



ADMINISTRATIVE PROCEDURES MANUAL

Peace River School Division

July 2024

PREFACE

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 five 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 two 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.

It is to be noted that the electronic versions of both the Board Policy Handbook and the Administrative Procedures Manual as well as any handbooks/manuals referenced are always the most current documents available.

TABLE OF CONTENTS

100 – General Administration

- AP 100 – [Three-Year Education Plan](#)
- AP 101 – [Annual Education Results Report](#)
- AP 102 – [School Education Plans and Annual Reports](#)
- AP 103 – [School and Program Quality Assurance](#)
- AP 104 – [School Reviews](#)
- AP 105 – [Site Based Decision Making](#)
- AP 106 – [Program Reductions](#)

- AP 110 – [School Councils](#)
 - AP 110 - Appendix A – [Standard By-Laws](#)
 - AP 110 - Appendix B – [ASCA Code of Ethics](#)
- AP 111 – [Council of School Councils](#)

- AP 120 – [Policy and Procedures Dissemination](#)
- AP 121 – [Development and Review of Administrative Procedures](#)

- AP 130 – [School Year](#)
- AP 131 – [School Day](#)
- AP 132 – [Emergency Closure of Schools](#)
- AP 133 – [Cold and Inclement Weather](#)

- AP 140 – [Responsible Network Use](#)
 - AP 140 - Appendix – [Electronic Mail](#)
- AP 141 - [Information Security](#)
 - AP 141 - Appendix A – [Cloud Application or Storage Risk Assessment](#)
- AP 142 – [Network Security](#)
- AP 143 – [Technology Standards](#)
 - AP 143 - Appendix A – [Specific Technology Standards](#)
- AP 144 – [School Electronic Device Allocation](#)
- AP 145 – [Use of Personal Owned Devices \(PODs\)](#)
- AP 146 – [Responsible Use of Electronic Social Media](#)
- AP 147 – [Commercial Electronic Messages \(Anti-Spam\)](#)

- AP 148 – [Technical Support](#)
- AP 150 – [Division Communications](#)
- AP 151 – [Media Relations](#)
- AP 152 – [Dispute Resolutions](#)
- AP 153 – [Advertising and Distribution of Materials in Schools](#)
- AP 154 – [Political Electioneering](#)
- AP 155 – [Event Protocol](#)
- AP 156 – [Visit Protocol](#)
- AP 157 – [Flag Protocol](#)
- AP 158 – [Division Visual Identity](#)
- AP 159 – [Indigenous Territory Acknowledgement Statement](#)
- AP 160 – [Health and Safety of Students and Staff](#)
 - AP 160 - Appendix – [Health and Safety Roles and Responsibilities of Students and Staff](#)
- AP 161 – [Communicable Diseases](#)
 - AP 161 - Appendix A – [Prevention of Blood Borne Diseases](#)
 - AP 161 - Appendix B – [Blood and Body Fluid Clean Up Protocol](#)
 - AP 161 - Appendix C – [List of Communicable Diseases](#)
- AP 162 – [Smoke Free Facilities](#)
 - AP 162 - Appendix – [Smudging/Pipe Ceremonies](#)
- AP 163 – [Environmental Considerations](#)
 - AP 163 – Appendix – [Pest and Turf Management Control](#)
- AP 164 - [Wellness](#)
 - AP 164 - Appendix – [Healthy Eating Food Guide](#)
- AP 165 – [Emergency Preparedness](#)
- AP 166 – [Pandemic Response](#)
- AP 167 – [Defibrillators](#)
- AP 168 - [Lock Down](#)
- AP 169 – [Trespassing and Loitering in Schools](#)
- AP 170 – [Discrimination and Harassment](#)
- AP 171 – [Prevention of Workplace Violence](#)
- AP 172 – [Sexual Abuse Allegations](#)

- AP 175 – [Inclusive Practices –Students and Staff](#)
- AP 180 – [Freedom of Information and Protection of Privacy](#)
AP 180 - Appendix – [Collection of Personal Information Notice](#)
- AP 181 – [Electronic Media Surveillance of Facilities, Property, and Transportation Vehicles](#)
- AP 185 – [Records Management](#)
AP 185 - Appendix A – [Retention Schedule - Ongoing](#)
AP 185 - Appendix B – [General File Naming Conventions for Filing](#)
- AP 187 - [Request for an Official Student Record](#)
- AP 190 – [Use of Copyrighted Materials](#)
AP 190 - Appendix – [Fair Dealing Guidelines](#)
- AP 191 – [Copyright and Intellectual Property](#)

200 – Instructional Programs & Materials

- AP 200 – [Organization for Instruction](#)
- AP 201 – [Class Size Guidelines](#)
- AP 202 – [Multiculturalism](#)
- AP 205 – [Controversial Issues](#)
- AP 206 – [Human Sexuality](#)
- AP 207 – [Opening Exercises](#)
- AP 208 – [Patriotic Exercises](#)
- AP 209 – [Outside Agency Presentations to Students](#)

- AP 210 – [Early Childhood Services](#)
- AP 211 – [English as a Second Language \(ESL\)](#)
- AP 212 – [Second Language Programs](#)
- AP 213 – [Inclusive Education](#)
 - AP 213 - Appendix A – [Special Education](#)
 - AP 213 - Appendix B – [Individualized Program Plan](#)
- AP 214 – [Knowledge and Employability Courses](#)
- AP 215 – [Career and Technology Foundation/Studies](#)
- AP 216 – [Off-Campus Education](#)
- AP 217 - [Gifted and Talented](#)
- AP 218 – [Special Projects](#)
- AP 219 – [Locally Developed Courses](#)

- AP 221 – [Outreach Program](#)

- AP 230 – [Distance Learning Courses](#)

- AP 240 – [Career and Personal Counselling](#)

- AP 250 – [Learning Commons](#)
- AP 251 – [Instructional Materials Selection](#)
- AP 252 – [Challenged Materials](#)
- AP 255 – [Animals in Schools](#)
- AP 256 – [Service Dogs](#)
- AP 260 – [Off-Site Trips, Excursions and Activities](#)
 - AP 260 - Appendix A – [Prohibited Activities](#)

AP 260 - Appendix B – [Safety Considerations](#)

AP 260 - Appendix C – [High Risk Activities](#)

AP 260 - Appendix D – [Safety Assessment](#)

AP 261 - [Interschool Athletics](#)

AP 270 - [Home Education](#)

AP 280 - [Program Evaluation](#)

AP 290 - [Research Studies](#)

AP 290 - Appendix A – [Research Studies Request Checklist](#)

AP 290 - Appendix B – [Research Studies Request Approval Form](#)

300 – Students

- AP 300 – [Entrance Age](#)
- AP 301 – [Admittance of Adult Students](#)
- AP 302 – [Inter-System Students](#)
- AP 303 – [Admission of Non-Alberta Students](#)
- AP 304 – [Admission of Federal Students \(Non-Resident Students\)](#)
- AP 305 – [School Attendance Areas](#)

- AP 310 – [Supervision of Students](#)
 - AP 310 - Appendix – [Noon Hour Supervision](#)
- AP 311 – [Student Safety](#)
 - AP 311 – Appendix A – [Concussion Guidelines](#)
 - App AA - [Concussion Guidelines for Athletes](#)
 - App AB - [Concussion Guidelines for Coaches](#)
 - App AC - [Concussion Guidelines for Parents](#)
 - App AD - [Concussion Guidelines for Teachers](#)
 - App AE - [Concussion Recognition Tool](#)
 - App AF - [Parent Guide to Dealing with Concussions](#)
- AP 312 – [Student Safety in Special Areas](#)
- AP 315 – [Incidents to Students](#)
- AP 316 – [Administering Medication and/or Medical Assistance to Students](#)
 - AP 316 - Appendix A – [Responsibilities of Parent\(s\)/Guardian\(s\)](#)
 - AP 316 - Appendix B – [Responsibilities of the Principal](#)
 - AP 316 - Appendix C – [Responsibilities of the Students](#)
 - AP 316 - Appendix D – [Responsibilities of the Teacher and Staff](#)
 - AP 316 - Appendix E – [Responsibilities of the Bus Driver](#)
- AP 318 – [Pediculosis \(Lice\)](#)
 - AP 318 - Appendix A – [Frequency Asked Questions About Head Lice](#)
 - AP 318 - Appendix B – [Head Lice: Steps for Effective Treatment](#)

- AP 320 – [Student Records](#)
- AP 321 – [Young Offenders Information Sharing](#)
- AP 322 – [Legal Custody of Children](#)
- AP 325 – [Reporting Child Abuse](#)

- AP 330 – [Student Attendance](#)
 - AP 330 - Appendix A: [Continuum of Supports](#)
 - AP 330 – Appendix B: [Sample Attendance Plan](#)
- AP 340 – [Specialized Services for Students and Children](#)
- AP 342 - [Behaviour Supports, Restraint and Seclusion](#)
 - AP 342 - Appendix – [Behaviour Tier Support Model](#)
- AP 345 – [Provision of Educational Assistants](#)
- AP 346 – [Home Visits](#)
- AP 350 – [Student Conduct](#)
- AP 351 – [School Bus Rider Conduct](#)
- AP 352 – [Student Harassment and Bullying](#)
- AP 353 – [Interrogation of Students](#)
- AP 354 – [Searches of Persons or Personal Property](#)
 - AP 354 - Appendix – [Searches of Property Notification](#)
- AP 355 – [Student Discipline](#)
- AP 356 – [Alcohol, Restricted and Illicit Drug Use by Students](#)
- AP 357 – [Willful Damage of Property and Restitution](#)
- AP 360 – [Assessment and Communication of Student Learning](#)
 - AP 360 - Appendix – [Division Testing](#)
- AP 361 – [Promotion and Placement of Students](#)
- AP 362 – [Specialized Assessment](#)
- AP 363 – [High School Program Route/Course Changes](#)
- AP 364 – [Junior-Senior CTS Transition](#)
- AP 365 – [Course Challenge](#)
- AP 370 – [Academic Achievement Awards](#)
- AP 375 – [High School Graduation](#)
- AP 380 – [Student Government](#)
- AP 381 – [Student Activities and Organizations](#)
- AP 390 – [Appeals Concerning Student Matters](#)

400 – Personnel & Employee Relations

AP 400 – [Staffing](#)

AP 400 - Appendix A – [Interview Teams](#)

AP 400 - Appendix B – [Criminal Record Checks and Child Intervention Record Checks](#)

AP 401 – [Employment of Relatives](#)

AP 402 – [Personnel Records](#)

AP 403 – [Public Interest Disclosure](#)

AP 404 – [Fraud Prevention and Investigation](#)

AP 404 - Appendix – [Fraud Prevention and Investigation Decision Matrix](#)

AP 405 – [Working Alone](#)

AP 406 - [Employee Code of Conduct NEW](#)

AP 407 – [Alcohol, Drug Abuse or Chemical Dependency](#)

AP 408 – [Personal Leaves of Absence](#)

AP 409 – [Leave of Absence for Political Activities](#)

AP 410 – [Deferred Salary Leave Plan](#)

AP 410 - Appendix – [Deferred Salary Leave Plan – Details](#)

AP 411 – [Staff Development](#)

AP 412 – [Local Authorities Pension Plan](#)

AP 413 – [Annual Holidays](#)

AP 414 – [Moonlighting](#)

AP 415 – [Vehicle Plug In](#)

AP 416 – [Mail and Telephone](#)

AP 417 – [Recognition of Service and Employment](#)

AP 419 – [Employee Resignations](#)

AP 420 – [Teachers: Duties and Responsibilities](#)

AP 420 - Appendix – [Planning Requirements for Teachers](#)

AP 421 – [Instructional Staffing](#)

AP 422 – [Teacher Growth, Supervision and Evaluation](#)

AP 422 - Appendix A – [Individual Professional Plan Manual](#)

AP 423 – [Teacher Induction Program](#)

AP 424 – [Teacher Professional Development](#)

- AP 425 – [Leave of Absence for Community Service by Teaching Staff](#)
- AP 426 – [Reduction in Staff](#)
- AP 429 – [Teacherage Rental](#)
- AP 430 – [Role of Principals](#)
 - AP 430 - Appendix – [School Handbook](#)
- AP 431 – [Vice-Principals and Assistant Principals](#)
- AP 432 – [Principal Growth, Supervision and Evaluation](#)
- AP 433 – [Term Designation of School Administrators](#)
- AP 435 – [Acting Principals](#)
- AP 439 – [Out of Province Travel](#)
- AP 440 – [Support Staff](#)
- AP 441 – [School Based Educational Assistant Staffing](#)
- AP 442 – [Evaluation of Support Staff](#)
- AP 443 – [Support Staff Professional Development](#)
- AP 444 – [Reduction in Support Staff](#)
- AP 445 – [Seniority: School Bus Drivers](#)
- AP 446 – [Personal Leave – Bus Drivers](#)
- AP 447 – [Transportation Safety re: Drugs and Alcohol](#)
- AP 448 – [Suspension and Dismissal of Bus Drivers](#)
- AP 449 – [Spare Drivers](#)
- AP 450 – [Organizational Structure](#)
 - AP 450 - Appendix A – [Organizational Chart – Level 1: Board and Executive](#)
 - AP 450 - Appendix B – [Organizational Chart – Level 2: Instruction Services](#)
 - AP 450 - Appendix C – [Organizational Chart – Level 2: Supportive Services](#)
 - AP 451.3 – [Role of Director of Technology Services](#)
- AP 452 – [Role of Director of Human Resources](#)
- AP 453 – [Role of Secretary- Treasurer](#)
 - AP 455.1 – [Role of Facility Services Manager](#)
 - AP 455.2 – [Role of Transportation Services Manager](#)
- AP 456 – [Role of Communications Coordinator](#)
- AP 457 – [Role of Executive Assistant](#)
- AP 459 – [Staff Evaluation \(Non-Teacher Employees\)](#)

- AP 460 – [Substitute Teachers](#)
- AP 460 - Appendix – [Substitute Teachers Manual](#)
- AP 461 – [Substitute Personnel for School Based Support Staff](#)
- AP 470 – [Support Staff Job Descriptions](#)
- AP 480 – [Worker Contract Status Determination](#)
- AP 485 – [Custodial Care of Schools](#)
- AP 490 – [School Volunteers](#)
- AP 491 – [Volunteer Coaches and Supervisors](#)
- AP 491 - [Appendix – Respect in Sport – Coach/Activity Leader Program](#)

500 – Business Administration

- AP 500 – [Budget Development](#)
 - AP 500 - Appendix – [Budget Development Flow Chart](#)
- AP 501 – [Working Capital and Reserves](#)
- AP 502 – [Acquisition of Equipment](#)
- AP 503 – [Tuition and Allowances for Alternative Programs](#)
- AP 504 – [Student Funding Support](#)
- AP 505 – [Division Fees](#)
 - AP 505 - Division Fees - Appendix – [Schedule of Rates](#)
 - AP 505.1 – [School Fees](#)
- AP 506 – [Economic Hardship](#)
- AP 507 – [Learning Resources and Instructional Supplies](#)
- AP 509 – [Lockers and Locks](#)
- AP 510 – [Financial Accountability and Audits](#)
 - AP 510 - Appendix – [Program Accounting and Budgeting](#)
- AP 511 – [Budget Control and Financial Accountability](#)
 - AP 511 - Appendix A – [School Funds](#)
 - AP 511 - Appendix B – [Significant Accounting Practices](#)
- AP 512 – [Safeguarding Money and Valuables](#)
- AP 513 – [Expense Reimbursement](#)
 - AP 513 - Appendix – [Reimbursement Rates](#)
- AP 514 – [Salary Payment](#)
- AP 515 – [Purchasing Authority](#)
- AP 516 – [Purchase Cards](#)
 - AP 516 - Appendix – [Purchase Card Agreement](#)
- AP 517 – [Capital Assets and Tracking](#)
- AP 518 – [Disposal of Assets](#)
- AP 519 – [Surplus Land and Buildings](#)
- AP 520 – [Fundraising](#)
- AP 525 – [Partnerships](#)
 - AP 525 - Appendix – [Ethical Guidelines for Business-Education Partnerships](#)
- AP 526 – [Charitable Donations](#)

- AP 530 – [Insurance Management](#)
- AP 531 – [Student Accident Insurance](#)
- AP 535 – [Investment Parameters](#)

- AP 540 – [Planning for School Facilities](#)
- AP 541 – [Naming of Facilities](#)
- AP 542 – [Maintenance and Repair](#)
- AP 543 – [Keys and Access Systems](#)
- AP 544 – [Handling of Hazardous Materials](#)
- AP 546 – [Renovations](#)
- AP 547 – [Building Security](#)

- AP 550 – [Community Use of School Facilities](#)

- AP 560 – [School Bus Operations](#)
 - AP 560 - Appendix – [Transportation of Disabled Students](#)
- AP 561 – [School Bus Schedules](#)
- AP 562 – [Transportation Service Areas \(School of Choice\)](#)
- AP 563 – [Transportation for Off Site Excursions](#)
- AP 565 – [School Bus Accident](#)
- AP 566 – [Bus Plug In](#)
- AP 569 – [Use of Buses for Non-School Purposes](#)

- AP 570 – [Equipment Maintenance](#)

- AP 580 – [Employee Use of Repair Shop and Garage Facilities](#)
- AP 585 – [Driver Safety](#)