

MANUAL OF ADMINISTRATIVE POLICIES

MODULE 4

SCHOOL OPERATIONS

- DECISION MAKING
- STUDENT GOVERNANCE
- ADMISSION OF STUDENTS
- CLASS SIZE
- HOURS OF OPERATION
- STUDENT SUPERVISION
- STUDENT CONDUCT
- DISCIPLINE
- STUDENT COMPLAINTS AND GRIEVANCES
- SAFETY
- PROTECTIVE SERVICES
- ACCESS TO SCHOOLS
- ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT
TO STUDENTS
- STUDENT ASSESSMENT
- STUDENT AWARDS
- STUDENT RECORDS
- STUDENT FEES
- LEARNING ACTIVITIES OUTSIDE OF SCHOOL
- INTERNET USE
- ADVERTISING AND CORPORATE SPONSORSHIP

POLICIES

AP 401 SCHOOL-BASED DECISION MAKING

- Central Office
- School

AP 402 STUDENT GOVERNANCE

- General
- Formation
- Local and Division Activities
- Activity Fund

AP 403 ADMISSION OF STUDENTS

- Resident Students
- Kindergarten and Grade One
- Non-Catholic Students
- Non-Resident Students
- Transfers from Other Jurisdictions
- Documentation

AP 404 CLASS SIZE

AP405 HOURS OF OPERATION

- School Year
- School Day
- School Opening and Closing

AP 406 STUDENT SUPERVISION

- General
- Lunch

AP 407 STUDENT CONDUCT

- Attend
- Conform
- Observe Standards
- Account for Self

AP 408 STUDENT COMPLAINTS AND GRIEVANCES

- General
- Disputes Regarding Designation

AP 409 DISCIPLINE

- General
- Detention
- Suspension
- Expulsion

AP 410 SAFETY

- General
- Fire Drill
- Bus Loading
- First Aid
- Emergencies
- Hospital Emergency Treatment
- Protective Equipment
- Physical Activities
- Motorized Vehicle Traffic
- Unusual Threats
- Dangerous and Communicable Diseases
- Tragic Events

AP 411 PROTECTIVE SERVICES

- Reporting Children in Need of Protective Services.
- Cooperation with Youth Workers and Police
- Illicit Use of Drugs and Alcohol

AP 412 ACCESS TO SCHOOLS

- Visitors
- Sales Promotions
- Community and Student Promotions
- Volunteers

AP 413 ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT
TO STUDENTS

- Essential Medications and Procedures
- Medication in an Emergency Situation

AP 414 STUDENT ASSESSMENT

- General
- Parent-Teacher Conferences
- Written Report

AP 415 STUDENT AWARDS

AP 416 STUDENT RECORDS

- General
- Cumulative Records
- Access
- Transfer of Records
- Permanent Records

AP 417 STUDENT FEES

- General
- Fee Schedule

AP 418 LEARNING ACTIVITIES OUTSIDE THE SCHOOL

- General
- Day Trips
- Overnight and Outdoor Excursions
- Out-of-Province Excursions

AP 419 INTERNET USE

- Acceptable Use
- Security
- Software
- Copyright
- E-mail
- Data Security

AP 420 ADVERTISING AND CORPORATE SPONSORSHIP

- Partnerships
- Curricula
- Teaching Materials
- Professional Development
- Extra-Curricular
- Advertising
- Donations

ADMINISTRATIVE POLICY NO. 401**DECISION MAKING**

These procedures define the authority, responsibility, and accountability for the making of decisions in each major area of operation in the Light of Christ RCSSD.

Authority and responsibility to manage the operations of the school division is delegated by the Board of Education to the Director of Education.

Authority and responsibility is delegated to staff by the Director.

All accountability of staff is through the Director.

PROCEDURES***1. Central Office***

- a. Central Office refers to those decisions made by the Director and Superintendents.
- b. The Board values a positive and collaborative environment for working and learning. With this guiding principle in mind these decisions may be made in consultation with the Board, School Community Councils, principals, teachers, coordinators, consultants, and service and support staff.

2. School

- a. School refers to those decisions made by the principal who may consult with teachers, parents, students, School Community Councils, and service and support staff.

)(☞

services.

- ii. Supervisor determines priorities based on school input.

Provision of maintenance

✓

✓

c. Operations

- i. Principal and Superintendent of Administration ensure the school's cleaning requirements are met. ✓
- ii. Resolution of unusual or emergency requirements. ✓ ✓
- iii. Rental ✓

d. Caretakers

- i. Selection and training ✓
-)()(✓ Evaluation ✓ ✓
-)()(✓ Deployment ✓

3. Transportation

☞ ✓ Students ✓

4. Safety

☞ ✓ operations ✓ Implementation of safety standards of ✓ ✓
 ○ ✓ Monitors implementation of standards ✓ ✓

5. Personnel

☞ ✓ Allocation of staff levels to schools ✓
 ○ ✓ Establishment of personnel practices ✓
 ℳ ✓ Recruitment of staff ✓
 ≡ ✓ Selection of staff from applicants ✓ ✓
 ℳ ✓ Appointment of staff ✓ ✓
 ✕ ✓ Deployment of staff within school ✓

g. Implementation of evaluation criteria as

defined standards set by Board
 

 

✓
Reassignment of staff within district

✓
Provision of staff development activities
✓ ✓

6. Programs

a. What Students Will Learn

⌘☞	Exit or significant outcomes		
(goals)	✓		
⌘⌘☞	Program outcomes	✓	
⌘⌘⌘☞	Personalized		
learning goals	✓		
⌘❖☞	Program, course/subject		
objectives	✓	✓	
❖☞	Locally-developed programs	✓	✓
❖⌘☞	Program modifications (special needs)		✓
✓			
❖⌘⌘☞	Internet use	✓	
	✓		

b. How Students Will Learn

⌘☞	Design and		
delivery of programs	✓		
⌘⌘☞	Student assessment and		
reporting	✓	✓	
⌘⌘⌘☞	Organization		
and grouping	✓		
⌘❖☞	Facilities modification		
planning	✓	✓	
❖☞	Special needs program		
modification	✓	✓	
❖⌘☞	District/regionalized		
programs	✓		

c. Program Support

⌘☞	Staff development	✓	✓	
⌘⌘☞	services	✓		
⌘⌘⌘☞	Program development and implementation	✓	✓	Pro
⌘❖☞	initiated planning and accreditation			School
❖☞	Accreditation support		✓	✓
❖⌘☞	special needs screening/identification and special class placement	✓		Student
			✓	✓

❖)()(☞
services

Student special needs support
✓ ✓

d. Program Evaluation

)(☞
effectiveness
)()(☞
effectiveness

General program
✓
School program
✓ ✓

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	✓	✓
h. Administration of medication	✓	✓

ADMINISTRATIVE POLICY 402

STUDENT GOVERNANCE

Light of Christ RCSSD 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 staff advisor is the liaison between the Student Council and the staff.
- c. The principal, School Community Council, Student Council, and student body 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.

he constitution is to describe the responsibilities and reporting procedures of Student Council-appointed committees.

iii.

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

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 procedures regarding student fundraising, charitable donations, corporate sponsorship, and financial accountability.
- b. The Student Council activity fund is to be audited annually by the Superintendent of Administration.
- c. The Student Council is accountable to the principal for its financial operations and fundraising activities.

ADMINISTRATIVE POLICY 403

ADMISSION OF STUDENTS

The Light of Christ RCSSD provides the children and parents of the school division learning opportunities within the context of the Board's vision, mission, and guiding principles. Children are to be introduced into a community of learning and living, a community of love for and service to others. This community involves children, parents, guardians, teachers and priests, pastoral workers and caregivers.

The Education Act, 1995 stipulates that every person who has attained the age of six years, but has not yet attained the age of twenty-two years, has the right to attend a school in a school division. It also stipulates that students have 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 school 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.
- b. In the case of a student requiring special programming, the school attended is to be designated by the Director or designate.
- c. Resident adults who are or exceed twenty-two years of age may enroll in schools of the division only with the approval of the Director of Education.

2. *Kindergarten and Grade One*

- a. To enroll in Kindergarten, the student shall be at least five (5) years of age on or before the 31st day of October of that school year.
- b. To enroll in Grade One, the student must be six (6) years of age on or before the 31st day of October of that school year.
- c. Attendance is compulsory at seven (7) years of age.
- d. Where a student enrolls in a school for the first time, the principal may require the student to provide documentation verifying age.
- e. Where a student has attended Kindergarten in another jurisdiction which has a later entrance age cut off date, the student will be accepted into Kindergarten if the student has attended Kindergarten for two calendar months.
- f. Children who meet Saskatchewan Learning criteria for a student with a designated disability may enter a school-based preschool program at the age of three years.
- g. Children who meet the criteria for entrance to a pre-kindergarten program may enter at the age of three years.

3. *Non-Catholic Children Residing in Light of Christ School Division*

- a. Non-Catholic children whose parents or guardian reside within Light of Christ RCSSD are permitted to register providing:
 - i. They meet the age and academic requirements for admission.
 - ii. Their parents or guardians complete the necessary documentation indicating that their children will participate in the formal religious instruction offered at the school—
FORM: DECLARATION OF STATUS/STUDENT REGISTRATION.
- b. Principals are to be satisfied that the primary motive of the parents or guardians in registering their children is the desire to have their children educated in a Catholic school environment.
- c. Principals are to insure that the parents or guardians receive information with respect to the reception of Catholic sacraments and:
 - i. The definition of an elector,
 - ii. Candidacy in school board elections,
 - iii. Voting in school board elections,
 - iv. Allocation of school taxes

4. *Non-Resident Students*

- a. Non-resident Saskatchewan students may be admitted subject to the following conditions:
 - i. The student or Saskatchewan school division wishing to enroll a student in Light of Christ RCSSD makes application for admission to the principal.
 - ii. Space is available to accommodate the student.
- b. Exchange students may be admitted subject to the following conditions:
 - i. At the discretion of the administration at John Paul II Collegiate, up to six exchange students may be accepted on a tuition basis in any school year. In addition, one local Rotary Club exchange student per year may be

accepted at John Paul II Collegiate with no tuition fee to be charged.

- ii. Exchange students who are not eligible for grant recognition may be required to pay 100% of the computed tuition fee amount.
 - iii. Tuition fees are to be waived for students who are eligible for grant
 - iv. A reciprocal exchange program is one where at least one student period of studies in another country and not paying tuition. This
 - v. An exception to the definition of reciprocal exchange programs is a program where there are specific one-to-one exchange
- c. Foreign students may be admitted subject to the following conditions:
- i. Students request admission in accordance with Light of Christ RCSSD requirements and directions.
 - ii. Applications are completely processed and returned to the Director of Education by March 15 for enrolment in September. Applications received after this date 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.
 - 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 Saskatchewan Learning.

5. 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 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 where the placement is found to be clearly inconsistent with the student's general achievement.

6. Documentation

- a. Principals are required to collect, assess, and record the information required for the admission of students to schools.
- b. It is the responsibility of parents or guardians of students to provide the information required by the principal.

ADMINISTRATIVE POLICY NO. 404

CLASS SIZE

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

PROCEDURES

1. The principal is to consult with the staff and Director of Education or designated senior staff concerning class groupings and configurations.
2. Emphasis is to be placed on smaller class sizes in the primary grades.
3. The following factors are to be considered in determining class size:
 - a. Ability level of students
 - b. Strengths of the teacher
 - c. Total workload of the teacher
 - d. Subject of instruction
4. Acceptable enrolments in shops and labs are to be determined in consultation with the teachers regarding:
 - a. Space requirements
 - b. Equipment provided, and
 - c. Safety

ADMINISTRATIVE POLICY No 405**HOURS OF OPERATION**

Light of Christ RCSSD, within guidelines established by the Minister of Learning, 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.

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. Times are to be in accordance with the requirements of *The Education Act, 1995*.
- c. Parental and transportation concerns are to be considered.
- d. Normally, kindergarten students are to attend a minimum of ninety 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 ADMINISTRATIVE POLICY NO. 805—SCHOOL CLOSURE AND SEVERE WEATHER.

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 persons involved.
- c. The responsibilities are to include supervision of students at least fifteen minutes before school in the morning, during recess periods, at noon, after school, or at any time that students are engaged in authorized school activities 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 the loading and unloading of school buses, and 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 and religious development of the individual child.

2. *Lunch*

- a. The principal is to assign lunch period supervision for students subject to the local agreement and the needs of the school.
- b. The principal in consultation with the school staff is to establish student expectations in regard to the lunch period and noon recess. These expectations are to be communicated to parents and students at the commencement of the school year.

ADMINISTRATIVE POLICY No. 407

STUDENT CONDUCT

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

The principal, in cooperation with staff, Student Council, and the 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.

These guidelines are to 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 to accept discipline as would be exercised by a kind, firm, and judicious parent.

3. Observe Standards

- a. Students are to observe standards as are 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 as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours.
 - 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 in 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.

ADMINISTRATIVE POLICY NO. 408**STUDENT AND PARENT COMPLAINTS AND GRIEVANCES**

The Board of Education is to ensure that there is a fair and equitable means to hear and address student and parent complaints. The Board is committed to ensuring that just and careful procedures for adjudicating and resolving these complaints are established, maintained, and reviewed.

PROCEDURES***1. General***

- a. Complaints are to be addressed in a timely and appropriate manner.
- b. Complaints and efforts at address and/or redress are to be 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 cannot be resolved 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:
 - 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.
- 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.

2. Disputes regarding designation, placement, or program

- a. If a student or the parent or guardian of a student disagrees with a decision concerning the designation, placement, or program of a student, the student or parent or guardian may request a review of the decision.
- b. The request for the review is to be made in writing setting out the reasons for the disagreement. It is to be made within fifteen school days of the decision, and addressed to the Director of Education.
- c. The Director of Education or designate is to undertake a review of the decision by meeting with appropriate school personnel, the student, and/or the parents or guardians.

- d. Following the review the Director of Education or designate is to either:
 - i. Confirm the initial decision,
 - ii. Modify the decision, or
 - iii. Make a new decision

- e. Within fifteen days of receiving the request the Director of Education or designate is to report in writing to the student and/or parents or guardian. A copy of the report is to be provided to the Board of Education for its information.

ADMINISTRATIVE POLICY No. 409

DISCIPLINE

Light of Christ RCSSD is committed to the principle of justice and to developing environments which are physically, emotionally, and spiritually safe and positive.

Discipline in the Catholic school focuses on the Gospel messages of love, respect, justice, and concern for the welfare of all students and staff.

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, reflect justice, and focus on forgiveness.

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

1. General

- a. Discipline in schools is to stress correction rather than punishment.
- b. Principals and staffs of schools are to attempt to determine the cause of misbehaviour and stress rectifying this cause 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 behaviour problems are encountered:
 - i. The teacher is to assist the student in identifying the behaviour problem, its causes and appropriate alternative behaviours.
 - ii. The teacher is to discuss the student's behaviour with the principal to generate alternative management strategies.

- iii.
The teacher and/or principal are to discuss the student's behaviour with the parent(s) or guardian.
 - iv.
Consistent effort is to be made to change the inappropriate behaviour through various techniques.
 - v. If measures taken do not result in appropriate student behaviour the principal is to consult with the Director or designate to plan for further remedial action.
 - vi.
The goal of all behaviour 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 arrangements have been made with the parent or guardian.

3. Suspension

- 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 the circumstances and the action taken to the student's parent or guardian and maintain a detailed record at the school.

b. Four to Ten Days

i. The principal may suspend 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. When a student is suspended under these provisions, the principal is to report, in writing, the circumstances and action taken and the plan for the students return to:

- The Director of Education or designate
- The parent or guardian
- The student

ii. The Director or designate may confirm, modify, or remove the suspension. If confirmed or modified the Director is to 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 the suspension in (b) through its own involvement or that of a committee.

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

iii. The Board on concluding its investigation may decide the suspension warrants a period of greater than ten days. The Board may suspend the student from all or any of its schools for a period of not greater than one year.

iv. If desired the student, 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.

ADMINISTRATIVE POLICY No. 410**SAFETY**

Light of Christ RCSSD 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, 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 and 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*.
- d. The principal or designate will represent the workplace management as a member of the OHC.

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 of fire drills and evacuation exercises are to be conducted as required by provincial fire authorities.

3. *Bus Loading*

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

4. *First Aid*

- a. The principal is to ensure that a supply of first aid materials are available in the school and stored in a location known to all members of the staff.
- b. The principal is to ensure that at least one member of the staff has current up-to-date certification and training in first aid and Cardio Pulmonary Resuscitation.
- c. The principal is to ensure that WHMIS—Workplace Hazardous Materials Information System—manuals are up-to-date and staff member in-service and materials are current according to 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 may appear 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 ADMINISTRATIVE POLICY NO.805—SCHOOL CLOSURE AND SEVERE WEATHER.

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 to be 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, the hospital policy 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 circumstances warrant, it will be paid by the Board.

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 *PHYSICAL EDUCATION SAFETY HANDBOOK*.

8. *Physical Activities*

- a. Procedures for physical activities safety are to be stated in the school division *PHYSICAL EDUCATION SAFETY HANDBOOK*.
- b. It is the responsibility of the Director of Education to ensure that the *HANDBOOK* is kept current and includes direction specific to the following:
 - i. Standard of care
 - ii. Facilities
 - iii. Equipment
 - iv. Instruction
 - v. Supervision
 - vi. Clothing and footwear
 - vii. Approved activities

9. *Motorized Vehicle 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 to be familiar and remain current in terms of the information and directions provided in the Light of Christ RCSSD *EMERGENCY RESPONSE DESK REFERENCE*.
- b. When an unusual threat to student or staff safety is received, the principal is to take appropriate action.
- c. Among appropriate and expeditious responses that may be taken by the principal and the school's Crisis Response Team the following, but not exclusive actions may occur:
 - i. Notify the police immediately and follow all directions given by the police.
 - ii. Notify the Director immediately.
 - iii. Carry on with regular activities unless advised to the contrary by police.
 - iv. Clear the school premises.
 - v. Avoid any area of the school which may threaten the safety of individuals and,
 - vi. Lock 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 is to be required to contact a physician.
- b. The physician is to be requested to provide a medical certificate stating whether the physical 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 *EMERGENCY RESPONSE DESK REFERENCE* is kept current and updated annually.
- b. The principal is to select staff members for the Crisis Response Team for the school in accordance with the resource guide.

- c. The principal is to inform staff members, the School Community Council and parents of the purpose and function of the Crisis Response Team.
- d. The principal is to ensure that all members of the school staff and of the school's Crisis Response Team fulfill their responsibilities as detailed in the Handbook

ADMINISTRATIVE POLICY No. 411

PROTECTIVE SERVICES

Light of Christ RCSSD requires that all employees concern themselves with the spiritual, physical, social, and emotional welfare of each student. Abuse or neglect of children and youth is a serious matter which is not to be left unchecked by persons charged with the care of students.

PROCEDURES***1. Reporting Children in Need of Protective Services***

- a. All procedures and information on reporting children in need of protective services are contained in the PROVINCIAL CHILD ABUSE PROTOCOL
http://www.saskjustice.gov.sk.ca/overview/publications/Provincial_Child_Abuse_Protocol_1995.pdf
- b. Principals are to familiarize themselves and their staffs with the protocol.
- c. It is not the responsibility of school personnel to investigate if a child is abused or neglected prior to reporting their suspicions.
- d. If it is clear that reasonable grounds to report do exist, then consultation with colleagues, child protection workers, and police services must occur. This consultation may occur without making a formal report; however, consultation cannot cause a delay that would put the child at further risk.
- e. Employees are not to contact the child's family, the alleged abuser, or other individuals to inform or further investigate the suspected abuse or the circumstances of the suspected abuse. This is the role of child protection workers and police services.
- f. All information regarding child abuse and neglect is to be treated as confidential. If an employee has reasonable grounds to believe that a child is being abused or neglected, the employee must immediately report her/his concern to the principal.

- g. The principal is to ensure that the suspected abuse is reported to a child protection worker or police services.
- h. If a child protection worker or police officer wishes to interview a child at the school, s/he is to make the request to the principal, and:
 - i. The principal is to ensure direct access to the child by the child protection worker and the police officer. Any request by a child protection worker must be in written form.
 - ii. If a teacher or other trusted adult is requested by the child protection worker or police officer to be present during the interview, the principal is to arrange for that person's presence.
 - iii. If a teacher or trusted adult is not requested by the child protection worker or police officer to be present, the principal is to request that a child advocate be present if he/she believes it is in the child's best interest.
 - iv. The principal is to inform anyone who is present as a child advocate that s/he may be subpoenaed to appear in court if there are legal proceedings.
 - v. The principal is to request written confirmation at the end of the investigation which confirms the meeting arrangements, the assistance of the school, and the general outcome of the investigation.
 - vi. The principal is to retain a copy of the written confirmation on file.

2. Cooperation with Youth Workers and Police

- a. Interview and Interrogation
 - i. Principals and teachers are to cooperate with the police when they 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.
 - 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 the interviews and interrogation to be held in private. The principal or designate can be present for the interview if the student requests.
- 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 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 and policies with respect to regular inspection by teachers of desks, lockers, and other school property used for storage of student materials. These procedures and policies 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 the student or other students is in question.
 - If the safety of the student or other students is not in question:
 - Attempts should be made to have the student concerned present and consent to the search.
 - 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 the search proceed under their direction.
 - At least one witness is to be present when a search takes place.

— 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,
 - Coincident 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 Drug 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 after consultation with the Director of Education, in accordance with ADMINISTRATIVE POLICY NO. 409- DISCIPLINE.
- c. Any student who has a drug or alcohol problem and confides in a teacher or principal for the purpose of 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.

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 the school are expected to make their presence known to the principal or designate of the school.
- b. The principal determines right of access to the school.

2. Sales Promotions

- a. No person is to be allowed access to the school 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 in 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 in consultation with the teaching staff.
- b. Volunteers are to work under the direct supervision of a teacher or principal.

- 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 current police criminal records check. Refer to ADMINISTRATIVE Policy NO. 501.6—Criminal Records Check.

ADMINISTRATIVE PROCEDURES No. 413**ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT TO STUDENTS.**

Light of Christ RCSSD 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 policy” 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 policy could include, but are not limited to:

- Gastronomy feeds
- Catheterization
- Suctioning
- Response to seizures
- 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 staff members
- b. The principal in consultation with the Director of Education or designate and school-based staff are to determine staff members responsible for the administration of the service.

- c. Staff members may decline to administer any medication or procedure without prejudice.
- d. The principal is to ensure that:
 - 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.
- e. Prior to any school excursion the teacher is to:
 - i. Communicate to the parent or 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 the 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.

ADMINISTRATIVE POLICY NO. 414**STUDENT ASSESSMENT**

Reporting student progress to parents and guardians is a vital practice conducive to the education of the individual student.

The Board believes that as professional decision makers, teachers are to guide the evaluation and reporting process.

PROCEDURES***1. General***

- a. Each school is required to have a systematic and articulated program to evaluate 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 at least twice each year.

3. *Written Report*

- a. A minimum of three reports is to be submitted to parents or guardian each year.
- b. Standard report cards are to be used by all elementary schools.

ADMINISTRATIVE POLICY No. 415**STUDENT AWARDS**

Light of Christ RCSSD 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, parish, School Community Council, parent groups, school staff, Student Council or interested individuals.

These awards require the continuing consent of the principal.

PROCEDURES

1. Prior to agreement 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 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 may consult with the staff, Students' Council and anyone else he deems necessary prior to making a decision to accept the proposed award. Refer to ADMINISTRATIVE POLICY No. 420—ADVERTISING AND CORPORATE SPONSORSHIP.

ADMINISTRATIVE POLICY NO. 416**STUDENT RECORDS**

The Board of Education expects staff 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 for 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 the use only by educational professionals and appropriate supportive professional staff.

PROCEDURES***1. General***

- a. The school principal, except as otherwise 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 hold 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 which has been collected by other agencies and may be considered part of the working record.

- d. Information requested by the Department of Learning as part of special education programs may be considered part of a student's working record.
- 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.
- f. School cumulative files are to be forwarded to the school division office, or some other designated collection and filing area within ten years of a student's graduation and/or leaving school.

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 Department of Learning.
 - 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 education 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 of authorization for information release shall be retained by the Board of Education.

- 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 Director or designate. The Director 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:

School registers

- i. Student registrations

- b. All records are to be retained of in accordance with the Regulations to *The Education Act, 1995* and the *Records Retention Schedule for Saskatchewan School Divisions(Archives Act 2004)*..

ADMINISTRATIVE POLICY No. 417**STUDENT FEES**

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

Policy

1. The principal is responsible for all fees collected and dispersed during the school year.
2. Fees are to be collected and administered through the school office.
3. All fees must be equal to, or less than actual costs.
4. Fees may be lowered at the discretion of the principal
5. Fees may be levied for such things as the following:
 - Kindergarten to Grade nine materials
 - Caution fees
 - Locks for lockers
 - Special program requirements (eg. Practical and Applied Arts)
 - Extra curricular activities
 - Student Representative Council (SRC) activities
 - Other fees approved by the Director of Education or designate
6. The principal shall submit to the Superintendent of Administration or designate, by June 30, an accounting of all school fees.
7. The principal shall submit to the Director of Education or designate by June 30, a schedule of student fees planned for the next school year.
8. The School Community Council shall review the fee schedule established by the principal for the school to provide advice on its alignment with community capacity.

ADMINISTRATIVE POLICY No. 418

LEARNING ACTIVITIES OUTSIDE THE SCHOOL

The Board of Education recognizes that out-of-school educational experiences enhance the learning opportunities of 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 religious, 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 every assurance that adequate safety precautions are in place.
- c. Transportation is to be by school bus, school division authorized vehicles, paid licensed carrier, or by private vehicles having adequate package policy insurance coverage in the amount of one million dollars of liability coverage. Refer to ADMINISTRATIVE POLICY NO. 807—TRANSPORTATION IN PRIVATE VEHICLES
- d. A criminal records check is required for all chaperones.
ADMINISTRATIVE POLICY NO. 501.7 - RECRUITING AND PLACEMENT.

2. *Day Trips*

- a. School day trips are trips that do not exceed one day in duration.
- b. The principal is authorized to approve day trips when the following conditions are met:
 - i. The parent or guardian has completed the PARENT/GUARDIAN CONSENT FORM.
 - ii. Parents have been informed of the event.
 - iii. For events or trips outside of the community the teacher has completed the SCHOOL DAY TRIPS FORM

3. *Overnight Excursions and Outdoor Education Excursions*

- a. The Director of Education, or designate is authorized to approve overnight excursions and outdoor education excursions when the following conditions are met:
 - i. The OVERNIGHT EXCURSIONS/OUTDOOR EXCURSIONS FORM has been completed and approved by the principal.
 - ii. The principal has submitted the form to the Director or designate in a timely manner prior to the event.
 - iii. If student groups of both genders are participating in an excursion, supervisors and/or chaperones of both genders are required.
- 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 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 student travel to the Director of Education:
 - i. The proposed travel has the signed approval of the parents or guardians of the students concerned.
 - ii. The 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 students 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 should accompany the submission to the Board. It is suggested that teachers and volunteers/chaperones purchase appropriate medical insurance to protect themselves in the event of illness or accident.
 - 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 above conditions are met, the principal is to inform the Director of Education 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 locations 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. If student groups of both genders are participating in the trip, supervisors and /or chaperones of both genders are required. In addition, the number of students per chaperone should not exceed ten.
 - v. A list of participants including their 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 parental involvement.
 - ix. An indication of student involvement in the project.
 - x. A statement of regulations governing student behaviour. It should be noted that students are subject to all regulations normally associated with behaviour 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.
 - f. The principal is to ensure that parents or guardians for all students involved in the trip sign parental consent forms.
 - g. Notwithstanding the foregoing, it is expected that student travel time shall normally occur during the school breaks.

ADMINISTRATIVE POLICY 419

Revised: September, 2010

INFORMATION TECHNOLOGY SECURITY

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

PURPOSE

It is the responsibility of all users of Information Technology (IT) systems and services, including but not limited to all students, teachers, staff, school board members and contracted parties to comply with this policy. In cases where other local policies within the school division appear in conflict, this policy shall take precedent.

The Information Technology Security Policy (IT Security Policy) defines the requirements for:

1. Protecting the confidentiality and reducing the risk of theft of electronic information about students, staff and teachers that is stored on the Division's IT systems.
2. Preventing inappropriate use of computer systems, IT networks and other IT physical assets.
3. Ensuring that the educational and administrative functions provided by the Division's IT systems are not disrupted by computer viruses, malicious computer attacks or other threats. These threats could originate from within, or external to the Division.
4. Preventing the uncontrolled spread of computer viruses, malicious attacks and other threats by the Division's IT systems. The Division's IT systems share the Saskatchewan CommunityNet and the global Internet infrastructures with many other users. IT threats spread by the Division's systems could disrupt the IT based educational and business activities of other Saskatchewan K-12 divisions; or could disable the IT functions of businesses anywhere in the world.

This policy also applies to any information that has been printed, stored on electronic media, or electronically transmitted that originated from or could logically be assumed to originate from the IT systems of the Division. This policy also applies to information, or IT systems including Saskatchewan Learning, centrally hosted and other systems to which access has been provided for the Division's use.

In recognition that issues in IT security are continually changing, related guidelines and procedures will be continually maintained and updated to provide specific instruction on how the IT Security Policy is to be implemented.

PROCEDURES

1. ***Responsibility For Compliance*** - The Division's School Board is responsible for ensuring the appropriate use and security of all IT facilities and information under their jurisdiction. The Board is also responsible for taking all reasonable steps to ensure compliance with this Policy including designating its Director, Principals and other staff to administer the Security Guidelines and Procedures on its behalf.
2. ***Authorization*** - all parties accessing the Division's IT systems and information must be authorized by the Director or designate (i.e., Principals). The authorized user must exercise due diligence to ensure the security and privacy of their account password and identification codes to prevent misuse by third parties. User accounts may not be shared. Users are expected to only access facilities and information for which authorization has been provided, for the purpose of conducting official business and other approved functions of the Division. Authorization will be terminated immediately upon transfer or dismissal of employees; or a change of status where access is no longer required by the user. The Director or designate may authorize access by students and the public to the Division's web sites, provided the content is appropriate for K-12 student and public viewing.
3. ***Approved Equipment And Software*** - only equipment and software approved by the Division may be used or attached to the Division's IT networks. The Division's IT staff will configure workstations for access to the required systems. All workstations used on the system must be maintained at a current level as defined within the IT Security Guidelines and Procedures. All systems must have virus software installed and updated regularly.
4. ***Electronic And Physical Security Measures*** - appropriate physical security (e.g., locked cabinets for routers, office doors with locks), or electronic security (e.g., firewalls, data or wireless encryption) is required to reduce unauthorized access to information, workstations and critical IT network hardware.

5. ***Incidental, Personal And Prohibited Use*** - IT information (i.e., student and staff records) and equipment (i.e., databases, workstations) are the property of the Division and should only be used for the purposes for which authorization, or access was granted. Confidential information is not to be used for personal or other non-official use; nor disclosed to third parties.

The Director or designate must approve in advance the use of the Division's IT systems for any commercial or personal use. Any such use must be suitable for a K-12 educational environment. The Division's IT systems shall not be used for illegal, threatening, discriminatory, harassing or obscene purposes.

6. ***Monitoring*** - reasonable procedures will be put in place to monitor the use and access of the Division's IT systems and information as a means of ensuring compliance with this policy. While all user information obtained from monitoring will be appropriately handled to respect the privacy of the user, no expectation of privacy should exist in using any Division IT systems. Users of the Division's IT systems waive any right to privacy. As appropriate, the results of monitoring will be used in the investigation of violations of this policy.

7. ***Reporting And Investigation of Security Policy Violations*** - suspected violations of this policy must be immediately reported to the Director or their designate. A record should be kept of all reported violations and their disposition. Investigation of the violation may include monitoring and inspection of files and emails of specific users. The Division's School Board or their designate (i.e., Director) may authorize investigations to be undertaken by internal or external investigating parties. Where reasonable, individuals suspected of being in violation will be invited to cooperate with the investigation process.

8. ***Non-compliance*** - Corrective and disciplinary procedures will be used to address violations of this policy. These procedures may lead to disciplinary action including appropriate sanctions (e.g., denial of access), dismissal and criminal prosecution. An appeal process to the Division's School Board will be available to the violating party.

9. ***Policy Communication, User Awareness And Public Relations*** - The continual communication of this policy and related guidelines to all IT users will be the responsibility of the Director or their designate. Division staff should be provided with ongoing awareness training and compliance reminders. Where violations result in potential legal action, the Chair of the Division's School Board or their designate is responsible for communication with the public and others.

10. **Annual Security Audits** - The Director or their designate will conduct an annual audit of security policy compliance, procedures and guidelines. The results will be reported to the Division's School Board.

11. **Web / Blog Publishing** - All subject matter on District web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Advertising for commercial purposes and/or products is prohibited. Students are not allowed to upload web pages to the server. Pages created for teachers by students must comply with all policies, regulations and guidelines. Documents must not contain objectionable material, point directly to objectionable material, or violate District policy. Objectionable material may also be determined on a case-by-case basis by the teacher or principal. Documents shall include only the first name of the student. Documents shall not include a student's home telephone number, address, email, or the full names of other family members or friends. Published email addresses shall be restricted to those of staff members. Pictures of students and students' academic or creative work shall not be published without permission from the student and parent or guardian.

12. **Social Media and Social Networking Guidelines** – The following are the school division's social media and social networking guidelines. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of these guidelines. Where no guideline exists, employees should use their professional judgment and take the most prudent action possible.
 - a) Information published on your social networking sites should comply with the school division's confidentiality and disclosure data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
 - b) Be respectful to the school division, other employees, parents, students, and Board members.
 - c) Social media activities should not interfere with work commitments.
 - d) Your online presence reflects the school division. Be aware that your actions captured via images, posts, or comments can reflect that of our school division.
 - e) Do not reference or site division students, parents, or employers without their express consent.
 - f) Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies on line as well.
 - g) School division logos and trademarks may not be used without written consent.

ADMINISTRATIVE POLICY No. 420

ADVERTISING AND CORPORATE SPONSORSHIP

Light of Christ RCSSD 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.
<http://www.conferenceboard.ca/education/learning-tools/pdfs/ethical.pdf>
- b. Partnerships may be established if they:
 - i. Enhance the quality of education of 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 and,
 - 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 and,
 - iii. Promoted as conservatively as possible.
- 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 it 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.
- b. Donation of money for fund-raisers, awards, or bursaries may be accepted. Refer to ADMINISTRATIVE POLICY NO. 415—STUDENT AWARDS.
- c. Charitable receipts must be processed through the office of the Superintendent of Administration.

ADMINISTRATIVE POLICY No. 421**SCHOOL REVIEW**

Light of Christ RCSSD #16, in its efforts to provide meaningful learning opportunities that reflect the Board's vision, mission and beliefs for students to develop their full potential, recognizes that it needs to maintain viable schools and classrooms.

In order to ensure quality Catholic education for its students, the Board of Education may, from time to time, have to review the operation of one or more of its schools, and consider grade discontinuance or school closure.

Therefore, the Light of Christ RCSSD #16 Board of Education will adhere to the following guidelines of operation with regard to determining the possible Review Status of a school. Review status is an opportunity to explore facts; it does not necessarily mean the school will close or grades will be discontinued. These guidelines will provide a process and procedure so that school review can be clearly predicted and people will have some assurance as to how and when a decision process might be initiated.

The Board of Education, in consultation with senior administration of the school division, has set out essential characteristics of the educational program to outline educational standards expected by the Board within budgetary considerations. The following criteria are intended to reflect this standard and will be used by the Board of Education to assist them to objectively identify those schools to be placed in Review Status. A school may be placed in Review Status if, in addition to meeting the criteria set out in The Education Act 1995, any two of the following criteria apply to the school:

- a. Enrolment
 - i. If a school's enrolment in the next academic year is projected to
 - ii. If a school's enrolment in the next academic year is projected to be less than 40 students Kindergarten to Grade Seven
 - iii. If a school's enrolment in the next academic year is projected to be less than 35 students Kindergarten to Grade Six
- b. If there are projected to be more than three grades, or more than four instructional groups in a classroom
- c. If the structural integrity of the school building presents safety or other concerns that would require significant capital expenditure
- d. If the per student expenditure of operating a school exceeds the average per student cost within the school division by 20% for the previous fiscal year. The per student expenditure of operating a

be less

school excludes capital projects, transportation and central office administration.

A school can also be placed in Review Status if either of the following takes place:

- a. If a written request for a review is received from a school's School Community Council or a group of at least five (5) families
- b. If a written submission is received from senior administration expressing a concern about the social, emotional, or academic development of students within a school

Once a school is placed in Review Status, the Board of Education will consult with the School Community Council:

- a. If the School Community Council **consents** to school closure or grade discontinuance by motion at a regular meeting, the Board of Education will make the appropriate motion
- b. If the School Community Council **does not agree** to the school closure or grade discontinuance, the Board of Education will direct the senior administration to review all aspects of the school's operation and provide a report for the Board of Education. This process will follow the requirements of *The Education Act, 1995* and will include:
 - i. Enrolment history and projected enrolments for at least five years, including number of students in each grade and the impact of grade-size on peer group opportunity and gender balance
 - ii. Projected pupil teacher ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom
 - iii. Educational programming, including extra curricular activities
 - iv. Facility utilization and projected costs of maintaining the school's facilities and physical plant

If the Board of Education decides to consider school closure or grade discontinuance without School Community Council approval as outlined above, it will proceed according to relevant provincial legislation.

In schools where the Board of Education passes a motion approving school closure or grade discontinuance, the Director of Education or designate will prepare an Implementation Plan that will include:

- a. Notification of parents of the students attending the school
- b. Notification of the School Community Council
- c. Notification of school staff