the matter he or she shall inform the Board.

iii. If desired, the student, parent, or guardian is to be granted a hearing with the appropriate officials, throughout each of the preceding steps.

c. Suspension by Board

i. The Board may investigate a suspension as described in (b) above, through a committee appointed and chaired by the Director of Education..

ii. The investigation is to occur prior to the date on which the suspension ends.

iii. The committee, on concluding its investigation, may decide the suspension warrants a period of greater than ten days. The committee may suspend the student from all or any of the Division's schools for a period of not greater than one year and shall report its decision at the next Board meeting.

iv. If desired, the student, and parent, or guardian, are to be granted a hearing, throughout each of the preceding steps.

4. Expulsion

a. The Board, following an investigation or a report of a committee may exclude a student from any or all of its schools for a period greater than one year.

b. The student, or his or her parent or guardian may, after the expiration of one year, request a review and reconsideration of registration by the Board.

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ADMINISTRATIVE POLICY NO. 410

SAFETY

The Board of Education is committed to ensuring safe learning and working environments throughout the school division. The Board authorizes the Director of Education to prescribe practices and procedures to ensure acceptable standards of comfort, safety, health and sanitation.

PROCEDURES

1. General

a. The principal is to maintain adequate conditions of safety and sanitation in the school and on school grounds.

b. The principal is to comply with established local, provincial or divisional administrative procedures to ensure that general and emerging repair work meets acceptable safety and sanitary standards.

c. The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with *The Occupational Health and Safety Act, 1993*.

2. Fire Drill and Evacuation Plan

a. The principal is to develop a detailed fire drill and evacuation plan for the school, and ensure that all students and staff members are fully informed of their duties and responsibilities. The appropriate number and timing of fire drills and evacuation exercises are to be conducted as required by local fire authorities.

3. Bus Loading

a. The principal is to establish procedures and arrange for supervision of bus loading and unloading at the school.

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4. First Aid

a. The principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.

b. The principal is to endeavor to ensure that at least one member of the staff has current up-to-date certification and training in first aid and CPR.

c. The principal is to ensure that WHMIS (Workplace Hazardous Materials Information System) manuals are current and staff member in-service and materials meet the requirements of *The Occupational Health and Safety Act, 1993* and *Regulations of the Act, 1996*.

5. Emergencies

a. In any school emergency, the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.

b. The principal is responsible for developing a contingency plan for emergencies consistent with the Board of Education Policy – 805 Closure, Severe Weather and Student Transportation.

6. Hospital Emergency Treatment

a. When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:

   i. Attempts are made to notify the parent or guardian.
   ii. If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.
   iii. In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.

b. If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable, it will be paid by the Board.

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7. Protective Equipment

a. Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.

b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the school division's *Sport and Activity Handbook.*

8. Physical Activities

a. Procedures for physical activities safety are to be consistent with NESD Sport and Activity Handbook.

9. Motorized Vehicular Traffic

a. Motorized vehicular traffic is prohibited on school property with the exception of:

   i. Designated parking areas
   ii. Service, maintenance and repair vehicles requiring access to specific areas.

10. Unusual Threats

a. Principals are responsible for developing procedures to appropriately deal with emergencies or threats.

b. When an unusual threat to student or staff safety is received, the principal is to assess the situation and take appropriate action.

c. Among appropriate and expeditious responses that may be taken by the principal the following, but not exclusive, listing of actions may occur:

   i. Notifying the police immediately and following all directions given by the police
   ii. Notifying the Director or designate immediately
   iii. Carrying on with regular activities unless advised to the contrary by police
   iv. Clearing the school premises
   v. Avoiding any area of the school, which may threaten the safety of individuals

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vi. Locking down the school

11. Dangerous and Communicable Diseases

a. Any student or staff member whose health or medical condition may pose a significant health risk to others may be required to contact a physician.

b. The physician is to be requested to provide a medical certificate stating whether the condition of the individual poses any significant threat to the health and welfare of others.

12. Tragic Events

a. The Director of Education or designate is to ensure that the resource guide, *Responding to Tragic Events* is kept current and updated annually.

b. The principal is to select staff members to a Tragic Events Response Team for the school at the initial meeting of the school year. That team can expect to be supported by the personnel resources of the school division if events demand more than a school based intervention.

c. The principal is to inform staff members and School Community Council members of the purpose and function of the Tragic Events Response Team.

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ADMINISTRATIVE POLICY NO. 411

PROTECTIVE SERVICES

The Board of Education requires all employees to concern themselves with the physical, social, and emotional welfare of each student. Abuse or neglect of children and youth must not be left unchecked by persons charged with the care of students.

PROCEDURES

1. Reporting Children in Need of Protective Services

a. The Director of Education, or designate is responsible for ensuring school-based personnel have access to the most current information about children needing protective services.

b. Principals are to familiarize themselves and their staffs with procedures and information regarding the reporting of children in need of protective services as provided in the *Provincial Child Abuse Protocol 2006.*

2. Cooperation with Youth Workers and Police

a. Interview and Interrogation

i. Principals and teachers are to cooperate with the police when police officers find it necessary to interrogate students. All parties are to govern themselves in accordance with the *Youth Criminal Justice Act, 2002.*

ii. All requests by police for interviews or interrogation with students are to be directed to the principal who will in turn advise the Superintendent of Schools.

iii. Except by specific request to the contrary by police, the principal is to notify, if necessary, the parent or guardian in advance of the interview or interrogation.

iv. The principal is to arrange for any interviews or interrogation to be held in private. The principal or designate may be present for the interview if the student requests.

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v. If the police request to take a student from the school, the principal is to suggest that the officer contact the parent or guardian using the principal's telephone to inform them of the intended police action.

vi. However, the police will act as their duty directs. This may require the arrest and removal of the student from the school without giving prior notice to parents or guardians.

vii. In either event, the principal is to advise the parents or guardians of the police action as soon as is possible.

b. Search

i. Principals and teachers are authorized to search school property in order to maintain order, safety, or discipline.

ii. Each school is to develop procedures with respect to regular inspection by teachers of desks, lockers, and other school property used for storage of student materials. These procedures must be communicated to the students upon registration.

iii. If the principal or teacher ascertains that there are reasonable grounds for belief that a criminal offense is being, or has been committed, that a search of the student or property will provide evidence in these matters, or will lead to the conclusion that the commission of a criminal offense has or is about to occur, a search can proceed subject to the following:

- The search should proceed immediately if there is reason to believe that the safety of any student is in question.

- If the safety of any student is not in question:
  i. Attempts should be made to have the student concerned present and consent to the search.

  ii. Where the student is not present, or does not consent to the search or the school officials do not wish to undertake the search under their own authority, school officials are to contact the police and have the search proceed under the direction of the police.

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iii. At least one witness is to be present when a search takes place.
iv. The police must conduct all intrusive searches.

iv. Any search on school premises initiated by the police is to be:
- Authorized by warrant or,
- In relation to drugs or weapons or,
- Coincidental with the appearance of the police for the purpose of arresting a student or,
- In relation to a school initiated search that results in a request for police assistance.

v. The principal, or designate, is to accompany the police in any search unless advised by the police to the contrary.

3. Illicit Use of Drugs and Alcohol

a. The principal may suspend any student who is in possession of, distributing, selling, or supplying drugs or alcohol listed under the *Controlled Drugs and Substances Act, 1996* or *The Food and Drugs Act, 1985* and is on school premises, school buses, or at school-sponsored activities. The suspension is to be in accordance with Administrative Policy No. 409 - Discipline.

b. Any student convicted of trafficking in drugs on school property, school activities, or school buses is to be suspended in accordance with Administrative Policy No. 409 – Discipline after consultation with the Director of Education or designate.

c. Any student who has a drug or alcohol problem and confides in a teacher or principal for the purpose of receiving assistance in overcoming the problem is to be directed to appropriate programs and services for assistance.

d. The principal and staff are to cooperate fully with parents, community agencies, and law enforcement agencies in their attempts to solve problems associated with drug and alcohol usage.

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ADMINISTRATIVE POLICY NO. 412

ACCESS TO SCHOOLS

The Board of Education requires principals to exercise discretion in allowing individuals access to schools, classrooms, and school grounds.

PROCEDURES

1. Visitors

a. All visitors to a school are expected to make their presence known to the school principal or designate.

b. The principal shall ensure that a sign to this effect is posted near the main entrance(s).

c. The principal determines right of access to the school.

2. Sales Promotions

a. No person is to be allowed access to the school (beyond the staffroom) for the purposes of promoting sales of insurance, supplies, or other articles or materials or distributing articles or materials of a political nature unless authorized by the principal after consultation with the Director of Education.

3. Community and Student Promotions

a. The principal may authorize promotions relating to student and community activities.

4. Volunteers

a. Volunteers are to be approved by the principal after consultation with the teaching staff.

b. Volunteers are to work under the direct supervision of a teacher or principal.

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c. Volunteers are not to have access to confidential records or student progress reports.

d. Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal records check as noted in Administrative Policy 501.7 – Criminal Records Check.

e. Non-faculty coaches will require a Criminal Records Check in accordance with SHSAA policies and procedures and authorization of an SHSAA E14 form.

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ADMINISTRATIVE POLICY NO. 413

ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT TO STUDENTS

The Board of Education recognizes that some students may require:

- Essential oral and/or injectable medication on a regular basis.
- Essential oral and/or injectable medication in an emergency situation.
- Essential procedures.

An "essential medication" is a physician-prescribed medication that must be scheduled during regular school hours and is necessary for the student's health or well being.

An "essential procedure" is a physician-prescribed procedure that must be scheduled for administration to a student during regular school hours and that is necessary for the student's health or well being. Examples of an essential procedure could include, but are not limited to:

- Gastronomy feeds
- Catheterization
- Suctioning
- Response to seizures or anaphylaxis
- Blood glucose monitoring
- Response to low blood sugar emergencies

PROCEDURES

1. Essential Medications and Procedures

a. The principal is to ensure that students requiring medication or medical procedures during school hours are identified and appropriate information has been completed and filed by the parent or guardian prior to administering medications or procedures. Non-prescribed medications are not to be administered by Board employees unless they are acting under the specific direction of a parent or guardian.

b. The principal, in consultation with the Director of Education or designate and school-based staff, is to determine staff members responsible for the administration of the service.

c. The principal is to ensure that:

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i. The staff is sufficiently trained to carry out the required procedures. Assistance may be sought from parents, a public health nurse, and other health care professionals.
ii. A secure and proper location is provided for the location of medications.
iii. Medications or procedures are administered in a manner respecting the dignity of the student.
iv. Daily medication records are established and maintained.
v. Containers of medications have dispensing instructions on the pharmacy-supplied labels.

d. Prior to any school excursion the teacher is to:

i. Communicate to the parent/guardian the nature of the excursion.
ii. Determine the needs of the child with the parent/guardian.
iii. Develop, in consultation with the parent/guardian and the principal, an emergency plan that is specific to the excursion.

2. Medication in an Emergency Situation

a. In response to a parent's or guardian's identification of those students who may require emergency attention because of a severe allergic reaction, the principal is to:
   i. Require the parent/guardian to provide the school with an appropriate ANAKIT or EPIPEN.
   ii. Prepare, in consultation with parent/guardian and physician, a written action plan.
   iii. Make school-based employees aware of the identity of the student(s).
   iv. Arrange an in-service for all school based employees, together with parent(s) and student(s) regarding the written action plan and the administration of the ANAKIT or EPIPEN.
b. Prior to any school excursion the teacher is to comply with the procedures outlined in No. 1 (e) above.

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ADMINISTRATIVE POLICY NO. 414

STUDENT ASSESSMENT

Reporting student progress to parents and guardians is a vital practice essential to the education of every student.

The Board believes that as professional educators, teachers guide the evaluation and reporting process.

PROCEDURES

1. General

a. Each school is required to have a systematic and articulated program for evaluating student progress.

b. The evaluation process is to be diagnostic, formative, and summative.

c. Teachers are to report student progress to parents or guardians by means of parent-teacher conferences, report cards, and personal contact. Modern information technology may also be used to assist the communicative processes regarding student progress between parents or guardians and teachers.

2. Parent-Teacher Conferences

a. Conferences are to be scheduled twice each year and to be included in the Board approved school year calendar.

3. Written Report

a. A minimum of four reports are to be submitted to parents or guardians each year.

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ADMINISTRATIVE POLICY NO. 415

STUDENT AWARDS

The Board of Education sanctions awards for students that are initiated by a variety of organizations and individuals within the school's community, including but not limited to the Board, the School Community Council, parent groups, school staff, Students' Council, service clubs, or interested individuals.

These awards require the continuing consent of the principal.

PROCEDURES

1. Prior to agreeing to establish a new award, the principal is to receive a written proposal from the donor outlining:

    a. The name of the award

    b. The type of award: certificate, trophy, or specific dollar amount

    c. The name of the donor

    d. The purpose of the award

    e. The terms and duration of the award

    f. The specific criteria for selection of recipients

    g. Who will determine recipients

    h. When and by whom the award will be presented

    i. Who will provide for additional costs such as engraving or printing

2. The principal is to consult with the School Community Council, staff, Students' Council and the Director of Education when appropriate, prior to making a decision to accept any proposed award. Refer to Administrative Policy 420.7 – Advertising and Corporate Sponsorship.

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ADMINISTRATIVE POLICY NO. 416

STUDENT RECORDS

The Board of Education expects staff members to produce and maintain records to assist in provision of educational programs for all students. Information in these records serves two purposes:

1. To provide working records about students currently enrolled in the school division, and

2. To provide a permanent record of each student's attendance, achievement, and personal information that is pertinent to the student.

All such records are for educational purposes only and are to be treated as confidential and for use only by educational professionals and appropriate supportive professional staff.

PROCEDURES

1. General

a. The school principal, except where noted, is responsible for the collection, maintenance, and release of student records.

2. Cumulative Records

a. Cumulative records are working records for students currently enrolled. They contain information relevant to a student's educational program.

b. Information to be collected includes: student and parent/guardian identification, major medical disorders of students, student achievement, and school attendance.

c. Information collected by other agencies may be considered part of the working record.

d. Information requested by the Ministry of Education as part of special education programs may be considered part of a student's working record.

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e. Each active working record should be reviewed annually to ensure that it is kept current and to eliminate information that no longer serves an educational purpose.

3. Access

a. Access to a working record will be provided as follows:

i. To a student whose parents or guardians are in attendance when access is granted.

ii. To a parent or guardian of a student where the student is dependent on the parent or guardian.

iii. To a student who is eighteen years of age or older. To a student who is sixteen years of age or older and living independently.

iv. To duly authorized officers of the Ministry of Education.

v. To school officials designated by the Board.

vi. To a youth worker, as defined in the *Youth Criminal Justice Act, 2002*, who requests access for purposes of that Act.

vii. When requested by subpoena.

viii. To third parties, but excluding registrars of post secondary educational institutions, where written authorization for information release is obtained from the parents or guardians of students seventeen years of age or younger, or from the student eighteen years of age or older. All letters authorizing information release shall be retained by the principal and by the board.

ix. Access will be compliant with local authorization under the Freedom of Information and Protection of Privacy Act.

b. Requests by parents/guardians or students for access to school records are to be made to the principal. The principal or designate must be in attendance to interpret the information. Requests for access to student records located at the School Division Office must be made to the

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appropriate Superintendent. The Superintendent or designate must be in attendance to interpret the information.

4. Transfer of Records

a. Working records may be transferred upon request of the principal of the receiving school.

5. Permanent Records

a. The following documents are to be retained permanently:

   i. School registers
   ii. Student registrations

b. All records are to be retained in accordance with the Regulations to *The Education Act, 1995*.

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ADMINISTRATIVE POLICY NO. 417

STUDENT FEES

Schools may levy student fees to assist in defraying costs of maintaining special programs and services to students.

PROCEDURES

1. General

a. Fees are to be collected and administered through the school division office and accounted for on a monthly basis.
b. All student fee schedules and collection practices shall adopt principles of moderation and cost recovery.

c. Student fees shall be communicated in a transparent and open manner.

d. Schools shall make provisions to waive student fees where families experience difficulty with ability to pay.

e. Schools shall not levy compulsory student fees for instruction or student fees related to compulsory curricular courses.

2. Fee Schedule

a. The Principal is responsible for establishing a *Student Fee Schedule* for the ensuing school year for Director of Education or designate approval prior to May 30 of each year.

b. Fees may be levied for the following programs and services:

   i. Caution fees
   ii. Locks for lockers
   iii. Practical and Applied Arts(optional material fees)
   iv. Art Supplies(optional material fees)
   v. Rental and repair of musical instruments
   vi. Specific Extracurricular fees

c. Conditions and instructions for the levying of any fee are to form part of the *Student Fee Schedule*.

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d. Fees in the schedule are to be stated at maximum amounts per category.

e. All fees must be equal to, or less than actual costs.

f. School Community Councils are to review the list of student fees established by the principal for the school to ensure it is in alignment with the division procedures and community capacity.

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ADMINISTRATIVE POLICY NO. 418

LEARNING ACTIVITIES OUTSIDE THE SCHOOL

The Board of Education recognizes that out-of-school educational experiences enhance learning opportunities for students. Activities are encouraged which provide opportunities for:

- Personal experience in environmental education
- Awareness of the outdoors as a resource of activities for a healthy lifestyle
- The development of self-reliance, initiative, responsibility, and cooperative attitudes
- Gaining knowledge of the cultural, historical, geographical, scientific, industrial, social, and physical aspects of life
- Activities leading to peer recognition and leadership roles
- Participation in public performances, festivals, and competitions

Procedures

1. General

a. All groups participating in out-of-school activities are to be under the supervision of a teacher, or another employee approved by the principal.

b. There must be assurance that adequate safety precautions are in place.

c. Transportation is by school bus, van, paid licensed carrier, or private vehicles having adequate package policy insurance coverage of a minimum of two million dollars liability coverage. Refer to Administrative Policy No. 807 – Transportation in Private Vehicles.

2. Day Trips

a. School day trips a 418-2 at do not exceed one day in duration.

b. The principal is authorized to approve day trips when the following conditions are met:

i. Parent or guardian has completed the *Parent/Guardian Consent Form*.

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ii. Parents have been informed of the event.
iii. For events or trips outside of the community the teacher has completed a *N.E.S.D. Field Trip Proposal.*

3. Overnight Excursions and Outdoor Education Excursions

a. The Director, or designate is authorized to approve overnight excursions and outdoor education excursions when the following conditions are met:

i. *The Field Trip Request Form* has been completed and approved by the principal.
ii. The principal has submitted the form to the Director or designate prior to any communication with students and/or parents and at least 30 days prior to the event.

b. Once the principal has received approval, notification is to be sent to parents and permission slips received.

c. Once the permission slips are received the principal may approve the excursion.

4. Out-of-Province Excursions

a. All out-of-province pupil travel organized under the auspices of the Board of Education must have the approval of the school principal and the Director of Education.

b. The principal of the school must ensure that the following conditions can be met before recommending out-of-province pupil travel to the Director of Education:

i. The proposed travel has the signed approval of the parents or guardians of the pupils concerned.
ii. Other staff members whose teaching responsibilities may be affected by the absence of the students, and teachers who will be traveling have been consulted and show a willingness to support the proposal.

iii. Adequate provision will be made for the accommodation, supervision, and welfare of the pupils who are traveling.
iv. Adequate and appropriate insurance is provided to protect the students, teachers, and Board of Education in the event of an accident. A statement that adequate insurance will be provided

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is to accompany the submission to the Board. It is suggested that teachers and volunteers and/or chaperones purchase appropriate medical insurance to protect themselves in the event of an accident or illness.

v. The students will suffer no serious loss in their basic educational program normally provided through the school.

vi. The educational benefits from such travel will complement the regular school program.

c. Once the preceding conditions are met, the principal is to inform the Director of Education, or designate, of the travel plans being developed.

d. If the Director, or designate consents, the principal is to make a formal request, which is to include the following:

i. An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for countries and provinces to be visited.

ii. A list of persons or agencies who have accepted responsibility for developing the trip.

iii. A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.).

iv. A list of chaperones and their job descriptions or relationship to the school system and qualifications as leaders or chaperones of the proposed trip. In addition, the number of students per chaperone should not exceed ten.

v. A list of participants including grade level, home address, and telephone number.

vi. A statement of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.

vii. An indication that the principal has been involved in all steps of the planning.

viii. An indication of parental involvement to date, or an indication of anticipated involvement.

ix. An indication of student involvement in the project.

x. A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behavior in the school setting including the use of alcohol or illicit drugs.

e. The Director of Education, or designate, upon receipt of the formal request, is authorized to approve the excursion.

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f. The principal is to ensure that parents or guardians of all students involved in the trip sign Informed Consent forms.

g. Notwithstanding the foregoing, it is expected that student travel time shall normally occur during the school breaks.

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ADMINISTRATIVE POLICY NO. 419

INTERNET USE

The Board supports opportunities for students, teachers and staff members to access, evaluate, and produce information through acceptable use of the internet in the pursuit of student learning and teacher and staff professional development.

PROCEDURES

1. The School Division is responsible for developing acceptable use practices and procedures to guide the use of the internet.

2. The practices and procedures are to include, but are not limited to the following:

    a. Statement of purpose for the use of internet in instruction

    b. Supervision of computers where internet access is available

    c. Definition of acceptable use of the internet

    d. Consequences to persons who misuse access privileges

    e. Control of printing from the internet

    f. Copyright compliance

    g. Accessibility for staff and students

3. Email accounts are to be provided to all staff, and are to be considered the property of the school division with right of access by appropriate supervisors.

4. Schools shall communicate the acceptable use policy to their communities.

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ADMINISTRATIVE POLICY NO. 420

ADVERTISING AND CORPORATE SPONSORSHIP

The Board of Education is committed to ensuring fair and equitable transactions with all members of the community.

The Board actively encourages the establishment of positive relationships and partnerships with the business community so long as such relationships provide opportunities to expand resources and experiences that benefit students.

PROCEDURES

1. Partnerships

a. Partnerships in education are to be mutually beneficial and follow the *Ethical Guidelines for Business—Education Partnerships* established by the Conference Board of Canada.

b. Partnerships may be established if they:

   i. Enhance the quality of education for learners through meaningful connections to the education program
   ii. Are based on clearly defined expectations, roles, and responsibilities of partners as developed through a consultation process
   iii. Are evaluated on an on-going basis
   iv. Are voluntary and may be terminated by one or both partners at any time

2. Curricula

a. The Board does not support or accept sponsorship of any curriculum in the school by a business or corporation.

3. Materials

a. The materials sponsored or developed by corporations must be:

   i. Accurate, objective, and complete
   ii. Written in a manner appropriate to the target age group
   iii. Promoted as conservatively as possible.

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b. Subject to the approval of the Director of Education, or designate, corporate sampling or product distribution, either on or off school premises may be permitted if it is consistent with and enhances the school program.

c. The demonstration of materials at a school by a representative of a business is permitted subject to the approval of the Director of Education or designate.

4. Professional Development Activities

a. Sponsorship of employee professional development activities is permissible subject to the approval of the Director of Education or designate.

5. Extra-Curricular Activities

a. Sponsorship of specific events is permitted if such involvement is consistent with the goals, values, and mission of the school division.

6. Advertising

a. The direct advertising of products or services that are not consistent with the goals and values of the school division is not permitted on school premises .

b. Passive advertising as found on vending machines, equipment, and print materials is permitted, if authorized by the principal.

c. Signage which explicitly promotes a business or product is permissible provided:

   i. The signage is needed to acknowledge the contribution of a business for a specific event.

d. No one company is to be given exclusive rights to any form of advertising, signage, or corporate contribution to a school.

7. Donations

a. All donated materials must be educationally appropriate to the school.

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b. Donation of money for fund-raisers, awards, or bursaries may be accepted. Refer to Administrative Policy 415 – Student Awards.

c. Charitable donations must be received and receipted through the office of the Superintendent of Business Administration.

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ADMINISTRATIVE POLICY NO. 421

FUNDRAISING ACTIVITIES IN SCHOOLS

The school division strives to have school program costs covered through the budget allocation process. However, schools may engage in activities that benefit students but fall outside the normal realm of program funding. In these instances the school division recognizes that schools may engage in fundraising activities.

Procedures

1. The principal, in consultation with staff and student leaders (if appropriate), shall develop procedures to guide fundraising activities.

2. Final approval for fundraising activities rests with the principal.

3. Proposed fundraising activities will be reviewed by the school community council.

4. When a community has more than one school, those schools are to cooperate in developing a scope and sequence of fundraising activities.

5. The school shall be sensitive to the community, its businesses and its residents, before undertaking fundraising activity.

6. Fundraising projects shall not detract from instructional time.

7. Monies generated by a school's fundraising projects are subject to the recording, accounting and auditing process and procedures of the school division.

Adopted: November 2011

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ADMINISTRATIVE PROCEDURE No. 422

VIDEO SURVEILLANCE

BACKGROUND

North East School Division (NESD) acknowledges the need to strike a balance between its responsibility to ensure safe and secure environments as well as protecting the privacy of staff, the students, and public. One of the tools to support these responsibilities is with the use of video surveillance systems. NESD therefore, supports the use of video surveillance technology to promote safety and security of individuals as well as its protection of its assets and property. It should be noted, that use is to be limited and only authorized after a thorough analysis of the considerations involved.

The purpose of this administrative procedure is to ensure that video surveillance technology is used only for the intended purposes above and conducted in a manner that is in accordance with the Guidelines for Video Surveillance by Saskatchewan Public Bodies as prepared by the Saskatchewan Office of the Information and Privacy Commissioner on June 24, 2004.

Procedures

1. School Division Building Use

a) Before video surveillance is introduced at a site, a report must be provided to the Director of Education or designate describing the circumstances that indicate the necessity of having surveillance at the site, including consideration of less invasive alternatives.

   i. Subsequent installation of video surveillance camera(s) as well as designated locations must be authorized by the Principal in consultation with the Director or designate.

b) Video cameras may be used to monitor and/or record.

c) Public notification signs must be prominently displayed indicating the facility uses video surveillance systems.

   i. Information designating the staff person(s) who are responsible for answering questions about the surveillance system as well as whom may review video footage must be visibly posted.

d) Video surveillance is not to be used in locations where confidential, private activities or private functions are routinely carried out (e.g. bathrooms, private conference or meeting rooms). Any exception to this must be authorized by the Director or designate and may be allowed only if the following conditions were present:

   i. No other supervision option is feasible,

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ii. The need is pressing and
iii. The need outweighs the privacy interest of the student or other person likely to be observed.

2. School Bus Use

a) Video surveillance on school buses in NESD is authorized and coordinated by the Supervisor of Transportation in conjunction with the Superintendent of Business Administration.

b) Video cameras may be used to monitor and/or record.

c) Public notification signs must be prominently displayed indicating the bus uses video surveillance.

i. Information designating the division staff person(s) who are responsible for answering questions about the surveillance system as well as whom may review video footage must be made available upon request.

3. Security

a) Video surveillance systems will be installed and maintained only by a designated NESD staff member or agent of North East School Division. Only these staff members shall handle the cameras or digital recordings.

b) Digital recordings shall be stored in a locked filing cabinet or other area to which students, unauthorized persons and the public do not normally have access. When stored on a computer digital recordings shall be stored on machines with restricted access.

c) Digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and any applicable legislation.

4. Viewing of Recordings

a) Access to view recordings shall be authorized to NESD employees only. Those employees include:

i. The Principal or individual authorizing camera installation
ii. Parents and/or students (subject to article 4.c below)
iii. NESD staff with a direct involvement with a specific recording and is authorized by the Director of Education or designate
iv. Staff members or agents responsible for the technical operations of the system (for technical purposes only)

b) If an employee or student is facing any disciplinary action, he/she may authorize his/her union representative or other advocate to also view the recording.

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c) Parents or guardians requesting to view a segment of a recording that includes their child/children may do so if it does not unduly interfere with the student's privacy rights.

   i. Students may view segments of a recording relating to themselves if they are capable to exercising their own access to information rights under the Local Authority Freedom of Information and Protection of Privacy Act.

   ii. Students, parents or legal guardian viewing must be done in the presence of the Principal or designated transportation authority. A student, parent or guardian has the right to request an advocate to be present.

   iii. At the Principal's or designated transportation authority's discretion viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to concern for a third party's safety, or on any other ground recognized in the Local Authority Freedom of Information and Protection of Privacy Act.

d) The Principal or designated transportation authority will keep a log of all copies made of an original recording. All logs will include the name of the individual who accessed the recording, the reason they were accessed, the date and time.

e) Requests for viewing by third parties including the police will be made through the designated Privacy Officer for NESD in accordance with the requirements outlined in the Local Authority and Freedom of Information and Protection of Privacy Act.

5. Retention of Videotapes and Digital Recordings

a) Where an incident raises a prospect of a legal claim against the school division, the recording or a copy of it, may be sent to NESD's insurers.

b) Recordings shall be erased within one month unless they are being retained at the request of the Principal, Director of Education or designate, staff member, parent or student for documentation related to a specific incident, or are being transferred to the school division's insurers.

c) Recordings retained under 5 b) shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for minimum of one year unless earlier erasure is authorized by or on behalf of the individual.

d) Individuals who view videotapes without proper authorization may be subject to disciplinary action up to and including termination of employment.

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6. Review

a) Each Principal is responsible for the proper implementation and control of the video surveillance system.

b) The Director of Education or designate shall conduct periodic reviews of this administrative procedure to ensure it is being adhered to and to make a report on the use of video surveillance in the school division.

Reference: Section 85, 87, 108, 109, Education Act
Local Authority Freedom of Information and Protection of Privacy Act