



ADMINISTRATIVE PROCEDURES MANUAL

Calgary Girls' School

September 2014

PREFACE

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

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

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

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

A logical flow of procedures is attempted in the categories. For example, criteria for student admission is followed by attendance area requirements, by various safety considerations, by the maintenance of records, by daily attendance, by supervision and discipline, and lastly, by evaluation procedures.

Gaps in the numbering sequence facilitate the insertion of additional administrative procedures that may be developed at a future time.

TABLE OF CONTENTS

100 – General Administration

- AP 100 – Three-Year Education Plan
- AP 101 – Annual Education Results Report

- AP 110 – School Council
- AP 111 – Honorary Council

- AP 120 – Policy and Procedures Dissemination
- AP 121 – Development and Review of Administrative Procedures

- AP 130 – School Year
- AP 131 – School Day
- AP 132 – Inclement Weather/Emergency School Closure

- AP 140 – Use of Information and Communication Technology
- AP 141 – Portable Technology Security

- AP 145 – Use of Personal Communication Devices (PCDs)
- AP 146 – Social Media
 - AP 146 Appendix: Social Media Guidelines
- AP 147 – Commercial Electronic Messages (Anti-Spam)

- AP 150 – Community Relations
- AP 151 – Media Relations
- AP 152 – Dispute Resolution
- AP 153 – Advertising and Distribution of Materials

- AP 155 – Event Protocol
- AP 156 – Visit Protocol
- AP 157 – Flag Protocol

AP 158 – Visual Identity

AP 160 – Health and Safety

AP 161 – Communicable Diseases

AP 161 Appendix A: Communicable Diseases Precautions

AP 161 Appendix B: List of Communicable Diseases

AP 162 – Tobacco and Smoke-Free Environments

AP 163 – Alcohol and Drugs

AP 165 – Emergency Preparedness

AP 165 Appendix A: Emergency Preparedness and Response Plan
(Bel Aire Campus) Note: Locate in Filr and Board Drive (not posted)

AP 165 Appendix B: Emergency Preparedness and Response Plan
(Lakeview Campus) Note: Locate in Filr and Board Drive (not posted)

AP 166 – Pandemic Response

AP 166 Appendix A: School Action Steps for Pandemic Influenza

AP 166 Appendix B: Pandemic Influenza Background Information

AP 170 – Harassment

AP 171 – Workplace Violence

AP 180 – Freedom of Information and Protection of Privacy

AP 180 Appendix: Collection of Personal Information Notice

AP 181 – Video Monitoring Devices

AP 185 – Records Retention and Disposition

AP 190 – Use of Copyrighted Materials

AP 190 Appendix: Fair Dealing Guidelines

AP 191 – Electronic Copyright

200 – Instructional Programs & Materials

AP 200 – Organization for Instruction

AP 205 – Controversial Issues

AP 205 Appendix A: Controversial Issues

AP 206 – Controversy and Learning Resources

AP 207 – Human Sexuality Education

AP 208 – Religious Education

AP 211 – English as a Second Language

AP 212 – French as a Second Language

AP 214 – Inclusive Education

AP 219 – Daily Physical Activity

AP 221 – Locally Developed/Acquired and Authorized Junior High Courses

AP 260 – Field Trips

AP 260 Appendix A: Field Study Checklist (For Teachers)

AP 260 Appendix B: Field Study Off Site Emergency Action Plan

AP 260 Appendix C: Field Study Event Budget Form

AP 280 – Program Evaluations

AP 290 – Research Studies

300 – Students

AP 300 – Admission of Students

AP 310 – Supervision of Students

AP 311 – Lunchroom Supervision

AP 315 – Illness/Injury at School

AP 315 Appendix A: Student/Teacher Accident/Incident Report

AP 316 – Administration of Medication to Students

AP 317 – Anaphylaxis

AP 318 – Pediculosis (Lice)

AP 318 Appendix: Head Lice Facts and Treatment

AP 320 – Student Records

AP 322 – Legal Custody of Children

AP 325 – Child Abuse

AP 330 – Student Attendance

AP 340 – Specialized Services for Students: Regional Collaborative Service Delivery

AP 340 Appendix: Calgary Girls' School Continuum of Support

AP 350 – Student Conduct

AP 351 – School Uniforms

AP 355 – Student Discipline

AP 356 – Student Organizations & Activities to Support a Safe & Caring Environment

AP 360 – Student Evaluation

AP 370 – Student Awards and Scholarships

AP 375 – Grade Nine Farewell: Graduation Exercises

AP 390 – Student Appeals

400 – Personnel and Employee Relations

AP 400 – Staff Employment

AP 400 Appendix: Nepotism

AP 401 – Personnel Records

AP 402 – Employee Compensation

AP 402 Appendix: Merit Pay Program

AP 403 – Whistleblower Protection

AP 404 – Working Alone

AP 405 – Occupational Health and Safety

AP 405 Appendix: Incident Investigation Report

AP 407 – Compassionate Leave

AP 408 – Personal and Political Leaves of Absence

AP 409 – Parental Leave

AP 415 – Staff Recognition

AP 416 – Employee Resignations

AP 421 – Teacher Growth, Supervision and Evaluation

AP 421 Appendix A: Teacher Growth, Supervision and Evaluation Process

AP 421 Appendix B: Model for Teacher Growth, Supervision and Evaluation (under review)

AP 422 – Professional Development

AP 422 Appendix: Professional Growth Plans

AP 430 – Role of the Principal

AP 430 Appendix A: Principal Quality Practice and Leadership Dimensions

AP 430 Appendix B: Principal Quality Practice Model

AP 432 – Administrator Growth, Supervision and Evaluation

AP 440 – Role of the Director of Technology

AP 454 – Role of the Secretary-Treasurer

AP 460 – Substitute Teachers

AP 470 – Leave for Jury/Witness Duty

AP 490 – Volunteers

AP 490 Appendix A: Procedures for Volunteering in School/Off Campus Activities

500 – Business Administration

AP 500 – Annual Calgary Girls' School Budget

AP 502 – Use of Surplus Funds

AP 503 – Investment

AP 505 – School Fees

AP 505 Appendix: Fee Information

AP 506 – Fee Subsidy

AP 506 Appendix: Fee Subsidy Request Form

AP 507 Student One-to-One Technology Program

AP 507 Appendix A: Technology and Fees by Grade

AP 507 Appendix B: Summer Use Agreement

AP 507 Appendix C: Technology Use Agreement

AP 510 – Financial Management and Accounting Systems

AP 511 – Audit

AP 513 – Expense Reimbursement

AP 513 Appendix: Expense Reimbursement Claim Form (new)

AP 515 – Purchasing

AP 515 Appendix A: Purchasing Card

AP 515 Appendix B: Reimbursement Form

AP 517 – Third Party Agreements

AP 518 – Inventory

AP 519 – Disposal of Surplus School Property

AP 520 – Fundraising Activities

AP 521 – Fundraising for Good Works Projects

AP 526 – Charitable Donations

AP 530 – Insurance Management

AP 540 – Managing School Growth

AP 541 – Naming of Facilities

AP 542 – Buildings and Grounds Maintenance

AP 543 – Buildings and Grounds Security

AP 544 – Hazardous Chemical Management

AP 545 – Environmental Considerations

AP 547 – Use of School Facilities

AP 547 Appendix: Facility Use Agreement Form

AP 550 – Student Transportation Services

AP 550 Appendix A: Transportation Subsidy Application

AP 550 Appendix B: FAQ