



# **River East School Division No. 9**

## **Policy Manual**

## **TABLE OF CONTENTS**

Introduction

Titles and Terms

1. Philosophy, General Aims and Objectives
2. School Division Organization
3. School Board Operation By-Law
4. School Board Operation Policy
5. Responsibilities of Central Administration
6. Educational Services and Facilities
7. School Organization and Administration
8. Instructional Programs
9. Transportation
10. Facility Expansion
11. Personnel
12. Students
13. Public Relations

Regulations

## **1.0            PHILOSOPHY, GENERAL AIMS AND OBJECTIVES**

1.1    Basic Philosophy

1.2    Aims

1.3    Objectives of the Developmental Areas

- a)     Communication
- b)     Personal and Social Development
- c)     Creativity
- d)     Systematic Thinking
- e)     Skill Development
- f)     Knowledge and Understanding

1.4    Implications For Schools

## **BASIC PHILOSOPHY**

The Division accepts the general aim of education as enunciated by Manitoba Education and Training, that is:

the development of broad literacy, and  
the promotion of democratic citizenship.

Our educational system must be centered on the human needs of the students that it is designed to serve. Through the educational process that we provide, each child should be enabled to realize self-respect, self-fulfillment and his/her relevance in a dynamic society. This central theme provides a frame of reference for the development of educational objectives, curriculum content, methods of instruction, administrative procedures and evaluation programs.

Our basic aim is to develop educational programs within these general guidelines.

## AIMS

More specifically the following developmental areas constitute the main threads of elementary and secondary education. The educational program of any school must be centered upon and dedicated to maximum development of the following areas.

- |     |  |   |  |
|-----|--|---|--|
| (a) | <u>Communication</u>                   | - | concerned with the interchange of thought and feelings, particularly through language.   |
| (b) | <u>Personal and Social Development</u> | - | concerned with the individual's sense of personal worth, physical and mental development moral standards and adequacy as a contributing member of society. |
| (c) | <u>Creativity</u>                      | - | concerned with the encouragement of inventiveness and imagination.   |
| (d) | <u>Systematic Thinking</u>             | - | used in the broadest sense and concerned with problem solving, decision making and attitudes of inquiry.   |
| (e) | <u>Skill Development</u>               | - | concerned with the development and strengthening of the tools of learning.   |
| (f) | <u>Knowledge and Understanding</u>     | - | concerned with promoting the development of knowledge and understanding.   |

NOTE:           The above six areas are not listed in order of priority.

## **OBJECTIVES OF THE DEVELOPMENTAL AREAS**

### **COMMUNICATION**

Communication is a basic human activity for the sharing of information, ideas and feelings. Communication is a dynamic process that includes the following:

1. gestures and signals.
2. pictures and symbols.
3. written language.
4. verbal language.

The following objectives should be achieved by keeping in mind the kinds of communication as mentioned above:

1. to develop a confidence in the individual that he may have something to communicate.
2. to develop the skills of communication through language (writing, reading, speaking and listening).
3. to develop the ability to gain satisfaction through communication of thoughts, ideas and feelings.

October 1, 1990

## **OBJECTIVES OF THE DEVELOPMENTAL AREAS**

### **PERSONAL AND SOCIAL DEVELOPMENT**

In order to develop an individual's sense of personal worth the School Division shall provide opportunities for positive growth in a non-threatening learning environment through:

1. the development of a realistic self concept
2. the acquisition of an acceptance of self and others
3. positive inter-personal relationships

Personal and social development will be enhanced by providing learning experiences appropriate to the student at each stage of his/her development and including systematic progress in developing skills and concepts essential both for effective living and for making a living.

The schools in the Division shall be responsible for providing learning experiences for students which will create an awareness and understanding of society's norms, values and expectations in relation to the community in which students live.

The school, through its organization, example and curriculum, must provide opportunities for the student to evaluate and to implement his/her behavior so that he/she may be a contributing member of our society.

October 1, 1990

## **OBJECTIVES OF THE DEVELOPMENTAL AREAS**

### **CREATIVITY**

Concerned with the encouragement of inventiveness and imagination:

1. to develop the attitude that basic knowledge, skills and understanding are necessary for the process of creative development.
2. to develop learning situations that call for independent thinking, self-initiated projects and experimentation.
3. to develop situations where students can sense problems or missing information, make hypotheses about these deficiencies, test the hypotheses, arrive at acceptable solutions and communicate the results.
4. to provide situations where students may develop an appreciation of the aesthetic qualities of our culture.
5. to encourage students to demonstrate their creative talents.
6. to establish a creative climate in all appropriate learning situations.
7. to identify creative talent. (some indicators being: curiosity, originality, divergent thinking, perception of relationships and flexibility).

October 1, 1990



## **OBJECTIVES OF THE DEVELOPMENTAL AREAS**

### **SYSTEMATIC THINKING**

The objective of systematic thinking is to develop the following process:

1. to perceive the problem.
2. to focus relevant information on the problem.
3. to organize, analyze and interpret this information.
4. to formulate possible solutions to the problem, recognizing that some may be unsatisfactory.
5. to recognize the consequences of each solution.
6. to draw conclusions.
7. to generalize from this entire experience so that the student can apply his/her learning to a new situation.

October 1, 1990

## **OBJECTIVES OF THE DEVELOPMENTAL AREAS**

### **SKILL DEVELOPMENT**

Concerned with the development and strengthening of the tools of learning:

1. to develop reading skills.
2. to develop computational skills.
3. to develop the ability to use reference materials.
4. to develop the ability to think logically and to solve problems.
5. to develop fuller use of the senses, e.g. listening and observing.

October 1, 1990

## KNOWLEDGE AND UNDERSTANDING

Knowledge is fundamental to learning and to understanding one's environment. The following three areas should be emphasized:

1. Formal Knowledge

This includes areas and concepts as commonly expressed through the various areas of study including the natural sciences, mathematics, social sciences, literature and the fine arts.

2. Practical Knowledge

Application of knowledge should be addressed as students acquire knowledge.

3. Life Skills Knowledge

Which prepares people for life should be included in the curriculum.

October 1, 1990

## IMPLICATIONS FOR SCHOOLS

Our objectives are the promotion of student development in these six areas. It must be emphasized:

1. that students should be encouraged to progress at a rate commensurate with their aptitude and abilities and should be evaluated in comparison with themselves and by comparison to others.
2. that attention to the six developmental areas must inevitably serve to place the subject disciplines in a new perspective. This is not to say that these disciplines will become any less important, but rather that they will constitute the vehicles rather than the primary purpose of education and be recognized as such.
3. that, by implication, the traditional disciplines will need to be measured against their capacity to contribute to the developmental areas and the vigorous growth of the total curriculum.
4. that the six developmental areas do not simply represent slots into which specific subject matter courses can be easily fitted, but rather the essential purpose of all the experiences that the school offers.
5. that individual schools have the responsibility to develop programs to fulfill these objectives.

## **2.0**

## **SCHOOL DIVISION ORGANIZATION**

- 2.1 School Division and Board Legal Status
- 2.2 Trustee Representation by Ward: By-Law 7/72
- 2.3 Division Map of Ward Boundaries
- 2.4 Division Map of School Locations
- 2.5 Organizational Plan of Division
- 2.6 School Boundaries

## SCHOOL DIVISION AND BOARD LEGAL STATUS

- (a) River East School Division No. 9 came into existence on the 1st day of April, 1959, by Order of the Minister of Education with regard to secondary schools.

The following is the Order of the Minister:

WHEREAS subsection (1) of section 435 of the Public Schools Act provides as follows:

"435 (1) Notwithstanding any other provision of this act, but subject as in this Part provided, the minister may, by his written order, establish school divisions."

AND WHEREAS subsection (1) of section 436 of the Public School Act provides as follows:

"436 (1) Subject as in this Part otherwise provided, the minister shall not establish a school division unless a majority of the resident electors in the proposed division who vote on the proposal establish the division vote in favour thereof."

AND WHEREAS subsection (1) of section 442 of the Public Schools Act provides as follows:

"442 (1) Where the result of the vote is favourable to the establishment of the proposed division, the minister, by his written order, may establish the division in accordance with the proposal."

AND WHEREAS a majority of the resident electors who voted on a proposal to establish the River East School Division No. 9 have voted in favor thereof;

AND WHEREAS it is deemed desirable and in the public interest to establish the division in accordance with the proposal;

THEREFORE, under the virtue of authority vested in me by subsection (1) of section 442 of the Public Schools Act, I do hereby order:

1. THAT a school division be established on the 1st day of April, 1959, to be styled and known as the River East School Division No. 9 comprising all the lands that may from time to time be included in the school districts named in section 2 hereof.
2. THAT the division be divided into 4 wards which shall be comprised of the lands in the school districts as set out in the following table:

### TABLE

Ward 1 The School District of East Kildonan No. 14  
 Ward 2 The School District of North Kildonan No. 2116  
 Ward 3 The School District of McIvor No. 2323  
 Ward 4 The Municipal School District of East St. Paul No. 2322  
 and the School District of Donald No. 1094

3. THAT the number of trustees in the said division to be elected from each of the said wards be as follows:

Ward 1 - 5 trustees;      Ward 2 - 2 trustees;  
 Ward 3 - 1 trustee;      Ward 4 - 1 trustee.

Dated this 28th day of February 1959.

\_\_\_\_\_  
 Minister of Education

## 2.1 (b)

- (b) River East School Division No. 9, by Order of the Minister of Education, came to include all public schools in the Division on the 1st day of April, 1967.

The following is the Order of the Minister:

The River East School Division No. 9, a School Division within the meaning of section 443 of the Public Schools Act.

WHEREAS subsection (2) (a) of section 444C of the Public Schools Act provides as follows:

"442C" (2) The minister may (a) in his discretion; or (b) on the written petition of at least twenty per centum of the resident electors of a division, cause a referendum of the resident electors in that school division to be held to determine whether that school division should be established as a division within the meaning of section 443."

AND WHEREAS subsection (3) of section 444C of the Public Schools Act provides as follows:

"444C" (3) Where, under this section, a referendum is approved by the vote of a majority of the resident electors voting thereon, the minister shall, by his written order, declare the school division to be a division within the meaning of section 443; and thereupon all the affairs of the school districts in that school division shall be managed by the board of that school division."

AND WHEREAS subsection (5) of section 444C of the Public Schools Act as amended provides as follows:

"444C" (5) Where the minister, by his order under this section, establishes a division within the meaning of section 443, the order shall:

- (a) state the date on which the division is to be established;
- (b) set the date for the election of a new board of trustees for the division and make such provisions for the holding of the election not inconsistent with the provisions of this Act and the regulations made under this section, as the minister may think necessary;
- (c) set the date when the new board of trustees shall take office;

AND WHEREAS a majority of the resident electors who voted on a proposal to establish the River East School Division No. 9 as a division within the meaning of section 443 of the Public Schools Act have voted in favor thereof;

AND WHEREAS it is deemed desirable and in the public interest to establish the division in accordance with the proposal;

THEREFORE, under and by virtue of the authority vested in me by subsections (3) and (5) of section 444C of the Public Schools Act, I do hereby order:

1. That the River East School Division No. 9 be declared a school division within the meaning of section 443 of the Public Schools Act as of the first day of April, 1967;
2. That the election of the new board of trustees be held on the thirty-first day of March, 1967;
3. That the new board of trustees take office on the first day of April, 1967.

Dated this 11th day of March, 1967.

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**2.2 (a)**

**TRUSTEE REPRESENTATION BY WARD: BY-LAW 7/72**

**WHEREAS** the area of the Division is divided into four Wards as set out in the Establishment Order of the Minister of Education, dated February 28th, 1959, and the Wards are represented by 9 trustees as follows: Ward 1 - 5 trustees; Ward 2 - 2 trustees, Ward 3 - 1 trustee, and Ward 4 - 1 trustee;

**AND WHEREAS** it is deemed necessary to adjust the boundaries of the present Wards and to revise the number of trustees representing each Ward in order to provide representation on a more equal basis;

**AND WHEREAS** the Board may by-law under Section 463 (1) of The Public Schools Act alter the boundaries of the Wards of the Division and increase or decrease the number of trustees in any Ward of the Division.

**NOW THEREFORE BE IT ENACTED** as and for a by-law of River East School Division No. 9, subject to the approval of the Minister in accordance with Section 463 (2) of The Public Schools Act as follows:

1. That the area of the Division be divided into 4 Wards and each Ward shall comprise the areas more specifically described in Schedule A attached hereto.
2. That Ward 1 shall be represented by 3 trustees, Ward 2 shall be represented by 2 trustees, Ward 3 shall be represented by 3 trustees, and Ward 4 shall be represented by 1 trustee.
3. That the effective date of this by-law shall be January 1, 1973.

**DONE AND PASSED** as and for a by-law of River East School Division No. 9 at a meeting of the Board of Trustees held the 20th day of December, 1972.

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Chairman

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Secretary



**- 2 -**

Definition: The Unicity Wards of Miles Macdonell, Leighton, Kilnorth, and Springfield Heights referred to herein shall mean the areas comprising the Unicity Wards of Miles Macdonell, Leighton, Kilnorth, and Springfield Heights as of January 1st, 1973, and as established under the City of Winnipeg Act.

The area of the Division of River East School Division No. 9 shall be divided into 4 Wards comprising the following areas:

Ward 1 shall be comprised of all that area included in the Unicity Wards of Miles Macdonell and Leighton.

Ward 2 shall be comprised of all that area included in the Unicity Ward of Springfield Heights and which lies to the South of the centre line of Springfield Road as contained therein.

Ward 3 shall be comprised of all that area included in the Unicity Ward of Kilnorth; and secondly, all that area lies to the North of the centre line of Springfield Road as contained therein.

Ward 4 shall be comprised of all that area included in the existing Ward 4 of the Division and which under the Establishment Order of February 28th, 1959, included the Municipal School District of East St. Paul No. 2322 and the School District of Donald No. 1094.

# Division Map of Ward Boundaries

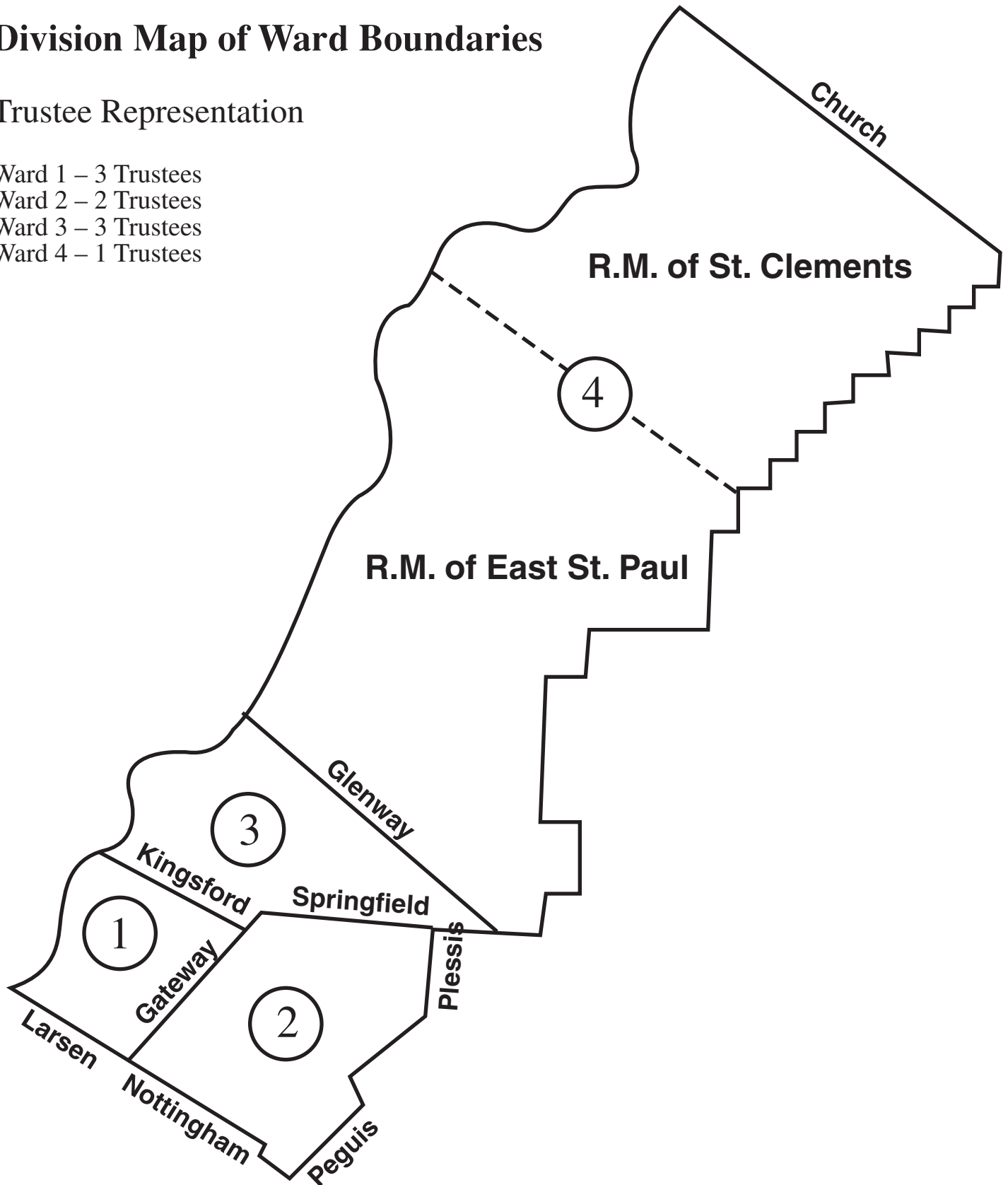
## Trustee Representation

Ward 1 – 3 Trustees

Ward 2 – 2 Trustees

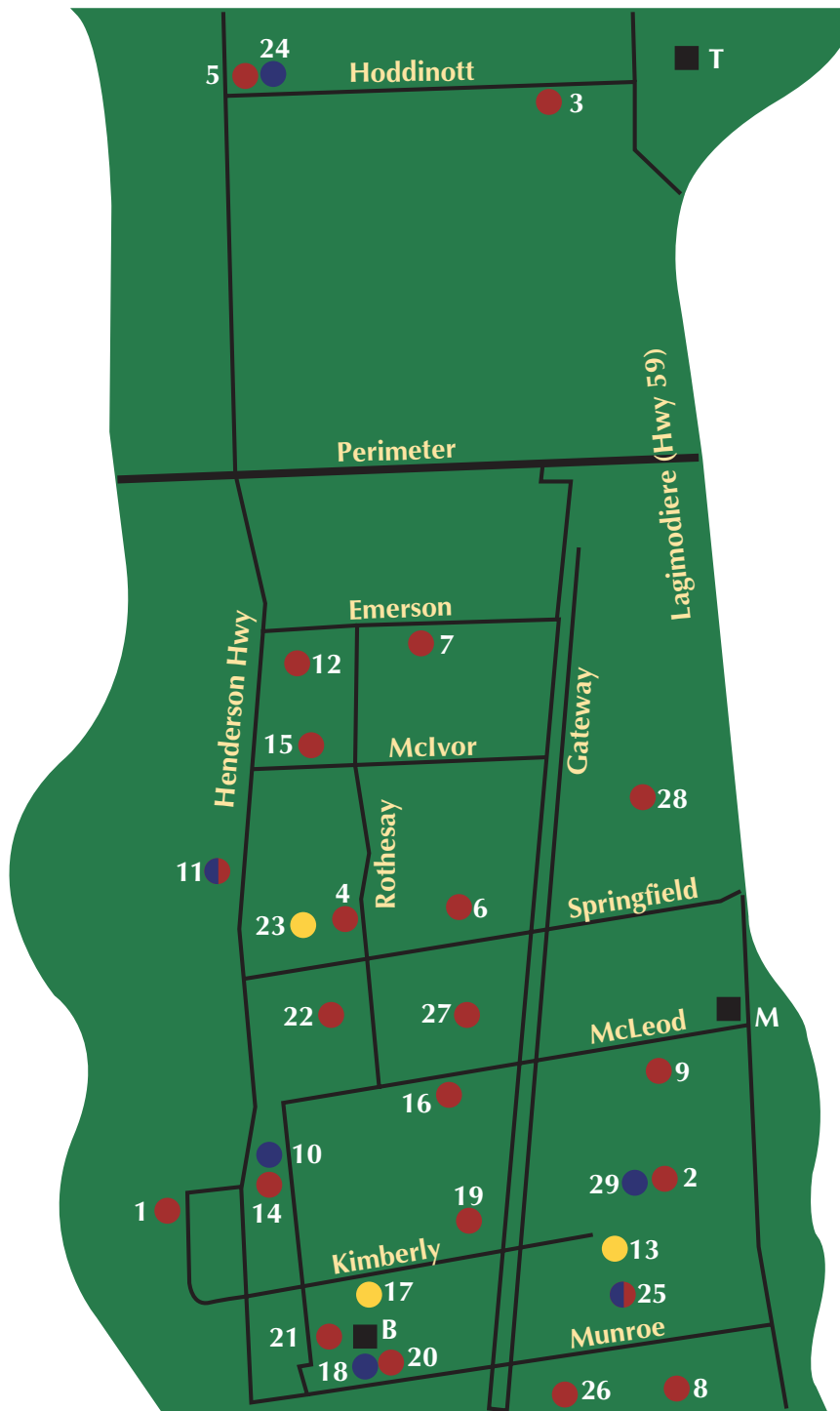
Ward 3 – 3 Trustees

Ward 4 – 1 Trustee



# Division Map of School Locations

2.4



## SCHOOLS

- 1 Angus McKay
- 2 B. E. Glavin
- 3 Bird's Hill
- 4 Chief Peguis
- 5 Dr. Hamilton
- 6 Donwood
- 7 Emerson
- 8 Hampstead
- 9 John de Graff
- 10 John Henderson
- 11 John Pritchard
- 12 John G. Stewart
- 13 Kildonan East
- 14 Lord Wolseley
- 15 Maple Leaf
- 16 Continuing Education
- 17 Miles Macdonell
- 18 Munroe
- 19 Neil Campbell
- 20 Polson
- 21 Prince Edward
- 22 Princess Margaret
- 23 River East
- 24 Robert Andrews
- 25 Salisbury Morse Place
- 26 Sherwood
- 27 Springfield Heights
- 28 Sun Valley
- 29 Valley Gardens
- T Transportation Dept.
- M Maintenance Dept.
- B Board Office

● Elementary ● Jr. High ● Elementary/Jr. High ● Sr. High

## **ORGANIZATIONAL PLAN OF DIVISION**

The administrative organization of the Division shall be comprised of four principle areas of operation, respectively directed by the Assistant Superintendent Curriculum, the Assistant Superintendent Human Resources, the Assistant Superintendent Student Services and the Secretary-Treasurer/Business Administrator, and headed by the Superintendent as Chief Executive Officer under the direction of the Board of Trustees.

Revised November 1, 1984

**2.5 (b)**

## **ORGANIZATIONAL CHART**

## **SCHOOL BOUNDARIES**

The Division shall have an attendance area defined for each school. However, the school division shall have an "open boundary" policy which is subject to the conditions as set forth in Section. 7.1.

## **3.0 SCHOOL BOARD OPERATION BY-LAW**

- 3.1 Interpretation
- 3.2 Observation of the Operational By-Law
- 3.3 Duties of the Chairperson of the Board
- 3.4 Voting Right of Chairperson
- 3.5 Duties of the Vice-Chairperson
- 3.6 Inaugural Meeting of Board
- 3.7 Time and Place of Board Meetings
- 3.8 Special Meetings of the Board
- 3.9 Emergency Meetings of the Board
- 3.10 Establishing Committees
- 3.11 Order of Proceedings of the Board
- 3.12 Rules of Debate in Board Meetings
- 3.13 Points of Order in Board Meetings
- 3.14 Conduct of Members of the Board
- 3.15 Agenda of Board Meetings
- 3.16 Reading of By-Laws and Proceedings Thereon
- 3.17 Petitions and Communications
- 3.18 Hearing of Delegations
- 3.19 Variation in Rule of Procedure from the Operational By-Law
- 3.20 Point of Order Not Covered by the Operational By-Law
- 3.21 Standing Committees of the Board
- 3.22 Finance and Business Administration Committee
- 3.23 Education and Policy
- 3.24 Building, Property and Transportation Committee
- 3.25 Negotiations
- 3.26 Special Committees
- 3.27 Sub Committees
- 3.28 Committee of the Whole
- 3.29 Personnel Public Relations & Safety Committee

## **SCHOOL BOARD OPERATION BY-LAW**

Being a By-Law to regulate the proceedings of the Board and the duties of the Committees and Officials thereof.

### **INTERPRETATION**

In this By-Law

- (a) "Act" means the Public Schools Act of the Province of Manitoba and amendments thereto.
- (b) "Board" or "Board of Trustees" means the Board of Trustees of the River East School Division No. 9.
- (c) "Chairperson" means the Chairperson of the Board of Trustees.
- (d) "Committee Chairperson" means the Chairperson of a Standing or Special Committee of the Board.
- (e) "Committee of the Whole" means all the members present at a duly called and assembled meeting sitting as a Committee.
- (f) "Member" means any trustee of the Board of Trustees.
- (g) "Policy Manual" means the policy manual of the River East School Division No. 9 and amendments thereto.
- (h) "Roll Call Vote" means the recording of the name and vote of every member voting on any matter or question.
- (i) "Secretary" means the Secretary-Treasurer of the Board.
- (j) "Superintendent" means the Superintendent of Education and Chief Executive Officer.
- (k) Where a two-thirds vote of the whole Board is referred to herein, the expression refers to six members.



## **OBSERVATION OF THE SCHOOL BOARD OPERATION BY-LAW**

The rules and regulations contained in this By-Law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business by the Board and in the Committees thereof.

## **DUTIES OF THE CHAIRPERSON OF THE BOARD**

In addition to the duties required to be performed by a Chairperson under the provisions of the Public Schools Act, the Chairperson of the Board shall call all regular and special meetings of the Board and preside at all Board Meetings at which he/she is present; and in this duty he/she shall act with impartiality and tact and shall preserve order and decorum at all times. Without in any way restricting the generality of the foregoing the Chairperson:

- (a) Shall call all regular and special meetings and shall preside at all meetings which it is possible for him/her to attend.
- (b) Shall call the meetings to order promptly at the prescribed time or as soon as a quorum is present and shall welcome thereto any delegations or guests present and be the spokesperson of the Board in dealing with delegations, but shall not communicate to the delegation any commitments of the Board on the matter at hand as no decision shall be reached in the presence of the delegation.
- (c) Shall preserve order and decorum at all times, acting with impartiality in all matters.
- (d) Shall, without departing from the agenda, suggest items of business and shall guide the discussions to a speedy but careful conclusion.
- (e) Shall rule on who shall have the floor to speak.
- (f) Shall see that all motions are duly moved and seconded before allowing discussion.
- (g) Shall state the question after due discussion, shall call for a vote and shall announce clearly the result of such vote.
- (h) Shall not take part in discussion from the Chair on any motion.
- (i) Shall call upon the Vice-Chairperson or, if he/she is not present, the senior member of the remaining members to take the Chair, if he/she wishes to join in discussion on any motion or to make a motion or amendment.
- (j) Shall resume the Chair upon completion of his statement on the matter and, in due course, call for the question.
- (k) Shall be guided by Roberts Rules of Order in the conduct of meetings and the acceptance of motions, amendments, sub-amendments, etc., and on the manner of voting thereon.
- (l) Shall act as the representative of the Board at all public functions he/she is called upon to attend in his capacity as Chairperson.
- (m) Shall make no statement, announcement, commitment, press or publicity release on behalf of the Board dealing with Board policies, actions or plans unless approved by the Board.
- (n) Shall be an ex-officio member of all standing and special committees.

## **VOTING RIGHT OF CHAIRPERSON**

The Chairperson, being a duly elected member of the Board, shall have the unrestricted right to vote on all matters before the Board. In the event of an even number of votes, the vote is lost and the Chairperson, having voted, cannot as Chairperson, break the tie.

## DUTIES OF THE VICE-CHAIRPERSON

The Vice-Chairperson of the Board shall act as Chairperson of the Board in the absence of the Chairperson. He/she shall become the Acting Chairperson of the Board upon the demise or resignation of the Chairperson until a duly called meeting of the Board can choose a Chairperson. Upon assuming the Chair he/she shall assume all the powers and responsibilities of the Chairperson for as long as he/she is in the Chair. Without in any way restricting the generality of the foregoing, the Vice-Chairperson of the Board:

- (a) Shall assume the Chair and all the duties and responsibilities thereof upon the absence, demise or resignation of the Chairperson or when called upon to do so by the Chairperson of the Board.
- (b) Shall act as a representative of the Board at all public functions he/she is called upon to attend in his capacity as Vice-Chairperson or Acting Chairperson.
- (c) Shall make no statement, announcement, press or publicity actions, or plans unless approved by the Board.

## INAUGURAL MEETING OF BOARD

- (a) The inaugural meeting of the Board in each year shall be held in accordance with the pertinent section or sections of the Public Schools Act. (Section 29 (2))
- (b) At the first meeting of a school board, in November of each year, the trustees present shall elect from among themselves a chairperson and vice-chairperson for the next ensuing year and the secretary-treasurer of the school board shall preside at the election, or, if there is no secretary-treasurer present, the trustees present shall select one of themselves to preside at the election and the member selected to preside may vote on the election.
- (c) Upon the election of a chairperson and vice-chairperson, the chairperson shall immediately assume the Chair and shall call for the election of committee chairpersons and committee membership, as is agreed upon by the Board, as being required for the conduct of the business of the Board.

Revised April 24, 1991  
Revised November 27, 1991

## **TIME AND PLACE OF BOARD MEETINGS**

All regular meetings of the Board shall be held on the second and fourth Wednesdays of each month at 7:00 p.m., unless otherwise ordered by resolution of the Board or unless such a day shall be a public or civic holiday, then the Board shall meet at the same hour the next following day which is not a public or civic holiday unless otherwise provided by special resolution of the Board. All meetings shall be held in the Board Room known as the Allen Rouse Room at 589 Roch Street in the City of Winnipeg provided that, in the case of an emergency, a meeting may be held in some other place either within or without the confines of the River East School Division No. 9, to be designated by the Chairperson of the Board, in which case reasonable notice of the place of meeting shall be given to every member of the Board in the same manner as is the case with special meetings.

Revised April 24, 1991

## **SPECIAL MEETINGS OF THE BOARD**

- (a) Special meetings of the School Board shall be held on the call of the Chairperson or on written request of three members thereof, and shall be addressed to the Chairperson or Secretary-Treasurer.
- (b) The written or printed notice of every Special Meeting shall state all business to be transacted or considered and no other business shall be considered unless all the members of the School Board are present and agree.
- (c) At least twenty-four hours notice of every special meeting shall be given to each member of the School Board at the place designated by him or her for the receipt of notice.
- (d) Before proceeding to business of a Special Meeting, the Secretary-Treasurer shall declare that the notice of the meeting has been issued to all members of the Board in conformity with this By-Law.

## **EMERGENCY MEETINGS OF THE BOARD**

- (a) Emergency meetings of the Board may be called at any time by the Chairperson after giving such notice as the Chairperson deems reasonable under the circumstances:
  - 1. during the existence of a state of emergency proclaimed pursuant to the provisions of any Federal or Provincial Acts.
  - 2. whenever in the opinion of the Chairperson an emergency exists.
- (b) An emergency meeting need not be held at the ordinary place of meeting of the School Board.
- (c) At an emergency meeting only such business shall be transacted as arises out of or is incidental to the emergency.



## **ESTABLISHING COMMITTEES**

- (a) The Board may establish committees composed of one or more members of the Board, or may delegate to, and charge on, any such committees such powers and duties respecting the examination of any question, the management of any business of the Board, or the execution of specified duties as are not inconsistent with the Act, and as the Board may deem necessary or advisable for the efficient government of the School Division.
  
- (b) The Board may, when appointing any Standing Committee, appoint a substitute to act in the place or stead of any regular member of such Committee, in case such regular member may be ill or absent from the School Division.

## ORDER OF PROCEEDINGS OF THE BOARD

- (a) As soon after the hour fixed for a meeting of the Board as a quorum is present, the Chairperson shall take the Chair and call the members to order.
- (b) A quorum of the members shall be five in number.
- (c) In case the Chairperson is not in attendance, the Vice-Chairperson if present will take the Chair. If he/she also is not present, the Secretary of the Board shall call the meeting to order and the Board shall elect a presiding officer to preside over that meeting and while so acting the Vice-Chairperson or presiding officer shall have all the powers and discharge all the duties of the Chairperson.
- (d) If no quorum is present one-half hour after the time appointed for a meeting of the Board, the Secretary of the Board shall call the roll and record the names of the members present and the meeting shall stand adjourned until a quorum is available.
- (e) When a meeting of the Board is duly constituted the minutes of the preceding meeting shall be adopted as distributed or read by the Secretary of the Board.

Revised April 24, 1991

## **RULES OF DEBATE IN BOARD MEETINGS**

- (a) Every member previous to speaking to any question or motion shall address the Chairperson.
- (b) When two or more members indicate they wish to speak, the Chairperson shall designate the member who has the floor who shall be the member who, in the opinion of the Chairperson, first so indicated.
- (c) Every member of the Board present when a question is put, shall vote thereon, unless the majority of the Board then present excuse him/her or he/she is prohibited from so doing by the Act.
- (d) If any member at a meeting of the Board when a question is put and a roll call vote taken does not vote he/she shall be deemed as voting in the negative except when excused.
- (e) Upon taking of any vote, if all members present when the vote is taken vote unanimously, the Secretary of the Board shall record the vote accordingly.
- (f) Before or immediately after a vote is taken any member may require that a roll call vote be taken and it shall be taken accordingly.
- (g) When a roll call vote is requested by a member, the Secretary of the School Board shall record the name and vote of every member voting on any matter or question.
- (h) When the Chairperson is putting a question, no member shall walk across or out of the room or make any noise or disturbance.
- (i) When a member is speaking no other member shall interrupt him/her, except to raise a point of order, nor shall the other member pass between him/her and the Chair.
- (j) Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- (k) No member shall speak more than once to the same question, without leave of the Board, except in explanation of a material part of a speech which may have been misinterpreted and in doing so he/she shall not introduce new matter.
- (l) A reply shall be allowed to be made by a member who has presented a motion to the Board but not by any member who has moved an amendment, the previous question (that the vote be now taken), or an instruction to a Committee.
- (m) No member without leave of the Board shall speak to the same question or in reply, for longer than a ten-minute period.
- (n) A member may ask a question only of a previous speaker and such question must be stated succinctly and relate to the speaker's remarks.

## **RULES OF DEBATE IN BOARD MEETINGS (Cont'd)**

- (o) The following matter may be introduced verbally without written notice and without leave:
  - 1. A matter of Privilege.
  - 2. Presentation of Petitions.
  - 3. A motion to suspend a rule of procedure or in compliance with a rule of procedure.
  - 4. A motion to adjourn.
  - 5. A motion for the previous question (that the vote be now taken)
  - 6. To introduce, consider or adopt reports.
  - 7. To introduce, consider or read By-Laws.
  - 8. A motion to refer.
- (p) In all unprovided cases in the proceedings of the Board or in the Committee of the Whole, the matter shall be decided by the Chairperson in accordance with the established usages of the Roberts Rules of Order.

## POINTS OF ORDER IN BOARD MEETINGS

The Chairperson shall preserve order and decide questions of order.

- (a) When the Chairperson is called upon to decide a point of order or practice he/she shall, before deciding, state the rule applicable to the case without comment.
- (b) The ruling of the Chairperson shall be final and subject only to an appeal to the School Board, without debate.

## CONDUCT OF MEMBERS OF THE BOARD

No member shall:

- (a) speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor General, or of the Lieutenant Governor or of any person administering the Executive Government of Canada or of any Province of Canada.
- (b) use offensive words in or against the Board, or against any member.
- (c) disobey the rules of the Board or a decision of the Chairperson or of the Board on any question or order or practice or upon the interpretation on the rules of the Board; and in case of member persists in any such disobedience after having been called to order by the Chairperson, the Chairperson shall forthwith put the question, with no amendment, adjournment or debate being allowed, "That such member be ordered to leave his/her seat for the duration of the meeting of the Board", but if the member apologizes he/she may, by vote of the Board, be permitted to retake his/her seat.
- (d) have the power to direct or interfere with the performance of any work for the Board; and the officer in charge shall be subject only to his/her superior officer (if any), and to the Board, or to any Committee (while acting in that capacity and not otherwise) to which the Board may in any case give authority in that behalf.

## AGENDA OF BOARD MEETINGS

- (a) No one shall present any matter to the Board for its consideration unless:
  - 1. The matter appears on the Agenda for that meeting of the Board or,
  - 2. Leave is granted to present the matter on the affirmative vote of not less than two-thirds of the members present, or
  - 3. It in accordance with the provisions of the Public Schools Act or can be considered to be new business brought under that item in the Agenda.
- (b) The general order of business at every regular meeting shall be as follows:
  - 1. Hearing of delegations.
  - 2. Adopting and Confirming Board Minutes.
  - 3. Business Arising out of Minutes.
  - 4. Reading of communications and petitions.
  - 5. Standing Committee Reports and action.
  - 6. Special Committee Reports and action.
  - 7. Unfinished Business.
  - 8. Introduction and consideration of By-Laws.
  - 9. Motions of which notice has been given.
  - 10. Notices of Motion.
  - 11. New Business, Announcements and Enquiries.
- (c) All communication and petitions shall be considered by the Board as a whole but communications may, at the discretion of the Administrative staff, be referred in advance to an appropriate Committee as information.
- (d) The business shall in all cases be taken up in the order in which it stands, unless otherwise determined upon by a vote of two-thirds of the members present, and without debate thereon.
- (e) Whenever a matter of privilege arises, that is to say, a matter relating solely to the honour or to the rights, prerogatives and privileges of the Board or of any individual member thereof, it shall be taken into consideration immediately.
- (f) A Notice of Motion handed to the Secretary of the Board in time to be read at a meeting of the Board shall be deemed to be given to the Board at such meeting, and the Secretary of the Board shall mail a copy thereof with the Board Minutes.
- (g) The mover or seconder of any motion may vote against it, and the Chairperson of a Committee having moved the adoption of the whole or part of a report of the Committee may also speak against it but in that event he/she shall not be permitted to close the debate.
- (h) A motion to refer a question to a Committee, to the Superintendent, the Secretary-Treasurer or an auditor, shall take precedence over all other motions except motions to adjourn, to adjourn the debate or continue in session, and if the motion to refer be without instructions, it shall not be debated or amended, but the mover may state in a few words why he/she is making the motion, and the mover of the original motion shall be given an opportunity to state his reasons in opposition to the deferment.

**AGENDA OF BOARD MEETINGS (Cont'd)**

(Page 2)

- (i) When a question is before the Board the mover and seconder thereof shall have an opportunity of speaking thereto before any other member is permitted to do so and before any motion mentioned in sections (m) and (s) is received.
- (j) A motion to adjourn the Board shall always be in order except:
  - 1. when a member has the floor.
  - 2. when the vote has been called.
- (k) A motion to adjourn the Board cannot be amended, and is not open to debate, but a motion to adjourn to a given day may be amended and is open to debate.
- (l) A sitting on a given day adjourned from a previous meeting shall be considered as forming a part of the same meeting.
- (m) All amendments shall be put in the reverse order in which they are moved, and every amendment be decided upon or withdrawn before the main question is put to vote. Only one amendment shall be allowed an amendment.
- (n) When the Act or the rules of the Board determine the majority which must be obtained for the adoption of a report, By-Law or motion the same majority shall be required to amend such report, By-Law or motion.
- (o) When the Chairperson has called for a vote of those in favour of a question, the question shall be deemed to have been put.
- (p) After any question is put by the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result is declared; and a decision of the Chairperson as to whether the question has been put shall be conclusive.
- (q) Whenever the Chairperson is of the opinion that a motion offered to the Board is contrary to the Act or to the rules and privileges of the Board, he/she shall apprise the members thereof before putting the question, and quote the rule or authority applicable to the case without argument or comment.
- (r) Members shall always take their seats when any vote is being taken.
- (s) No member shall rectify or change his/her vote except with the unanimous consent of the members present.
- (t) The School Board may resolve to go into Committee of the Whole by a majority vote of the members present and shall determine the member who shall take the chair.
- (u) The rules of the School Board shall be observed in Committee of the Whole, except those relating to yeas and nays and limiting the number of times a member may speak. No motion for the previous question or for an adjournment shall be received.



**AGENDA OF BOARD MEETINGS (Cont'd)**

(Page 3)

- (v) A member may at any time move that the Committee rise to report progress, or to obtain the ruling of the Chair, with leave to sit again. A motion to rise and report shall be decided without debate.
- (w) Questions of order arising in Committee of the Whole shall be decided by the Chairperson of the Committee, subject to an appeal by any member to the Chairperson of the School Board.

## READING OF BY-LAWS AND PROCEEDINGS THEREON

- (a) Every By-Law shall be introduced upon motion for leave specifying the title of the By-Law or upon motion to appoint a Committee to prepare and bring it in.
- (b) A By-Law shall not be introduced either in blank or in an imperfect shape. Provided that where by By-Law contains a provision that it shall come into force at a future date, such date may be left blank until the By-Law has received its second reading but that same shall be inserted on its third reading. The insertion of such date shall be regarded as an ordinary amendment and the motion for same is not required to be in writing or seconded.
- (c) The question "that this By-Law be now read a first time" shall be decided without amendment or debate.
- (d) Every By-Law shall have received three separate readings previous to its being passed.
- (e) The separate readings of any By-Law shall be given at different meetings unless by a vote of two-thirds of the Whole Board this rule be suspended.
- (f) On the first reading of a By-Law the title only shall be read, and on such first reading the By-Law shall not be discussed or amended.
- (g) When the second reading of a By-Law shall be moved, the principle of the By-Law may be discussed and it shall be lawful for the Board to reject, defer or amend the By-Law and a motion may be made to that effect.
- (h) On the second reading of the By-Law, the title only of such By-Law need be read, unless a member of the Board shall request it to be read clause by clause and on the second and third reading such By-Law may be amended.
- (i) On the third reading of a By-Law, the title only need be read.
- (j) In the case of a By-Law referred by the Board to a Committee of the Whole, all amendments made in such Committee shall be reported by the Chairperson of the Committee to the Board, which shall receive the same forthwith. After report, in case the By-Law has been amended in Committee of the Whole, the By-Law shall be open to debate and amendment before it is given a third reading.
- (k) Any By-Law for the appropriation of money brought in on the report of the Committee of the Whole, shall pass through all its stages without being again referred to the Committee of the Whole, unless upon motion in writing.
- (l) In proceedings in Committee of the Whole upon By-Laws every clause shall be considered in its proper order unless otherwise ordered.

**READING OF BY-LAWS AND PROCEEDINGS THEREON**

(Page 2)

- (m) When a By-Law is read in the Board, the Secretary shall certify the readings and the time thereon. If a By-Law as introduced be amended, an engrossment may be directed for signature and attestation as the By-Law of the Board. After By-Laws have passed, the Secretary shall be responsible for their correspondence.
- (n) All By-Laws adopted by the Board shall be printed, paged and bound up in a separate volume for the year in which they are passed and shall have a separate index.
- (o) Every By-Law shall be deemed to be passed when given its third reading and such By-Law shall thereupon be signed by the Chairperson or other presiding officer and the Secretary and sealed with the Seal of the Corporation, and shall be deposited by the Secretary for security in the vault connected with his/her office.

## PETITIONS AND COMMUNICATIONS

- (a) The Board shall be bound to receive any petition sent to it, and to have it read in Board whether presented by the Secretary or by a member of the Board or by any ratepayer or elector of the Division.
- (b) All written communications on any subject within the cognizance of any Standing Committee, shall on presentation be referred by the Chairperson to the proper Committee or to the Superintendent or the Secretary-Treasurer or any official without any motion; and no member shall speak upon nor shall any debate be allowed on the presentation of other communication to the Board; but any member may move that the communication be referred without instructions to a Special Committee or Standing Committee and if communication complains of some present personal grievance requiring an immediate remedy, the matter contained therein may be brought into discussion and be disposed of at that meeting.

## HEARING OF DELEGATIONS

- (a) A delegation wishing to address the Board shall submit a written request, stating the matter to be addressed, to the Secretary-Treasurer at least 48 hours before the time fixed for the Board to convene.
- (b) At the discretion of the Chairperson of the Board, the time requirement as set out in (a) may be waived in case of extreme urgency.
- (c) A delegation shall not be given permission to address the Board on any subject which is not within the jurisdiction of the Board.
- (d) Each delegation may be limited to a maximum of 15 minutes to make its presentation.
- (e) During and following the presentation, members of the Board or administration may ask questions of the delegation for clarification. The Board shall not communicate to the delegation any opinions, comments, or commitments on the matter at hand at the time of presentation. The Board shall receive the delegation's presentation and refer consideration of the matter to later in the meeting.

April 23, 1986

## **VARIATION IN RULE OF PROCEDURE FROM THE SCHOOL BOARD OPERATION BY-LAW**

- (a) Any rule contained in this By-Law may be suspended by a vote of two-thirds of the members present.
- (b) No rule of procedure shall be adopted by the Board, nor shall the provisions of this By-Law be added to, varied or repealed, without first having been considered by the Committee on Policy.
- (c) When any motion is introduced or put or when any motion or By-Law is passed or any other proceeding is taken by the Board contrary to any rule contained in this By-Law, any such rule shall be deemed to have been suspended by an affirmative vote of all the members of the Board present.

**POINT OF ORDER NOT COVERED BY THE SCHOOL BOARD  
OPERATION BY-LAW**

In the proceedings of the Board or in Committee when any point of order is raised which is not covered by these rules, the ruling of the Chairperson, subject to appeal to the Board or the Committee as the case may be, shall govern.

## STANDING COMMITTEES OF THE BOARD

- (a) The Standing Committees of the Board shall be:
  - 1. Finance and Business Administration.
  - 2. Education and Policy.
  - 3. Building, Property and Transportation.
  - 4. Negotiations.
  - 5. Personnel, Public Relations and Safety.
- (b) All members of the Standing Committees shall be elected by the Board at the Inaugural Meeting in each year. The Chairperson of each Committee shall also be elected by the Board at that time.
- (c) Each Committee shall appoint a Vice-Chairperson from among its members at its first meeting.
- (d) The place, day and hour of regular meetings of each Standing Committee shall be determined by the members thereof and reported to the Board.
- (e) Simple majority of members of a Committee shall form a quorum.
- (f) Special meetings of a Standing Committee may be called by the Committee Chairperson whenever he/she shall consider it necessary to do so, and it shall be his/her duty or, in the case of his/her illness or absence, it shall be the duty of the Vice-Chairperson or the Secretary-Treasurer to summon a special meeting of the Committee whenever requested in writing to do so by a majority of the members of the Committee.
- (g) A Special Committee may at any time be appointed by the Board by resolution specifying the business to be dealt with by said Committee.
- (h) The Board may appoint non-elected resident electors of the Division to its Committees.
- (i) The Committee Chairperson, or in his/her absence the Vice-Chairperson shall preside at every meeting and may vote on all questions submitted and in case of an equal division the Committee Chairperson shall not have an extra or casting vote and the question shall be deemed to have been decided in the negative.
- (j) In the absence of the Committee Chairperson at the time appointed, the Vice-Chairperson shall preside and he/she shall discharge the duties of the Committee Chairperson during the meeting or until the arrival of the Committee Chairperson. If there be no quorum present thirty minutes after the time appointed for the meeting, the same shall stand adjourned at the call of the Committee Chairperson.
- (k) The minutes of the transactions of every Committee shall be entered in the minute book together with all the other Board minutes, and at each meeting of a Committee the minutes of the preceding meeting shall be submitted for confirmation or amendment and after they have been received and approved by a majority of the members present, shall be signed by the Committee Chairperson.



## FINANCE AND BUSINESS ADMINISTRATION COMMITTEE

The Committee shall:

- (a) in co-operation with the Secretary-Treasurer, and the other Committees of the Board, prepare the annual budget.
- (b) approve all accounts for payment, as prepared by the Secretary-Treasurer.
- (c) make recommendations with respect to the appointment of such officers and staff as may be required by Statute or deemed expedient for the purposes of the Board, to fix their salaries and, subject to the regulations, prescribe their duties.
- (d) review and report on all recommendations emanating from standing and special committees of the Board having financial implications.
- (e) receive as deemed necessary after the adoption of the annual budget, a report on forms designed by the Secretary-Treasurer showing the financial position of the Division to date.
- (f) receive from administration the annual current estimates, to approve such estimates in whole or in part and to consolidate the budget with the requirements of the Board for the current year for submission to the Board.
- (g) cause no action to be taken on any matter by any official of the Board shall submit recommendations to the Board for approval.

November 28, 1979  
Revised April 24, 1991

## EDUCATION AND POLICY COMMITTEE

The Committee shall:

- (a) consider reports and proposals of an academic nature.
- (b) discuss and make recommendations regarding academic items in budgets.
- (c) review matters concerning school plant and equipment insofar as these relate to school programs.
- (d) review all special education matters having to do with handicapped and gifted students and make appropriate recommendations.
- (e) act as a representative group of the Board in dealing with educational matters before the Manitoba Education and Training and other public or private bodies corporate.
- (f) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board.
- (g) consider such other matters as may be referred to it by the Board and report thereon.
- (h) consider and report on all matters for which it may be necessary for the Board to seek legislation or amendments to existing legislation or the By-Laws.
- (i) review the Policy Manual of the Board on a continuing basis and recommend to the Board such changes as may be deemed advisable.

November 28, 1979  
Revised January 23, 1991

## **BUILDING, PROPERTY AND TRANSPORTATION COMMITTEE**

This Committee shall:

- (a) after receiving the advice of the Maintenance and Transportation Directors through the Secretary-Treasurer, submit to the Board a complete list of all interviewed applicants for any caretaking, maintenance or transportation position.
- (b) after consultation with the Maintenance and Transportation Directors through the Secretary-Treasurer, recommend to the Board the dismissal, suspension, demotion, retirement or placement of any member of the caretaking, maintenance and transportation personnel and when making such recommendation shall provide the Board with a complete report including full reasons for such recommendation.
- (c) be responsible, in co-operation with the Maintenance and Transportation Directors, at the policy level for all supplies and equipment required for the maintenance of all buildings sites and grounds owned and/or operated by the Division.
- (d) if requested to do so by the Board, make specific recommendations on maintenance and transportation staff salaries, working conditions, fringe benefits, etc., during negotiations and at such other times as may be deemed advisable.
- (e) serve as the Board's representatives on any joint use committee set up within any municipality in the Division under any Agreement for Joint Use.
- (f) be responsible for the planning and development of grounds and recreation facilities.
- (g) be responsible for the planning, development and fostering of a program of community use of school facilities.
- (h) be responsible for any recommendations as to policy for the after-school use of school grounds, facilities and buildings thereon, keeping in mind Board policy which gives precedence to the regular school program.
- (i) make recommendations to the Board for the safety of persons and property.
- (j) cause no action to be taken on any matter by any official of the Board, but shall submit recommendations to the Board for approval.
- (k) act as a representative group of the Board in dealing with schools or grounds development before the Manitoba Education and Training and other public or private bodies corporate.
- (l) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board.

## NEGOTIATIONS COMMITTEE

The Committee shall:

- (a) be comprised of the Committee Chairperson and three representative Trustees. The Committee shall be responsible for negotiations with the following groups of Division employees:
  - ( i) River East Teachers' Association
  - ( ii) CUPE Local 796 (Transportation)
  - (iii) CUPE Local 3745 (Maintenance)
  - (iv) CUPE Local 1367 (Clerks)
  - ( v) River East Paraprofessionals' Association
  - (vi) CUPE Local 3873 (Library Technicians)
- (b) deal with matters of negotiations with staff members and their representatives on such matters as salaries, working conditions, fringe benefits or any item covered or desired to be covered in an agreement.
- (c) rise and report to the Board the results of its deliberations upon completion of same.
- (d) cause no action to be taken on any matter by any official of the Board, but shall submit recommendations to the Board for approval.
- (e) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board.
- (f) negotiate salaries and working conditions with non-union personnel.

January 25, 1978  
Revised February 8, 1995

## SPECIAL COMMITTEES

These committees shall:

- (a) be appointed by the Board to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within to operate.
- (b) be appointed at any time deemed advisable by the Board.
- (c) consist of no less than two members one of whom shall be appointed as Chairperson.
- (d) meet as soon as possible after appointment and shall meet as often as required to expeditiously and wisely complete their work as laid out in their terms of reference.
- (e) cause a report of all matters dealt with in Committee to be made at the completion of their appointed task for presentation by the Committee Chairperson or his/her delegate to the earliest possible Board meeting.
- (f) cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Board for approval.
- (g) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board.
- (h) be automatically dissolved as a Committee upon Board acceptance of the Committee report unless asked to continue by the Board.

## SUB COMMITTEES

These committees shall:

- (a) be appointed by any Committee to deal with a specific matter or a related group of matters only and shall, if possible, have a time limit within which to operate.
- (b) be appointed at any time deemed advisable by the Committee.
- (c) consist of no less than two members, one of whom shall be appointed as Chairperson.
- (d) meet as soon as possible after appointment and shall meet as often as required to expeditiously and wisely complete their work as laid out in their terms of reference.
- (e) cause a report to be made at the completion of their appointed task for presentation by the Sub Committee Chairperson or his/her delegate to the earliest possible meeting of the Committee which appointed the Sub Committee.
- (f) cause no action to be taken on any matter by any official of the Board but shall submit recommendations to the Committee for approval.
- (g) make no statement, announcement, commitment, press or publicity release dealing with Board policies, actions or plans unless prepared in writing and approved by the Board.
- (h) be automatically dissolved as Sub Committee upon Committee acceptance of the Sub Committee report unless asked to continue by the Committee.

January 25, 1978

## COMMITTEE OF THE WHOLE

This Committee shall:

- (a) consist of the entire Board assembled at a duly called meeting of the Board.
- (b) deal with any matter in which open, informal and private discussion is deemed desirable.
- (c) exclude all members of the public or press and any other individual not a member of the Board during the sitting as a Committee as deemed advisable by the Committee.
- (d) be deemed to have made no decisions and have taken no action on any matter while sitting as a Committee.
- (e) rise and report to the Board the results of its deliberations upon completion of same.

January 25, 1978

## PERSONNEL, PUBLIC RELATIONS AND SAFETY COMMITTEE

This Committee shall:

- (a) deal with matters pertaining to personnel, public relations and safety.
- (b) report to the Board the results of its deliberations upon completion of same.
- (c) make recommendations to the Board for the safety of the school students of the Division.
- (d) make recommendations to the Board concerning the hiring, promotion and leaves of the Division non-teaching staff.
- (e) cause no action to be taken on any matter by any official of the Board, but shall submit recommendations to the Board for approval.
- (f) prepare press and publicity releases. When such press and publicity statements deal with Board policy or make commitments on the Board's behalf, they shall be prepared in writing and receive the approval of the Board prior to their public release. However, when such press and publicity statements do not deal with Board policy and do not commit the Board, they may be released by the Committee Chairperson following consultation with the Chairperson of the Board. However, this does not preclude the Chairperson of the Board from making publicity statements on behalf of the Board.

November 28, 1979



## **4.0**

## **SCHOOL BOARD OPERATION POLICY**

- 4.1 Qualifications of Trustees
- 4.2 Recognition of Retiring Trustees
- 4.3 Orientation of New Trustees
- 4.4 Development Opportunities for Trustees
- 4.5 Compensation and Expenses for Trustees
- 4.6 Professional Legal Services
- 4.7 Citizen Members on the Board
- 4.8 Policy Formation and Adoption
- 4.9 Policy Dissemination
- 4.10 Policy Review and Evaluation
- 4.11 Administrative Action Where There Is No Policy

## QUALIFICATIONS OF TRUSTEES

A person shall be qualified to be a Trustee of the Division according to Section 22 of the Public Schools Act, namely:

- a) he/she is a resident elector in the Division;
- b) his/her name appears on the latest revised list of electors of the Division;
- c) he/she is eighteen years of age or over;
- d) he/she is a Canadian citizen or other British subject; and
- e) he/she is not disqualified from being a Trustee under any other provision of this Act.

## **RECOGNITION OF RETIRING TRUSTEES**

An appropriate momento shall be presented to each elected Trustee on retirement from the Board in recognition of his/her service to students and citizens of the Division. A resolution expressing sincere appreciation to each Trustee on his/her retirement shall be placed in the minutes of the Board.

## **ORIENTATION OF NEW TRUSTEES**

Recognizing the need for greater knowledge and understanding of the educational needs of the Division, orientation shall be provided for new trustees under the guidance of experienced trustees, the Superintendent and the Secretary-Treasurer. This orientation shall include activities such as:

- (a) Workshops
- (b) Discussions and visits with the Superintendent and the Secretary-Treasurer
- (c) Visits to the schools
- (d) Provision of printed materials

## **DEVELOPMENT OPPORTUNITIES FOR TRUSTEES**

Trustees shall be encouraged to attend workshops and conferences both within and out of the province relating to educational matters.

Some portion of Committee and Board meetings shall be devoted each year to presentations by the professional staff on various aspects of the Division's educational program.

## **COMPENSATION AND EXPENSES**

Compensation and expenses for Board Members shall be as provided by the Public Schools Act (Section 56 (1) (2) (3) and Board Regulation No. 1 as provided for in By-Laws of the Board.

Revised April 9, 1986

## **PROFESSIONAL LEGAL SERVICES**

The Board shall appoint annually a solicitor from whom it may seek legal assistance.

## APPOINTMENT OF CITIZEN MEMBERS

- (a) Four citizen members shall be appointed by the Board to serve on the Education and Policy Committee.
- (b) Each citizen member shall be appointed to a two year term.
- (c) Two citizen members shall be appointed each year.
- (d) Citizen members shall have full discussion and voting privileges as members of the Committee.
- (e) Applications for a position as citizen member shall be submitted in writing to the Secretary-Treasurer.
- (f) Applicants must reside within the boundaries of the Division and be 18 years of age or over.
- (g) Applications shall be reviewed and the applicants interviewed by the Education and Policy Committee.
- (h) The Committee shall recommend to the Board the appointment of citizen members.
- (i) Citizen members may be appointed for a two year term to any other Committee as desired by the Board.
- (j) Citizen members may be reappointed for a second term.

Revised April 24, 1991



## **POLICY FORMULATION AND ADOPTION**

- (a) The Superintendent shall be responsible for drafting proposed policy or proposed changes in existing policy.
- (b) Proposals for new Board policies or changes in existing policies may be initiated in writing by any citizen of the Division or by an employee of the Board.
- (c) The Superintendent shall seek the counsel of the Board's solicitor in the case of a question of legality or proper legal procedures in the development of proposed Board policy.
- (d) The Board shall receive the recommendations from the Education and Policy Committee and shall adopt policy governing the operation of the school system. The formal adoption of policy shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy. The adoption of new policies or the changing of existing policies shall be solely the responsibility of the Board, upon recommendation from the Education and Policy Committee.

Revised January 23, 1991

## **POLICY DISSEMINATION**

- (a) The Superintendent shall establish and maintain an orderly plan for the preserving and making accessible the policies adopted by the Board and the administrative rules and regulations required to put the policies into effect.
- (b) Policy Manuals shall be accessible to all employees of the Division.
- (c) The Policy Manual shall remain the property of the Division.

Revised January 23, 1991

## **POLICY REVIEW AND EVALUATION**

The Board shall attempt to keep its policies up-to-date. The Superintendent shall call to the attention of the Board through the Education and Policy Committee policies that are in need of formulation or revision. The Board shall review and evaluate its policies on a continuing basis through recommendations from the Education and Policy Committee.

Revised January 23, 1991

## **ADMINISTRATIVE ACTION WHERE THERE IS NO POLICY**

The Superintendent shall have the power to act in cases where action must be taken within the school system where there is no Board policy. The Superintendent shall report such action at the next regular Board meeting.

Revised January 23, 1991

## **5.0 RESPONSIBILITIES OF CENTRAL ADMINISTRATION**

- 5.1 Responsibilities of the Superintendent of Education
- 5.2 Responsibilities of the Secretary-Treasurer/Business Administrator
- 5.3 Responsibilities of Assistant Superintendent , Curriculum
- 5.4 Responsibilities of Assistant Superintendent, Student Services
- 5.5 Responsibilities of Assistant Superintendent, Human Resources

## RESPONSIBILITIES OF THE SUPERINTENDENT

### I General Responsibilities

Is the chief executive officer of the School Division. Provides leadership to the Board of Trustees in determining the educational direction of the school system. Directs and co-ordinates the provision of all programs and services. Provides overall administrative guidance to staff toward the achievement of Division goals. Assists the Board of Trustees in overall planning, organization, motivation, co-ordination and control of the school system. Prepares and presents recommendations to the Board of Trustees with respect to the formulation of policies for the Division.

November 1, 1984

### II **Duties, Authority, and Responsibilities**

Subject to the established policies and the direction of the Board of Trustees:

#### **A. Operations**

1. Directs, co-ordinates, controls, and evaluates all functions of the School Division.
2. Ensures the implementation of policies as established by the Board of Trustees.
3. Assists the Board of Trustees in decision-making and policy formulation; ensures that the Board of Trustees has appropriate information in order to make the best informed decisions.
4. Establishes procedures for effective and efficient operations in all departments of the School Division.
5. Attends all meetings of the Board of Trustees and such Committee meetings deemed necessary by the Board of Trustees and the Superintendent.
6. Keeps abreast of general developments in the field of education and brings to the attention of the Board of Trustees, administration, principals and teachers, those of significance for this School Division.
7. Develops and maintains adequate internal and external communications systems with respect to the functions of the School Division.
8. Reports regularly to the Board of Trustees on the progress of the school system and its components toward the attainment of approved objectives.
9. Interprets Board policy to the staff of the School Division and to members of the community.
10. Directs the preparation, maintenance, and distribution of manuals of approved Board policies and operating procedures.
11. Keeps informed on legislative changes or new legislation affecting the operation of the School Division. Provides interpretation in this regard to the Board of Trustees and staff.
12. Interprets and ensures the enforcement of regulations of Manitoba Education and Training.

**A. Operations (cont'd)**

13. Interprets Manitoba Education and Training policies and regulations to the Board of Trustees.
14. Keeps well informed of all aspects of the educational program within the School Division.
15. Encourages the initiation and investigation of new ideas, provides opportunity for experimentation, and ensures the implementation of worthwhile innovations.
16. Proposes short and long-term objectives for the School Division to the Board of Trustees. Ensures the preparation of plans and programs for the attainment of approved objectives.
17. Ensures that proper records are maintained for the effective and efficient operation of the School Division.
18. Authorizes the suspension, for a period not exceeding six weeks, of a pupil or pupils who persist in conduct that the Superintendent deems injurious to the welfare of the school.
19. Compiles reports and records prescribed by Manitoba Education and Training and the Board of Trustees.
20. Authorizes the placement of students requiring special out-of-division programs to appropriate locations.
21. Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
22. May delegate portions of responsibilities and authority to subordinate supervisory personnel, but may not delegate overall responsibility for results of any portion of accountability
23. Directs, co-ordinates and controls the application of Technology
24. Authorizes transportation for students in special situations or in short-term difficulty.
25. Performs other duties as assigned from time to time by the Board of Trustees



## **5.1 (IIB)**

### **B. Finance**

1. Develops and co-ordinates recommendations for the annual functions and activities of the School Division and presents to the Board of Trustees the financial expression of those functions and activities in the annual operating and capital budgets.
2. Receives from the Board of Trustees an approved budget for the annual functions and activities of the School Division. Directs the maintenance of expenditures within the limits prescribed.

**C. Organization**

1. Recommends to the Board of Trustees changes in the structure and functions of the Division's administrative organization to meet the needs of the School Division.
2. Prepares and amends, as necessary, for the approval of the Board of Trustees, the position descriptions of administrative personnel who report directly to the Superintendent.

**D. Personnel**

1. Directs the recruitment procedures of all personnel directly responsible to the Superintendent.
2. Recommends to the Board of Trustees, the selection, promotion, tenure and termination of all personnel who report directly to the Superintendent.
3. On the advice of the Assistant Superintendent (Human Resources) recommends to the Board, the selection, promotion, tenure and termination of all other professional educational personnel, paraprofessionals, library technicians, and others assigned to school units.
4. Based on performance assessments directed by the Assistant Superintendent (Human Resources) makes recommendations to Manitoba Education and Training on permanent certification of all professional educational personnel.
5. Conducts regular performance assessments of all personnel reporting directly to the Superintendent.

**111 Relationships**

1. Is responsible directly to the Board of Trustees.
2. Provides administrative guidance and leadership to and supervises the activities of the Assistant Superintendents, and Secretary-Treasurer/Business Administrator, and the school principals of the Division.
3. Conducts such relationships with representatives of Manitoba Education and Training, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba Association of School Trustees, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
4. Maintains membership in appropriate professional associations, participates in the activities of such associations so as to further personal professional development and thereby benefit the School Division.

Revised September 25, 1996

## **RESPONSIBILITIES OF THE SECRETARY- TREASURER/BUSINESS ADMINISTRATOR**

### **I General Responsibilities**

Is the business administrator of the School Division. Performs secretary-treasurer functions for the Board of Trustees as stipulated in the Public Schools Act. Directs and controls the business administration functions of the Division in the areas of accounting and records, purchasing, budgets, maintenance, caretaking and student transportation.

Revised November 1, 1984

**II Duties, Authority and Responsibilities**

**A. Operations**

1. Directs, co-ordinates controls and evaluates the financial, maintenance, and transportation functions of the School Division.
2. Establishes procedures for effective and efficient operations in the finance, maintenance and transportation departments of the School Division.
3. Prepares agendas and makes all necessary arrangements for Board and Committee meetings. Provides Trustees with copies of minutes, committee reports and any other information needed for the meetings.
4. Attends all meetings of the Board of Trustees and such Committee meetings deemed necessary by the Board of Trustees and the Superintendent.
5. Tables correspondence and keeps a record of proceedings and prepares covering minutes.
6. Attends to correspondence of the Board and notifies appropriate individuals within and outside of the Division of action taken at meetings.
7. Maintains custody of documents, contracts, leases, deeds, minute books and all other official records of the Division.
8. Acts as the signing officer for the Division.
9. Maintains custody of all funds of the Division and directs the handling of cash receipts and disbursements.
10. Co-ordinates and directs Division accounting activities. Ensures that necessary accounting and financial control procedures and proper books of account are maintained. Is responsible for the preparation of regular financial statements. Supervises the conduct of, and reports on, special financial and cost studies.
11. Compiles reports and records prescribed by Manitoba Education and Training, the Board of Trustees, and the Superintendent.
12. Co-ordinates and directs the Division purchasing activities. Develops tendering and purchase approval routines and ensures adherence to approved purchasing policies and procedures. Co-ordinates tender reviews and approves non-routine purchases in line with the established purchase approval schedule.

**A. Operations (cont'd)**

13. Co-ordinates and directs Division school maintenance and caretaking activities. Ensures that established maintenance and caretaking standards are maintained, and that Board policies and regulations respecting these are followed.
14. Co-ordinates and directs Division student transportation services. Ensures that transportation services are carried out in line with the requirements of the Board and provincial regulatory bodies and the required standards of safety and operating efficiency are maintained at all times. Acts on major requests or complaints respecting transportation services.
15. Directs and co-ordinates the activities of all clerical staff not assigned to school units.
16. Provides information and assistance to the Board's Negotiations Committee or sub-committees in contract negotiations.
17. Administers the Division insurance program. Keeps informed on the premium status of all policies and ensures that they are kept valid. Periodically reviews the Division insurance portfolio and recommends revisions and/or additions to ensure the proper coverage for Division against loss or liability.
18. Liaises with the Division solicitor on such matters as construction contracts and inter-division agreements, and ensures a proper mutual understanding of the intent and implication of legal commitments or pending commitments of the Division.
19. Liaises with architects, contractors, solicitors and other concerned parties on Division construction projects and generally ensures that the obligations of all parties are properly identified and fulfilled.
20. Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
21. Reports regularly to the Superintendent on the activities of the organizational unit for which the Secretary-Treasurer/Business Administrator is responsible.
22. May delegate portions of responsibilities and authority to subordinate supervisory personnel, but may not delegate overall responsibility for results or any portion of accountability.
23. Initiates, co-ordinates and implements administrative applications of technology in co-operation with the Superintendent's Department.
24. Performs other duties as assigned from time to time by the Superintendent.

## **5.2 (IIB)**

### **B. Finances**

1. Advises and assists the Superintendent in the development of annual operating and capital budget for the activities for which the Secretary-Treasurer/Business Administrator has responsibilities.
2. Administers funds allotted under the approved budget for the activities for which the Secretary-Treasurer/Business Administrator has responsibilities.
3. Co-ordinates the preparation of the annual Division detailed budget estimates.
4. Ensures the implementation and maintenance of effective budgetary control measures for the Division.
5. Develops a program for estimating cash requirements and cash flow to ensure that the Division is in a sound cash position at all times.



**C. Organization**

1. Recommends to the Superintendent changes in the structure and function of the Secretary-Treasurer/Business Administrator's Department to meet the needs of the School Division.
2. Prepares and amends, as necessary, for the approval of the Superintendent, the position descriptions of personnel who report directly to the Secretary-Treasurer/Business Administrator.

Revised November 1, 1984

**D. Personnel**

1. Directs the recruitment procedures of all personnel directly responsible to the Secretary-Treasurer/Business Administrator.
2. Recommends to the Superintendent the selection, promotion, tenure and termination of all personnel in the Division who are responsible to the Secretary-Treasurer/Business Administrator.
3. Conducts regular performance assessments of all personnel reporting directly to the Secretary-Treasurer/Business Administrator.
4.
  - a) Assumes the responsibility of Office Manager, directing the day-to-day routines and department of clerical staff located at Central Office
  - b) Communicates expectations of the employer to clerical staff and addresses issues that foster a productive working climate and good staff morale.

Revised September 25, 1996

**111 Relationships**

1. Is responsible directly to the Superintendent.
2. Supervises and directs the activities of the Business Manager, the Director of Maintenance, the Director of Transportation, and other personnel as may, from time to time, be assigned.
3. Conducts such relationships with representatives of Manitoba Education and Training, provincial and civic agencies, Manitoba Association of School Trustees, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
4. Maintains membership in appropriate professional associations, participates in the activities of such associations so as to further personal professional development and thereby benefit the School Division.

Revised September 25, 1996

## **RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT (CURRICULUM)**

### **1 General Responsibilities**

Initiates, directs, and co-ordinates the development, implementation, and evaluation of appropriate curricular programs for all levels of the school system, K - Senior 4, as well as the adult and continuing education program

In co-operation with the Superintendent's Department initiates, and co-ordinates the professional development and training of staff for programs at all levels of the school system.

Revised September 25, 1996

## 11 Duties, Authority, and Responsibilities

### A. Operations

1. Initiates, directs, and co-ordinates:
  - a) the identification of curricular needs and priorities.
  - b) the setting of specific instructional objectives and policies consistent with the School Division's goals, policies and priorities.
  - c) the development of appropriate educational programs to meet identified needs and priorities.
  - d) the implementation of educational programs once developed.
  - e) the monitoring of the implementation of educational programs.
  - f) the evaluation of educational programs in terms of meeting stated objectives.
  - g) the provision of consultative services in curriculum development, implementation and evaluation.
  - h) the adult and continuing education program.
  - i) the procedures which will provide for the articulation and co-ordination of curricular activities throughout the School Division.
  - j) summer school.
  - k) instructional application of technology.
  - l) business/community partnerships.
  - m) Senior High transition from school to work.
  - n) the school Library programs.
  - o) the curriculum and programs for at-risk students in co-operation with the Assistant Superintendent, Support Services.
2. Keeps abreast of general developments in the field of curriculum and brings to the attention of the Superintendent, principals and teachers, those of significance for this School Division.
3. Attends meetings of the Board of Trustees or Committees of the Board as directed by the Superintendent.

Revised September 25, 1996

**A. Operations (Cont'd)**

4. Compiles reports and records prescribed by Manitoba Education and Training, the Board of Trustees, and the Superintendent.
5. Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
6. May delegate portions of responsibilities and authority to subordinate personnel, but may not delegate overall responsibility or any portion of accountability.
7. Reports regularly to the Superintendent on the policies and activities of the organizational unit for which the Assistant Superintendent, Curriculum is responsible.
8. Provides guidance and leadership on matters related to the curriculum and curriculum projects to all School Division personnel.
9. Initiates, co-ordinates and develops student assessment policies, procedures and practices in harmony with divisional priorities and directions.
10. Supervises and co-ordinates the Small Schools Network.
11. Performs other duties as assigned from time to time by the Superintendent.

Revised September 25, 1996

**B. Finances**

1. Advises and assists the Superintendent in the development of the annual operating and capital budget for the activities for which the Assistant Superintendent Curriculum has responsibilities.
2. Administers funds allotted under the approved budget for the activities for which the Assistant Superintendent Curriculum has responsibilities.
3. Maintains record of divisional applications for external funding, supervises projects and ensures that grant funds are applied as prescribed.

Revised September 25, 1996

**C. Organization**

1. Recommends to the Superintendent changes in the structure and functions of the organizational unit under the direction of the Assistant Superintendent Curriculum.
2. Prepares and amends, as necessary, for the approval of the Superintendent, the position descriptions of personnel who report directly to the Assistant Superintendent Curriculum.

Revised November 1, 1984



**D     Personnel**

1.     Recommends to the Superintendent, the selection, promotion, tenure and termination of all personnel who report directly to the Assistant Superintendent Curriculum.
  
2.     Conducts regular performance assessments of all personnel reporting directly to the Assistant Superintendent Curriculum.

Revised November 1, 1984

**III    Relationships**

1.     Is responsible directly to the Superintendent.
2.     Supervises and directs the activities of the Principal of Continuing Education, the Curriculum Consultants, and other personnel as may, from time to time, be assigned.
3.     Maintains relationships and consults with such personnel within the School Division as are necessary and facilitative to the accomplishment of the functions of this position.
4.     Conducts such relationships with representatives of Manitoba Education and Training, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba Association of School Trustees, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
5.     Maintains membership in appropriate professional associations, participates in the activities and work of such associations so as to further personal professional development and thereby benefit the School Division.

Revised September 25, 1996

## **RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT (STUDENT SERVICES)**

### **I General Responsibilities**

Initiates, directs, and co-ordinates the provision of student services through counsellors, resource teachers, special needs/special education teachers ESL teachers and paraprofessionals. Initiates, directs and co-ordinates the development and implementation of policies and procedures and practices for all staff under his/her general jurisdiction.

In co-operation with the Superintendent's Department, initiates and co-ordinates appropriate professional development and training of staff at all levels of the school system.

September 25, 1996

**II Duties, Authority, and Responsibilities**

Subject to the established policies of the Board of Trustees and the direction of the Superintendent:

**A. Operations**

1. Initiates and supervises the development, provision and assessment of counselling services, the resource teacher program, the special needs program and the ESL/ELENS programs.
2. Liaises, supervises and assesses clinical service provided by the School Division.
3. Keeps abreast of general developments in the fields of counselling, resource and special needs and ensures the dissemination of pertinent information to appropriate School Division personnel.
4. Assists in provision of professional development program for counselling, resource teachers, special education teachers, ESL teachers and paraprofessionals working in the special needs area.
5. Provides assistance, guidance and leadership to counsellors, resource and special needs teachers.
6. Supervises the process of identification and appropriate placement of students with special difficulties.
7. Initiates, supervises and develops programs and services for students at risk in co-operation with the Assistant Superintendent, Curriculum.
8. Supervises the co-ordination of services related to special needs students, such as the transfer of students and the placement of new students in the Division.
9. Initiates, directs and co-ordinates instructional application of technology in the areas of his/her responsibility.
10. Initiates and maintains procedures which will provide for the articulation and co-ordination of pupil support services throughout the School Division.

September 25, 1996

**A. Operations (Cont'd)**

11. Acts in the capacity of student placement officer for the school division and initiates and co-ordinates student management policies, procedures and practices.
12. Ensures the compilation of reports and records as prescribed by Manitoba Education and Training and the Superintendent.
13. Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the Board of Trustees.
14. Initiates, supervises and monitors Medical Procedures and Practices and is responsible for their implementation in harmony with Divisional guidelines and policies.
15. Develops, initiates and supervises transition to work and work exploration activities, services and programs in co-operation with the Assistant Superintendent, Curriculum.
16. Performs such other duties as assigned from time to time by the Superintendent.

September 25, 1996

**B. Finance**

1. Advises and assists the Superintendent in the development of the annual operating and capital budget for the activities for which the Assistant Superintendent Student Services has responsibilities.
2. Administers funds allotted under the approved budget for the activities for which the Assistant Superintendent Student Services has responsibilities.
3. Under the direction of the Superintendent, takes responsibility for Student Support Grants; submitting proposals, evaluating projects and ensuring all grants are applied as authorized by Manitoba Education and Training.

September 25, 1996

**C. Organization**

1. Recommends to the Superintendent changes in the structure and functions of the organizational unit under the direction of the Assistant Superintendent Student Services.

September 25, 1996

**III    Relationships**

1.     Is responsible directly to the Superintendent.
2.     Maintains relationships and consults with such personnel within the School Division as are necessary and facilitative to the accomplishment of the functions of this position.
3.     Conducts such relationships with representatives of other school divisions; Manitoba Education and Training, provincial and civic agencies, universities, Manitoba Teachers Society, Manitoba Association of School Trustees, and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.
4.     Maintains membership in appropriate professional associations, participates in the activities and work of such associations so as to further personal professional development and thereby benefit the School Division.



## **RESPONSIBILITIES OF THE ASSISTANT SUPERINTENDENT (HUMAN RESOURCES)**

### **I. General Responsibilities**

Initiates, directs, and co-ordinates the development and implementation of human resources policies and procedures for teaching staff, paraprofessionals, library technicians and clerks, assigned to school units. Initiates, directs, and co-ordinates the evaluation of all staff under his/her general jurisdiction.

In co-operation with the Superintendent's Department, initiates, co-ordinates and implements appropriate professional development and training of staff at levels of the school system.

September 25, 1996

**II. Duties, Authority, and Responsibilities**

Subject to the established policies of the Board of Trustees and the direction of the Superintendent.

**A. Operations**

1. Develops and maintains a human resources policy manual for teaching staff, paraprofessionals, library technicians, and clerks assigned to school units.
2. Ensures the implementation of human resources policies as established.
3. Determines the School Division's human resources needs for professional educational personnel, paraprofessionals, library technicians and clerks assigned to school units.
4. Directs and co-ordinates the recruitment, selection, allocation, promotion, and termination of all teaching staff, paraprofessionals, library technicians, and clerks assigned to school units.
5. Initiates procedures to ensure the maximum utilization of abilities of teaching staff, paraprofessionals, library technicians and clerks assigned to school units.
6. Initiates the development and ensures the implementation of appropriate supervision of paraprofessionals, library technicians and clerks assigned to school units.
7. Prescribes, directs and co-ordinates a regular program of performance assessments for all teaching staff, paraprofessionals, library technicians, and clerks.
8. Initiates, directs and co-ordinates the needs assessment, implementation, and evaluation of personnel development programs for all teaching staff, paraprofessionals, library technicians and clerks assigned to school units.
9. Keeps abreast of general developments in the field of human resources and practices, and brings to the attention of the Superintendent, principals and teachers, those of significance for the School Division.
10. Reports regularly to the Superintendent on the activities of the organizational unit for which the Assistant Superintendent, Human Resources, is responsible.
11. Provides guidance and leadership on matters related to human resources policies, practices and professional development to all School Division personnel.
12. Makes recommendations to the Superintendent regarding permanent certification of professional educational personnel.

**A. Operations (Cont'd)**

13. Attends meetings of the Board of Trustees or Committees of the Board as directed by the Superintendent.
14. Compiles reports and records prescribed by Manitoba Education and Training, the Board of Trustees and the Superintendent.
15. Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the Board of Trustee.
16. May delegate portions of responsibilities and authority to subordinate personnel, but may not delegate overall responsibility or any portion of accountability.
17. Directs, co-ordinates and supervises the preparation and amendment, as necessary, of the position descriptions of all teaching staff, paraprofessionals, library technicians, and clerks assigned to school units.
18. Directs, co-ordinates and supervises divisional safety procedures, emergency preparedness and evacuation, Workplace Safety and Health, as well as School Patrols, Crisis Response and Fire Drills.
19. Initiates, co-ordinates and implements administrative applications of Technology in co-operation with all members of the Superintendent s Department.
20. Performs other duties as assigned from time to time by the Superintendent.

September 25, 1996

**B. Finance**

1. Advises and assists the Superintendent in the development of the annual operating budget for the activities for which the Assistant Superintendent, Human Resources, has responsibilities.
2. Administers funds allotted under the approved budget for the activities for which the Assistant Superintendent, Human Resources, has responsibilities.

September 25, 1996

**C. Organization**

1. Recommends to the Superintendent changes in the structure and functions of the organizational unit under the direction of the Assistant Superintendent, Human Resources.
2. Prepares and amends, as necessary, for the approval of the Superintendent, the position descriptions of personnel who report directly to the Assistant Superintendent, Human Resources.

September 25, 1996

**D. Personnel**

1. Recommends to the Superintendent, the selection, promotion, tenure and termination of all personnel who report directly to the Assistant Superintendent, Human Resources.
2. Conducts regular performance assessment of all personnel reporting directly to the Assistant Superintendent, Human Resources.
3. Advises the Board's Negotiations Committee on education and administrative matters which become the subject of contract negotiations with professional educational personnel, paraprofessionals, library technicians, and clerks assigned to school units.

September 25, 1996

**III. Relationships**

1. Is responsible directly to the Superintendent.
2. Maintains relationships and consults with such personnel within the School Division as are necessary to facilitate the accomplishment of the functions of this position.
3. Conducts such relationships with representatives of Manitoba Education and Training, provincial and civic agencies, universities, Manitoba Teachers Society, Manitoba Association of School Trustees, and other organizations as are necessary to facilitate the accomplishment of the functions of this position.
4. Maintains membership in appropriate professional associations, participates in the activities and work of such associations so as to further personal professional development and thereby benefit the Division.

September 25, 1996

## **6.0 EDUCATIONAL SERVICES AND FACILITIES**

- 6.1 Scope of School Facilities
- 6.2 Location of School Facilities
- 6.3 Community Use of Facilities
- 6.4 Continuing Education (Adult Education)
- 6.5 Outdoor Education
- 6.6 School Stores
- 6.7 Student Insurance
- 6.8 School Owned Vehicles
- 6.9 Resource Centre
- 6.10 School Facilities Review Policy
- 6.11 Disposal of Surplus Material
- 6.12 Moveable Equipment Inventory



## SCOPE OF SCHOOL FACILITIES

Within each school, the Division shall strive to achieve the following facilities:

- (a) Central learning materials centre (school library) staffed by a teacher librarian.
- (b) Space for students to pursue independent inquiry.
- (c) Lunch room facilities for students who are transported to school by the Division's buses.
- (d) Adequate space for guidance centres in close proximity to the administrative offices.
- (e) Adequate facilities for all staff.
- (f) Facilities for seminars.
- (g) Adequate space for the teaching of "the Arts".
- (h) Playground.

## **LOCATION OF SCHOOL FACILITIES**

The Board shall attempt to locate schools near the centre of population densities so as to minimize the walking distance for the majority of students.

Insofar as population density and school size will permit, the Board shall strive to provide accommodation for students within 1.6 km for elementary, junior high and senior high students.

## COMMUNITY USE OF FACILITIES

- (a) The Board shall encourage the use of school facilities by residents and organizations within the Division.
- (b) The requirements of school programs for the after hours use of school facilities shall have priority over all other programs.
- (c) Where any question arises as to the approval of an application for use of school facilities, the decision shall be made by the Building, Property and Transportation Committee of the Board. The respective group has the right to appeal to the Board if approval is denied.
- (d) Alcoholic beverages shall not be brought into schools nor consumed on school property.
- (e) Smoking is not permitted in School Division buildings and vehicles.
- (f) In each elementary school the use of facilities by the public shall be limited to the gymnasium, auditorium, halls, multi-purpose rooms and washrooms.
- (g) The public use of school facilities shall not include: industrial arts areas, home economics areas, laboratories, commercial rooms, material resource centres, general and administrative offices, guidance areas, staff rooms and computer laboratories.
- (h) Organizations/Groups are requested that school names not be used formally or informally in the Organization/Group name.

\*Also see Board Regulation No. 7

**CONTINUING EDUCATION (ADULT EDUCATION)**

- (a) Adult students shall be admitted to day schools subject to accommodation being available.
- (b) The Board shall offer evening classes in academic and vocational areas in which sufficient interest is shown.
- (c) The Board shall establish a fee schedule for Continuing Education classes so as to make the program self-sustaining, except for the cost of administration.
- (d) Senior citizens 65 years of age and over shall not be charged a fee.

## OUTDOOR EDUCATION

### (a) Policy Statement

1. The Board of Trustees recognizes that valuable learning can take place outside of the school building and therefore encourages teachers to make use of the resources of the community. These resources must be curriculum related.
2. It is apparent that environments other than the classroom or the school will provide unique opportunities for learning and therefore, when possible and within the student transportation policy, transportation will be provided.

### (b) Basic Objectives

Out-of-school program activities must be appropriate to the age and developmental level of the students. The activities must be contained within reasonable limits of staff expertise, staff/student time away from school, cost to students, the programming of students who do not participate, and the completion of work by those students who do participate.

The following objectives should be addressed in planning and implementing out-of-school programs:

1. To provide educational experiences that compliment the regular curriculum of the school.
2. To provide educational experiences which are sound and are developed in concurrence with the six goals of the Division and the Division Mission Statement.
3. To provide educational experiences which provide opportunities to all students.
4. To provide educational experiences which are relevant to the curriculum, have educational value, and are not hazardous to students.

December 23, 1987  
Revised May 25, 1994

**(c) Guidelines**

1. The duration of an out-of-school program shall be determined by the nature of the program. However, no group programs shall involve more than 5 school days. No teacher or student shall be out of school on out-of-school programs for more than 7 school days in any one school year.
2. Programs for elementary students shall be restricted to travel in Canada. For secondary students, programs are restricted to travel in Canada and the Continental United States.
3. Student safety and the educational value of a program are of prime importance.
4. Where appropriate, staff are encouraged to provide some form of course credit (i.e. assignment credit, unit credit, module credit, etc.) for work completed by those students who participate in out-of-school programs.
5. The provision of available Division transportation will be allocated on a per student amount as allotted to each school.
6. The development of out-of-school programs, as defined above, will be carried out under the authority of the Superintendent, keeping in mind available human and physical resources, a consistent approach through the Division regarding school days allotted for this purpose, and cost implications.
7. Basis for approval of out-of-school programs:
  - A.
    - (i) Approval for out-of-school programs within Canada must be received from the Assistant Superintendent, Curriculum.

The Assistant Superintendent, Curriculum shall make monthly reports to the Board regarding these programs.
    - (ii) Requests for approval are to be received by the Assistant Superintendent, Curriculum at least 20 days prior to the planned programs for all except those beyond Canadas boundaries. For the latter, see Section B, below.
    - (iii) Requests for approval must be made on the Out-of-School Program form contained in Regulation 6 of the Division Policy Manual.
    - (iv) Staff who are planning programs should use the manual, Guidelines For Out-of-School Programs, as a reference. A copy of the manual is available from the school principal.

**(c) Guidelines (cont'd)**

- B. Approval for Programs **BEYOND CANADAS BOUNDARIES** must be received from the Board.
- (i) Approval: Before any specific plan for programs beyond Canadas Boundaries is made and before any students or parents are approached, a request for approval shall be made to the Board. The request for approval shall include the following information: purpose, destination, anticipated dates of the program, the maximum number and grade level of students who will be allowed to go, the proposed number of chaperones, and an approximate cost.
  - (ii) Submission of detailed plans - 3 months prior to proposed departure. After receiving approval and at least three months prior to the program, specific details of the plans shall be submitted to the Board of Trustees. At least one of the staff program coordinators must be present at the Board meeting to respond to questions. The details to be submitted shall include the following:
    - a) Rationale: Education and curricular value of the program,
    - b) The number and grade level of student participants,
    - c) The number and names of the staff and other chaperones,
    - d) Projected date of departure and duration,
    - e) The Tour Agency through which plans are being made,
    - f) Cost per student,
    - g) Accident and medical insurance details,
    - h) Detailed itinerary,
    - i) Mode of travel.
  - (iii) Final Details - 1 month prior: After the submission of detailed plans and at least one month prior to the program all of the documentation, as described below, shall be submitted to the Assistant Superintendent, Curriculum.
    - a) Confirmation of the signing of the form Parents Consent and Indemnification (See Regulation 6).
    - b) A copy of the insurance form indicating cost and coverage benefits.
    - c) A copy of the Student Information Form and the Parents Consent Form. (A list of participating students is to be retained at the school. The final list of all participants is to be sent to the Assistant Superintendent, Curriculum.)
    - d) A copy of the agreements with the agencies arranging the tour.

**(c) Guidelines (cont'd)**

- C. Approval for Programs involving an internship where students would be living away from home
- (i) Approval in Principle: 3 months prior to proposed departure. Before any specific plan for internships beyond Winnipeg is made, a request for approval shall be made to the Board. The request for destination, anticipated dates of the internships, the name and grade level of students, the proposed arrangement for chaperones, and an approximate cost.
  - (ii) Approval of detailed plans: 2 months prior to proposed departure. After receiving approval in principle and at least 2 months prior to the program, specific details of the plans shall be submitted to the Board of Trustees. At least one of the staff internship coordinators must be present at the Board meeting to respond to questions. The details to be submitted shall include the following:
    - a) Rationale: Education and curricular value of the program;
    - b) The number and grade level of student participants;
    - c) Arrangements for chaperones;
    - d) Projected date of departure and duration;
    - e) The company and person through which plans are made;
    - f) Cost per student;
    - g) Accident and medical insurance details;
    - h) Supervised accommodations;
    - i) Work site supervision;
    - j) Description of the internship program and the work environment.
  - (iii) Final Details - 1 month prior: After the submission of detailed plans at least one month prior to the internship, all of the documentation, as described below, shall be submitted to the Assistant Superintendent, Curriculum.
    - a) Confirmation of the signing of the form Parents Consent and Indemnification (See Regulation 6).
    - b) A copy of the insurance form indicating cost and coverage benefits.
    - c) A copy of the Student Information Form and the Parents Consent Form. (The names of participating students are to be retained at the school).
    - d) A copy of the agreements with the agencies arranging the internship.



## **SCHOOL STORES**

- (a) School stores shall be directly related to the service and convenience of the students and staff.
- (b) The Principal of each school shall be responsible for the operation of the school store.
- (c) A marginal profit may be charged for items in the school store and shall become a part of the school funds or student funds.
- (d) In cases where schools sell food and beverages to students, attempts should be made to provide nutritious rather than "junk" food and beverages.

## **STUDENT INSURANCE**

Student accident insurance shall be made available to students on a voluntary basis. The Board shall annually review the recommendations from the Manitoba Association of School Trustees proposed insurance policies.

## SCHOOL OWNED VEHICLES

- a) The Board shall approve the purchase of vehicles by a school only when it is considered to be in the best interests of the education of the students and when no suitable alternative is available.

- b) Kildonan-East Collegiate Truck

A. **Maintenance**

1. The vehicle shall be licensed in the name of River East School Division No. 9. License fees shall be charged to the Consumables Budget - Power Mechanics - Kildonan-East.
2. The vehicle shall be insured by River East School Division No. 9. Insurance fees shall be charged to the Consumables Budget - Auto Body - Kildonan-East.
3. Charges for petrol, oils, lubricants and parts shall be pro-rated and charged to the Consumables Budgets of:
  - i) Power Mechanics )
  - ii) Auto Body Repair ) Kildonan-East
  - iii) Building Construction )

B. **Operation**

1. The vehicle is to be operated as a "house" vehicle only and is not to be used in general hauling. No charges are to be made or accepted.
2. The vehicle is to be operated by a licensed driver and only under the direct visual supervision of a teacher or paraprofessional.
3. The vehicle shall be operated during normal working hours, usually 8:00 a.m. to 5:00 p.m. Monday through Friday. The vehicle will be stored in the Power Mechanics or Auto Body Repair Shops. Use of the vehicle at any other time must have the prior approval of the Vice-Principal (Vocational).
4. A sign carrying the following message shall be permanently mounted in the cab of the vehicle:

LICENSED DRIVER ONLY  
TEACHER OR PARAPROFESSIONAL MUST BE PRESENT

5. Before taking the vehicle from the school lot the supervising teacher or paraprofessional must conduct the following operational check:
  - i) Safety equipment present
  - ii) Brakes operative
  - iii) Lights and horn operative
  - iv) Warning and riding lights operative

## **RESOURCE CENTRE**

- a) The Division shall provide Audio-Visual and Library services known as the Divisional Resource Centre.
- b) The Director of Library Services shall organize and co-ordinate the purchase, cataloguing and distribution on a loan basis, of audio-visual, library and instructional materials.
- c) The Resource Centre shall provide: a professional reference library, tape and transparency duplicating service, photocopying service, graphic arts services, co-ordination of equipment repairs, film co-ordination and transportation, stand-by AV equipment and assistance to teachers and librarians concerning the use of AV and print materials in educational programs.

## SCHOOL FACILITIES REVIEW POLICY

- a) The program, organization, and facilities of a school shall be reviewed when it is considered that, as a result of decreasing or increasing enrollment, difficulties exist or are anticipated in providing programs for the particular needs of students in that school.
- b) The review shall be conducted by a School Facilities Review Committee established by the Board.
- c) The School Facilities Review Committee shall be composed of:
  - the principal of the school
  - one teacher from the school, elected by the school staff
  - two parents (not of the same family) of students enrolled in the school, elected at a public meeting
  - one resident, who does not have children in the school, elected at a public meeting
  - two trustees, one of whom is representative of the Ward in which the school is located and one of whom is not, appointed by the Board
  - two senior administrative staff, appointed by the Board (one to be secretary to the Committee)

The Chairperson of the Committee shall be elected by the committee members at the Committee's first organizational meeting.

- d) The Review Committee shall function under the following guidelines:
  - i) the quorum for a committee meeting shall be 50% of the committee members
  - ii) a minimum of one week's written notice is to be given for committee meetings
  - iii) should a parent or resident committee member resign, the remaining committee members shall appoint to fill the vacancy
- e) It is expected that the review will address, at least the following:
  - i) enrollment
    - present enrollment and analysis of where students come from and how they get to the school
    - enrollment projections and school capacity
  - ii) programs
    - scope of programs offered
    - organization of instructional groups
    - staffing and support services
  - iii) availability, utilization, and condition of facilities and equipment
  - iv) cost analysis
  - v) role of the school in the community

## **SCHOOL FACILITIES REVIEW POLICY**

- f) The review procedure shall be as follows:
- i) The Board establishes a School Facilities Review Committee, identifies a date for a final report, and appoints Trustee and Senior administration representatives.
  - ii) The Chairman of the Board calls a community meeting to explain the purposes and procedures of the Review Committee. At this meeting the parent and resident committee members are elected. Should these positions not be filled at this meeting, committee members already selected shall appoint to fill the vacant positions.
  - iii) The secretary of the Committee calls and presides over the first committee meeting. The agenda for this meeting shall include:
    - an outline and discussion of the issue
    - a review of the Committee's mandate
    - election of Committee Chairperson
- Subsequent committee meetings are called by the Chairperson.
- iv) The Committee collects and analyzes data.
  - v) The Committee communicates information to and solicits input from the community and other relevant groups within the Division.
  - vi) The Committee identifies the nature of the problem and considers alternative solutions.
  - vii) The Committee makes at least one interim progress report to the Board's Facilities Committee in which the activities of the Committee and alternatives under consideration are presented.
  - viii) The Committee shall present to the Board's Facilities Committee a final report with specific recommendation(s) by the date specified.
  - ix) The Board's Facilities Committee shall report and make recommendations to the Board.

## DISPOSAL OF SURPLUS MATERIAL

1. The disposal of surplus material for the River East School Division No. 9 shall be carried out under the authority and responsibility of the Secretary-Treasurer of the Division and shall be subject to the policy on disposal of surplus material, as well as the requirements of the Public Schools Act.
2. Surplus material is equipment, furniture, print material or supplies (not including land and fixed buildings) which is obsolete, uneconomical to repair, or in excess of forecasted requirements.
3. Schools/Departments shall report to the Secretary-Treasurer, annually any equipment, furniture, print material, and/or supplies that is surplus to their needs.
4. The Secretary-Treasurer shall:
  - a) arrange pick up from schools/departments where possible and economical all items declared surplus and deliver to a central storage area;
  - b) with assistance from Division personnel or outside consultants, determine which items are:
    - i) reassignable within the Division,
    - ii) of parts value use,
    - iii) of practical and economical value for trade-in with the purchase of new items,
    - iv) of practical and economical value for sale to the public,
    - v) of scrap value;
  - c) redistribute reassignable items;
  - d) turn over to the proper personnel, those items deemed to have parts value;
  - e) arrange for trade-in where practical and economical with the purchase of new items;
  - f) arrange a public sale where practical and economical for those items deemed to be of no further use to the Division;
  - g) offer to non-profit charities, any items not usable or saleable;
  - h) dispose of in the most economical manner, those items deemed as having no further use to the Division and declared to be scrap.

## MOVEABLE EQUIPMENT INVENTORY

Manitoba Education and Training mandates school divisions to establish and maintain control systems to safeguard and protect fixed assets, equipment and inventories within defined parameters. The roles and responsibilities of the Schools/Departments and the Secretary-Treasurer s Department are detailed below.

### Roles & Responsibilities

#### Secretary-Treasurer s Department

- Establish, within FRAME specifications, criteria for inclusion in the central database.
- Maintain the central database.
- Establish controls to ensure new item purchases are captured and entered into the central database.
- Develop procedures that ensure consistency for capturing inclusion items.
- Periodically review high risk of loss items to ensure inclusion in the database.
- Record permanent item movement between locations and coordinate final disposition of items.
- Provide printouts to schools/departments for annual inventory verification and as requested on an ad hoc basis.
- Conduct random, annual, on-site audits.

#### School/Department

- Follow established procedures to ensure items are captured in the central database.
- Establish procedures to ensure the Secretary-Treasurer s Department is notified on acquisitions of new items that meet the inclusion criteria, which are obtained outside the normal purchasing procedure (i.e. school funds, Parent Advisory Committee or donations).
- Establish controls t track temporary item movement.
- Follow up on all equipment that leaves school premises and ensure all are returned to the school before the end of June.
- Initiate transfer of surplus items (obsolete, excess or uneconomical to repair) to the Divisional Storage Facility.
- Conduct annual inventory counts and to notify the Secretary-Treasurer s Department of any discrepancies.



## **7.0            SCHOOL ORGANIZATION AND ADMINISTRATION**

- 7.1    Open Boundaries
- 7.2    Day School Age
- 7.3    Kindergarten Entrance Age
- 7.4    Organization - Elementary, Junior High, Senior High
- 7.5    Student-Teacher Ratio (Class Size)
- 7.6    School Volunteers
- 7.7    Substitutes
- 7.8    Visitors
- 7.9    Appointment of Department Heads
- 7.10   Teachers in School After 5:00 P.M.
- 7.11   Personal Property
- 7.12   School Keys
- 7.13   Student Awards
- 7.14   Student Placement
- 7.15   Fire Drills
- 7.16   Smoke Free Environment
- 7.17   Advertising
- 7.18   Notices in Schools
- 7.19   Commercial or Personal Interest
- 7.20   Tutoring of Students
- 7.21   Solicitations
- 7.22   Gifts to Schools
- 7.23   School Funds and Fund Raising
- 7.24   Equipment Purchases From School Funds
- 7.25   Power Vehicles on School Grounds
- 7.26   Trips Sponsored By Private Firms
- 7.27   Telephones
- 7.28   Animals In Schools
- 7.29   Aids and the Aids (HIV) Virus

7.30 Students' Records

7.31 Safe Schools

Appendix A: Code of Conduct

Appendix B: Student Management Guideline

## OPEN BOUNDARIES

The School Division shall have an "open boundary" policy whereby students shall be allowed to attend the school of their choice, subject to the following conditions:

- a) There is space available. The Principal, in consultation with the Assistant Superintendent Student Services, shall determine the space that is available in the school;
- b) Students who live in the catchment area defined for each school shall be given priority;
- c) Students who wish to transfer to another school shall make application to that school prior to April 30th. Where no application is received, it is assumed that students wish to remain in the same school. Students will be notified by June as to whether their choice of school has been approved.
- d) Students who choose to attend a school other than the one serving their catchment area shall be responsible for providing their own transportation to and from school.
- e) Authorization for attendance at a school other than the designated catchment area school is granted on a year-to-year basis. In the event of high enrollment in any class, grade level or school, out-of-boundary students and their parents will be informed as early as possible of the requirement to relocate.

See also Regulation No. 23

March 25, 1981  
Revised June 26, 1991

**DAY SCHOOL AGE**

The Division shall strive to provide education for all persons resident in the Division who are from 5 to 20 years of age inclusive.

September 22, 1976

## **KINDERGARTEN ENTRANCE AGE**

Children shall be eligible to begin Kindergarten in September of the calendar year in which they reach their fifth birthday.

## **ORGANIZATION - ELEMENTARY, JUNIOR HIGH, SENIOR HIGH**

The over-all Division school system shall be organized according to the following divisions:

- a) Elementary School - approximately ages 5-12 inclusive
- b) Junior High School - " ages 13-15 inclusive
- c) Senior High School - " ages 16-20 inclusive

Within each school, opportunity shall be provided for a non-graded or continuous progress approach and co-operative teaching techniques.

Revised April 24, 1991

## **STUDENT-TEACHER RATIO (CLASS SIZE)**

The Board shall determine the number of teachers to be employed in consultation with the Superintendent.

The Assistant Superintendent Human Resources shall work with the Principals in establishing a reasonable and equitable class size and student-teacher ratio for each school.

## **SCHOOL VOLUNTEERS**

Volunteers shall be encouraged to work in the schools under the supervision of the Principal and teachers subject to suitable regulations and safeguards as determined by the Principal. The recruitment, selection, training and recognition of the volunteers shall be the responsibility of the Principal.



## SUBSTITUTES

- a) A core list of substitutes for each school (or groups of co-operating schools) shall be drawn up by the Principals of the schools, and coordinated by the School Board Office.
- b) The Principals shall have the option of deciding on and filling their own substitute needs or have their substitutes called through the Board Office.
- c) Each school shall be allocated a lump sum to be determined periodically by regulation of the Board. This allocation shall cover the costs of providing for all teacher absences except those required by the central administration of the division or in those cases where a teacher is absent more than 8 consecutive days.
- d) Principals filling their own substitute needs shall be free to formulate and implement other approaches to the covering of teacher absences, on clearance from the Division Superintendent.
- e) The Superintendent's Department shall prepare a statement of procedures to be followed in the event of teacher absence.
- f) Each school Principal shall prepare two lists, not to be in contradiction to the general statement referred to in item (e), for the information of substitutes:
  - 1. A list of school policies and procedures.
  - 2. A list of instructions and general expectations of substitutes.

Revised April 24, 1991

## **VISITORS IN SCHOOLS**

Visitors in schools shall first report to the Principal or administrative offices. Signs to this effect shall be displayed near the entrances of each school.

Also see Regulation No. 10, which is By-Law No. 14/74, regarding unauthorized persons in schools.

## **APPOINTMENT OF DEPARTMENT HEADS**

Department Heads may be appointed at the discretion of the Board upon the recommendation of the Superintendent.

**TEACHERS IN SCHOOL AFTER 5:00 P.M.**

Permission may be granted, at the discretion of the Principal, for teachers to be in the schools after 5:00 P.M. on the understanding that the Principal shall be responsible for the security of the building.

## **PERSONAL PROPERTY**

The Division shall not accept liability for loss or damage to any personally owned articles brought on to Division properties.

September 27, 1978

## **SCHOOL KEYS**

- a) The Director of Maintenance shall have responsibility for the distribution of exterior school keys.
- b) Teachers shall return any keys that are the property of the Division to the principal upon request or upon termination of employment.
- c) Any personnel having keys to outside school doors shall return these to the Director of Maintenance upon request or upon termination of employment.
- d) When a key is lost, the Director of Maintenance should be notified immediately.

## **STUDENT AWARDS**

- a) Each school shall arrange and administer its own student awards.
- b) Community organizations shall be encouraged to offer suitable awards to students in consultation with the Superintendent and Principals.

## STUDENT PLACEMENT

- a) Student placement shall be made by the principal in consultation with the child's teacher considering the best interests of the student after a careful evaluation of all the factors, including: the child's academic achievement and needs, age, social and emotional maturity and the wishes of the child's parents.
- b) The normal pattern of the educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade. However, a student may be retained if the following conditions are addressed:
  - i) The student's parent(s) have been informed or involved in the development of remedial strategies **before** the possibility of retention is considered.
  - ii) The possibility of retaining a student must be considered by the school's student support team and communicated to the parent(s) **no later than May 1<sup>st</sup>**.
  - iii) In the event that a student is retained, a specific educational plan that addresses specific grade level outcomes must be developed for the following year.
  - iv) A student shall not be retained in the same grade more than once.
- c) Only in unusual circumstances shall a child spend more than six years in the Early Years or more than five years in the Middle Years.
- d) This policy does not apply to a student designated as a Special Education student nor to a student on the credit system in Senior I through Senior 4.



## **FIRE DRILLS**

Each Principal shall devise a fire drill procedure for the school in accordance with regulations prepared by Manitoba Education and Training and the Fire Commissioner's Office.

The Winnipeg Fire Department may attend the schools to observe fire drill procedures and offer co-operation in fire prevention measures.

See also Regulation No. 8

## **SMOKE-FREE ENVIRONMENT**

Effective August 1, 1991, all School Division buildings and vehicles shall be smoke free.

October 1, 1990

## **ADVERTISING**

1. Commercial advertising shall be permitted in any school or in any classroom only with the consent of the Principal. Such advertising shall be kept to a minimum and permission for such advertising shall be granted only when it is to the advantage of the pupils or for an approved philanthropic organization.
  
2. Commercial sponsorship of school teams, events or activities shall be permitted only with the consent of the Principal and only when such sponsorship is advantageous to our students. In no case shall commercial sponsorship be allowed to overshadow the original purpose of the team, event or activity. All commercial sponsorship requires the approval of the Superintendent or his designate.

Revised December 21, 1992

## **NOTICES IN SCHOOLS**

Notices of shows, exhibitions, concerts, lectures or other entertainments sponsored by organizations outside the schools shall only be announced or displayed in any school with the permission of the Principal.

## **COMMERCIAL OR PERSONAL INTEREST**

- a) All personnel in the employ of the Division shall exercise the greatest care that neither their influence with the pupils nor their position on the teaching staff shall be used for personal advantage or to promote the commercial or partisan interests of any person, business or institution.
- b) No employee of the Division shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities within the Division.

## **TUTORING OF STUDENTS**

A teacher shall not tutor a student for private gain if the student is enrolled in the school in which the teacher is serving, except in the case of an authorized driver training program or a course offered in evening education.

## **SOLICITATIONS**

Solicitations in the schools by outside organizations shall be limited to those approved by the Superintendent.

## **GIFTS TO SCHOOLS**

Any person or organization wishing to make a gift of value greater than \$100 to a school shall request permission of the Board. If the gift is accepted it then becomes the property of the Division.



## **SCHOOL FUNDS AND FUND RAISING**

- a) Each school shall maintain a school fund.
- b) Reserves in the school fund shall be limited to amounts estimated as necessary for the beginning of the following year's operation.
- c) Monies raised by student organizations shall be expended for the benefit of these students.
- d) Door to door soliciting or soliciting in public by students is prohibited.
- e) The awarding of fund-raising sales incentive prizes to individual students or groups of students is prohibited.

October 28, 1987

## **EQUIPMENT PURCHASES FROM SCHOOL FUNDS**

Before any equipment or furniture (except of minor nature) is purchased by a school out of school funds a requisition with complete details shall be made to the purchasing agent stating how it is to be financed. If necessary, the matter will be referred to the Superintendent who may refer it to the Board.

## **POWER VEHICLES ON SCHOOL GROUNDS**

No power vehicles shall be allowed on any school grounds within the Division except by permission of the Board.

**TRIPS SPONSORED BY PRIVATE FUNDS**

No trips shall be made by employees of the Division at the expense of private firms, except by express permission of the Board.

**TELEPHONE**

- a)     Telephones shall be made available in the schools at the discretion of the Superintendent.
  
- b)     Telephones shall be made available in Division buildings, other than schools, at the discretion of the Secretary-Treasurer.

August 24, 1977

## **ANIMALS IN SCHOOLS**

Animals (such as dogs, chicks, turtles, rabbits, snakes, birds, etc.) shall be permitted in schools for student instruction purposes, provided adequate precautions are taken to ensure the health and safety of the animals, the students and the Division employees. Particular attention should be taken with regard to obtaining information from parents concerning students with allergies.

Animals shall not be permitted in schools for public showing or for animal instruction by public groups.

September 28, 1977  
Revised April 24, 1991

## **AIDS AND THE AIDS (HIV) VIRUS**

The following policy relating to AIDS and the AIDS VIRUS (HIV) has been developed to safeguard the rights and health of River East School Division students and employees.

### **I. STUDENTS:**

- A. The identity of a student infected with the AIDS VIRUS shall remain confidential.
  - 1. River East School Division staff involved in the care and education of a student with the AIDS VIRUS shall respect the student's right to privacy and shall treat information relating to this student's condition with confidentiality.
  - 2. The number of staff members who are made aware of the student's condition shall be limited to those who need to know to assure proper care of the student and to identify situations of potential transmission.
- B. When a River East School Division employee becomes aware of the attendance of an AIDS infected student in one of the River East schools, he/she shall inform the Superintendent, who shall inform the medical health authorities.
- C. When the medical health authorities inform the Superintendent that a student's health status indicates consideration of alternative educational arrangements, consultation among the Superintendent or his designate, the school principal, the medical health officer and/or the student's physician, and the student's parents or guardians shall take place. (In cases of mature students 18 years of age or older, the student may attend this consultation or may replace the parents at this consultation.) Decisions regarding a student's further attendance will be made subsequent to such consultation, taking into consideration the following:
  - 1. The student shall not be excluded from regular classes at school unless his/her condition poses health risks.
  - 2. The student's psychological and physical health status shall be considered. The social benefits of maintaining the student at school, as his/her health status permits, shall also be considered.
  - 3. Where the physical condition or behavior of the student poses a health risk in his/her regular classroom (to himself/herself, to classmates or to staff), alternative instruction shall be provided.
  - 4. Alternative instruction (as applicable) shall be provided by River East School Division.

## **AIDS AND THE AIDS (HIV) VIRUS**

Page 2

### **11. STAFF:**

- A. The identity of River East School Division school personnel infected with the AIDS VIRUS shall be confidential.
- B. When River East School Division officials become aware of an AIDS infected employee, consultation among the Superintendent or his designate, the employee's immediate supervisor, the medical health officer and/or the employee's physician and the employee shall take place. Decisions regarding the employee's further work within the Division shall be made subsequent to such consultation, taking into consideration the following:
  - 1. Each employee with AIDS VIRUS infection shall be assessed on an individual basis, taking into account the type of work performed by the employee and his/her psychological and physical health status.
  - 2. The employee shall not be excluded from employment in the Division unless his/her presence in the workplace poses health risks. Any changes to the employee's working assignment resulting from his/her health status shall be discussed between the employee and School Division officials within the terms of employment in force at that time.
  - 3. Where the physical condition or the behavior of an employee infected with the AIDS VIRUS poses a health risk (to himself/herself, to colleagues or to students) because of his AIDS VIRUS related condition or if he/she becomes too ill to work, that employee may be excluded from employment. Regular employee benefits within the terms of employment shall apply.

### **111 HANDLING OF BODY FLUIDS**

Procedures for the clean-up of blood and other bodily fluids shall be developed and distributed to all River East School Division workplaces.

### **1V. EDUCATION AND INFORMATION DISSEMINATION**

Information on the AIDS VIRUS and the prevention of its transmission shall be provided to all students as designated by Manitoba Education and to all River East School Division employees.



## STUDENTS' RECORDS

1. The school principal shall be responsible for designing appropriate procedures and designating school staff to maintain up-to-date and accurate school records.
2. All school records on each pupil shall be held in a cumulative file.
3. The principal shall be responsible for the security of student files and shall determine which educational, clinical, child welfare or legal personnel shall have access to them.
4. A parent, guardian or adult student shall have access to the student's cumulative file by arrangement with the principal and in the presence of the principal or designate.
5. Academic records shall be stored at a student's last school of attendance indefinitely. Other records shall be stored at a student's last school of attendance for a period of at least five years. The principal shall ensure that outdated records are destroyed under appropriate security.
6. Upon the transfer of a student the cumulative file shall be forwarded to receiving schools upon request.
7. All third party referrals, reports and records (Child Guidance Clinic, Manitoba Adolescent Treatment Centre, etc.) shall be stored in a separate file. Access by parents, guardians and adult students to these reports may be obtained only through the originating agency.
8. Information in school records may be available for research projects authorized by the Superintendent provided that the anonymity of the pupils is guaranteed.
9. From time to time professional personnel such as school administrators, teachers, counsellors, and resource teachers may keep personal and informal records. Such records are the personal property of the originator and must not be passed on to anyone else.

## SAFE SCHOOLS

The development of self-discipline and socially appropriate behaviour is a responsibility shared by the home, school, and community. Students learn best in an atmosphere which is safe and nurturing. This optimum learning environment can best be attained by parents, students, school personnel, child support agencies and the justice system working together.

**It is therefore the policy of the River East School Division that all students have the right to learn in a safe and secure, non-threatening environment.**

In accordance with this policy, the River East School Division will not tolerate:

- any act of violence or threat of violence by students to their peers, divisional employees, and any other person, either at school or on the way to and from school.
- any act of vandalism or destruction or deliberate damage to divisional property or the property of divisional employees, the property of peers while at school, or damage to property on the way to and from school.

In the implementation of this policy, it is expected that:

1. The River East School Division will:
  - communicate the Code of Conduct guidelines to students, staff and parents (reference: Appendix A)
  - develop a divisional Student Management Guideline which includes a prevention, intervention, and postvention model (reference: Appendix B)
  - develop a protocol for dealing with violent and aggressive behaviour
2. The School will:
  - develop a school-based Student Management Plan consistent with the prevention, intervention, postvention model
  - develop a school-based Emergency Response Plan
3. Parents/Guardians will:
  - become actively involved in their child s education
  - act as partners with the school in support of the school s student management plan
  - assume a positive parenting role

Reference: Regulation No. 22

November 23, 1994

## SAFE SCHOOLS

Page 2

4. Students will:
  - attend school regularly and punctually
  - be prepared for all classes
  - abide by the school rules and accept classroom rights and responsibilities
  - respect the right of others to learn

The Board of Trustees and the Superintendent's Department support all staff and administrators in the maintenance of appropriate student management.

### Definition of Terms

1. A **violent activity** is characterized by verbal or written threats: physical, emotional, sexual abuse/harassment; or racial harassment by an individual or group of individuals (e.g. gangs) which has the effect of impairing or might have the effect of impairing the health and welfare of any student or staff member.
2. **Weapons** are defined under the Criminal Code in two categories:
  - a) any item that is designated to be used as a weapon, specifically designed to be used in combat or to inflict punishment
  - b) any item a person uses or intends to use as a weapon that is not normally intended to be used in combat or to inflict injury but becomes a weapon in certain circumstances.

Reference: Regulation No. 22

November 23, 1994

## **APPENDIX A**

### **MISSION STATEMENT**

**River East School Division is committed to providing quality education for all learners through best teaching practices and appropriate learning opportunities in a supportive, safe and challenging environment.**

**CODE OF CONDUCT**

River East School Division has developed this Code of Conduct through discussion with parent advisory committees, student councils, teaching staff, support staff, administrators, and trustees. The Code is intended to provide a guideline and reference for parents or guardians, staff and students in determining acceptable behaviour in our education environment.

**STUDENTS****CAN EXPECT THAT ...**

- Staff will treat them with courtesy, respect, consistency, and fairness.
- Clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used.
- They will be able to work in a school atmosphere which is safe, secure, non-threatening and conducive to their learning.
- School personnel will be accessible to students for help concerning courses, assignments, remedial assistance, personal and career decisions, and other school matters.
- Teachers will prepare for class, mark and return assignments within a reasonable time.
- School administration will monitor students.
- They will have the opportunity to participate in a range of activities offered in the School Division.

**CAN BE EXPECTED TO ...**

- Attend school regularly and punctually.
- Be prepared for all classes by bringing required materials and completed assignments.
- Complete work missed due to absence.
- Develop self-discipline and show courtesy for all people in the school and in the community.
- Make the most of educational opportunities through active classroom participation and involvement in other school activities, both in and out of class.
- Take pride in their work and what they have accomplished.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
- Show respect for school property and the personal property of others.
- Demonstrate behaviour that contributes to an orderly, supportive and safe learning environment.
- Respect and demonstrate consideration for other cultures.

**STAFF****CAN EXPECT THAT ...**

- Students will treat them with courtesy, respect, consistency, and fairness.
- Students will attend classes regularly.

- Students will attend classes with assignments completed, and with appropriate materials.
- Students will behave appropriately on the way to and from school, at school, and at school sponsored activities.

## **APPENDIX A**

### **Page 3**

#### **STAFF (cont d)**

##### **CAN EXPECT THAT ...**

- School administration will provide leadership and support.
- They will have the assistance and cooperation of students, parents, colleagues, and the School Board in the performance of their duties.
- Everyone associated with the school will be treated with courtesy.
- Parents will communicate openly with them about matters that might affect the performance of their son or daughter.
- Students will work to the best of their ability.
- They will work in an environment that is safe, secure and non-threatening.

##### **CAN BE EXPECTED TO ...**

- Establish and maintain a safe, secure, non-threatening learning environment.
- Evaluate student achievement and explain the evaluation procedures to be used in each course.
- Communicate information about student progress, attendance and behaviour to students, parents and administration.
- Establish and maintain an orderly, safe environment while travelling on the bus.
- Maintain open communication.
- Treat students fairly and consistently.
- Respect the rights of all individuals.
- Teach the Manitoba curriculum diligently and provide the programs and services prescribed by River East School Division.
- Challenge each student to perform to the best of his/her ability.
- Participate in the River East School Division s striving for optimum quality of education and personal development.
- Respect and demonstrate consideration for other cultures.

#### **PARENTS**

##### **CAN EXPECT THAT ...**

- Teachers will teach the required Manitoba Education and Training Curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods.
- Staff will abide by, support and promote the Code of Conduct.
- Staff will communicate with the home whenever there is a problem with respect to discipline, learning progress or attendance.

- Administration will provide leadership and support, and monitor instruction in the school.
- Students will receive fair and consistent treatment.
- The school will give clear directions concerning extra-curricular activities and out of school activities.
- Staff will cooperate to create an atmosphere that is conducive to a positive learning environment which is orderly supportive, safe and challenging.

## **APPENDIX A**

### **Page 4**

#### **PARENTS (cont d)**

#### **CAN BE EXPECTED TO ...**

Instill in their son or daughter:

- the desire to work to the best of his/her ability
- an understanding of the importance of education
- respect for the rights of fellow students and staff
- respect for property and resources
- recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment
- Maintain regular communication with their son or daughter about school matters.
- Ensure that their son or daughter attends regularly and punctually.
- Attend their school s events and meetings, and give constructive input and support to their school.
- Maintain open communication with all staff.
- Provide the equipment their son or daughter needs for school/learning.
- Respect and demonstrate consideration for other cultures.

### **CONSEQUENCES**

River East School Division s approach to discipline is based on the belief that students learn to discipline themselves if they are allowed to experience the logical consequences of their actions. Wide ranging consequences may be applied (listed below) depending on the severity of each individual incident of misbehaviour and the frequency of that misbehaviour.

The expected behaviour of students will be clearly communicated to the students, the parents and the community.

Effective discipline of students hinges on a cooperative approach between school and parents. In River East School Division, we try to involve parents as early as possible without calling home every time a student misbehaves. Parents are encouraged to communicate with the school to establish individual guidelines.

Every student s right to learn will be safeguarded through this approach to student discipline. A teacher s right to maintain a safe and orderly classroom is also safeguarded and supported by River East School Division. Following is a list of consequences that may be applied.

#### INFORMAL INTERVIEW

School personnel talk with the student to reach an agreement regarding the student's behaviour. The parent(s) may be contacted in some circumstances.

#### SUPPORT PERSONNEL INVOLVEMENT

A conference or series of conferences are held with the teacher and/or support personnel with the specific goal of developing a plan for changing attitudes and improving student behaviour. The parent(s) will be involved.



**PARENTAL INVOLVEMENT**

Contact is made with the parent(s) to discuss the specific behaviour of the student and steps which must be undertaken to change the behaviour. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent(s), student and school personnel.

**FORMAL INTERVIEW**

A conference is held with the student, the teacher and an administrator and/or guidance counsellor and the parent(s) to develop a plan for changing the student's behaviour.

**WITHDRAWAL FROM CLASSROOM SETTING**

Where specific unacceptable behaviour is deemed to have a negative impact upon the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his/her assignments. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, the parent(s) will be contacted.

**REMOVAL OF PRIVILEGES**

Privileges in the nature of access to playground, cafeteria or lunch room, library, extracurricular activities and/or bus transportation are removed under certain circumstances. The school administrator will ensure that the parents are notified when such removal of privileges occurs.

**DETENTION OF STUDENT**

The student is detained at the school for specific unacceptable behaviour. Where such detention occurs beyond regular school hours and it is approved, the parent(s) are informed.

**RESTITUTION**

The student and/or parent(s) are required to compensate for damages incurred by the student. Such restitution may be monetary in nature, but could take alternative forms such as community service.

**CHILD GUIDANCE CLINIC & STUDENT SUPPORT SERVICES DEPARTMENT**

Child Guidance Clinic and Student Support Services personnel are involved to assist in the remediation of some unacceptable behaviour. Such involvement may include alternate placement and/or access to treatment beyond the school.

**BEHAVIOURAL/PERFORMANCE CONTRACT**

In some instances, the student is required to meet specific behavioural standards in order to avoid more severe levels of consequence. Such expectations are developed between the school, the parent(s) and the student. Expected outcomes are defined in order to meet the behaviour standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.

**OUTSIDE AGENCY INVOLVEMENT**

In some circumstances, the student's behaviour may involve violation of the law (e.g. drugs, theft or assault) and police involvement: parents are informed immediately of any such action. Other circumstances may result in a referral to Child and Family Service workers.

**SUSPENSION**

Suspension from school is a serious consequence which is imposed subject to Division Policy. In such cases, the necessary documentation is forwarded to specified administrative personnel required by Policy. Due process is a significant element of the formal suspension alternative with the maximum single suspension being set as follows:

- a) Principal: Up to one week-more than one week requires the Superintendent's approval.
- b) Superintendent: Up to six weeks: extended beyond six weeks in certain circumstances. The Superintendent will inform the Board of all lengthy suspensions.

In all cases of suspension, the parent(s) are notified as soon as is reasonably possible.

**EXPULSION**

Expulsion by the Board of Trustees is a serious consequence, occurring when it is determined that a student's continued presence in the Division schools is injurious to other students. Expulsion requires an official action by the Board of Trustees, and is completed in accordance with the Public Schools Act, Section 48(4). An expulsion means that the student may not attend any school operated by the River East School Division until such time as the Board of Trustees may remove the expulsion order.

**NOTE:** Under normal circumstances, consequences will be moderate but consistently applied. However, where weapons or violence are involved immediate suspension and/or expulsion will be the consequence.

### **STUDENT MANAGEMENT GUIDELINE PREVENTION, INTERVENTION, POSTVENTION MODEL**

Based on the needs of students, school and the community, a three-phased model is proposed for the River East School Division. The purpose of this model is to provide a framework for the development of a school-wide management plan.

#### **PHASE I PREVENTION**

Prevention measures, by their nature, should yield significant long-term benefits whereby students learn personal, social and problem solving skills, and parents, and other members of the community are respected and supported as contributing partners in the growth and development of children.

Identifying common factors which are predictive of disruptive and aggressive behaviours, and developing and understanding of the dynamics involved would serve as the foundation for the development of preventive strategies. These strategies would then serve to support children at home, at school, and in the community.

School personnel working cooperatively with community partners (parents, community agencies, etc.) should also lead to increased awareness of and access to effective existing community programs and resources.

#### **PHASE II INTERVENTION**

Intervention strategies are those practices put in place when disruptive and aggressive incidents occur. Intervention strategies vary with the severity and nature of the behaviour problem. It is necessary to develop a protocol of intervention options to address these disruptive and aggressive behaviours.

The focus of such a protocol would be to provide supports by indicating options and suggesting resources such that students would be more likely to behave in a more appropriate manner.

The protocol would outline a continuum of strategies that would address the full range of aggressive and disruptive behaviours. Such a structure would not dictate how a particular incident should be handled, but rather indicate the range of possible options and accessible resources available to schools and parents.

Further benefits of such a continuum of interventions would empower schools and thereby reduce the need to search for strategies on a case-by-case basis. The long term use of a consistent set of resources and procedures would allow for a fine tuning of effective strategies.

This protocol would focus on intervention practices in the most appropriate manner whether it be school-based, family-based, or involve the Child Guidance Clinic, Child and Family Services, or some other community agency or service.

**PHASE III POSTVENTION**

Postvention refers to those practices aimed at providing ongoing support and/or treatment for the child with aggressive or disruptive tendencies. Educators, parents and service agencies must work collaboratively to develop effective long-term plans.

## **8.0 INSTRUCTIONAL PROGRAMS**

- 8.1 Scope of Day School Program
- 8.2 Curriculum Development
- 8.3 Textbook Selection
- 8.4 School Initiated Projects
- 8.5 Student Initiated Projects
- 8.6 Pilot Curriculum Project
- 8.7 Curriculum Adoption
- 8.8 Evaluation of Educational Programs
- 8.9 Language Instruction Other Than English
- 8.10 Homework
- 8.11 Guidance Program
- 8.12 Special Education
- 8.13 Family Life Education
- 8.14 Evaluation of Students
- 8.15 Reporting to Parents
- 8.16 Selection and Review of Learning Materials
- 8.17 Policy Statement On Drug & Alcohol Education
- 8.18 Acceptable Use of the Internet
- 8.19 Assessment and Reporting

## **SCOPE OF DAY SCHOOL PROGRAM**

- a) Within the compulsory school age (6-16), the division shall endeavor to provide a program designed to give full educational opportunity to all students in accordance with their individual needs and capabilities. The Division shall not enter fields of education for which Manitoba Education and Training is accepting full responsibility.
- b) The Division shall provide both general and vocational education.
- c) In general education, courses shall be provided so that a student may be able to choose appropriate courses in each of: the Humanities, the Social Sciences, the Fine Arts, the Sciences, Mathematics, Physical Education and the Practical Arts.
- d) In Vocational Education, courses shall be provided so that a student may be able to choose appropriate courses in the Commercial, Industrial and Technical fields. The Division shall not provide courses at the Technology level.



## **CURRICULUM DEVELOPMENT**

The basic responsibility for curriculum development shall rest with the individual school and the Assistant Superintendent Curriculum.

The role of the Assistant Superintendent Curriculum in curriculum development shall be to:

- a) Provide leadership to the schools individually and Division wide.
- b) Coordinate the planning and decision making so that a common direction of action is provided for the school system.
- c) Work with Principals and teachers of the individual schools in adapting the curriculum to meet the needs of all students.
- d) Communicate information provided by individual Principals, teachers or schools to other schools which might effectively use such information.
- e) Communicate to the schools information which affects Division plans for curriculum development.

## **TEXTBOOK SELECTION**

Textbooks authorized by the provincial curriculum branch shall be used as the basic texts for courses, except in the case where the school has received permission from the Superintendent's department and the provincial curriculum branch.

## **SCHOOL INITIATED COURSES**

A High School may initiate a course by presenting a detailed outline to the Superintendent's Department. When approval has been obtained from the Superintendent's Department, the school may proceed with the course. The Superintendent's Department shall inform the Board of each school initiated course.

## **STUDENT INITIATED PROJECTS**

- a) High School students may, with the assistance of the school staff, initiate their own course in any subject. When approved by the school and the Superintendent's Department, the student may proceed with the course. Upon satisfactory completion, the student shall receive credit for such a project. The Superintendent's Department shall inform the Board of each student initiated course.
- b) A student shall receive not more than three credits for Student Initiated Projects.

## **PILOT CURRICULUM PROJECT**

A school may pilot a new curriculum project with the approval of the Superintendent's Department and Manitoba Education and Training Curriculum Branch. The project shall be reviewed by the school, the Director of Evaluation and the provincial curriculum branch. The Superintendent's Department shall inform the Board of each pilot curriculum project.

## **CURRICULUM ADOPTION**

Pilot curriculum projects may be adopted by a school as part of the regular program, contingent on evaluation of the project by Manitoba Education and Training Curriculum Branch and the Director of Evaluation in consultation with the school and the Assistant Superintendent Curriculum.

## EVALUATION OF EDUCATIONAL PROGRAMS

- a) The Division shall develop and implement an appropriate program evaluation model to assess Division and school achievement within the six developmental goal areas.
- b) The Division shall provide financial assistance and central office support for the development and implementation of a program evaluation model in areas such as:
  - 1. sharing information about evaluation instruments and strategies
  - 2. helping teachers develop necessary skills through in-service programs, consultants, visitations, etc.
  - 3. improving communication within the Division with respect to the evaluation of educational programs
- c) The Division shall develop and implement appropriate student assessment testing practices and procedures K-S4 to meet the wide-ranging concerns and needs in the area of program evaluation.
- d) The Assistant Superintendent Curriculum shall be responsible for initiating and coordinating the development and implementation of program evaluation and corresponding student assessment practices and procedures.

Revised April 24, 1991

## LANGUAGE INSTRUCTION OTHER THAN ENGLISH

a) Preamble

Schools are encouraged to offer courses and programs in languages other than English at appropriate grade levels, dependent on student and parental demand, availability of qualified teachers, and on finance. All students shall be encouraged to study a second language. The goal of this policy is to provide rich and diversified programs in languages other than English.

b) Basic Languages Courses

1. Basic French, as outlined by Manitoba Education and Training, shall be available as a second language course of study for Grades 4 - S4 in each school where numbers warrant. However, the French Exposure Package K-3, as developed by Manitoba Education and Training, may be implemented by the primary classroom teacher.
2. Basic Heritage Languages courses, as developed and approved by Manitoba Education and Training, may be offered in Grades 4-S4 where numbers warrant.

c) Immersion and Bilingual Programs

1. French Immersion Programs K-S4 with entry points in Kindergarten and Grade 1 shall be made available as outlined in Manitoba Education and Training policy guidelines provided numbers warrant.
2. Late French Immersion Programs with the entry point in Grade 4 shall be made available as outlined in Manitoba Education and Training policy guidelines provided numbers warrant.
3. Late Partial French Immersion Programs with the entry point in Grade 7 shall be made available as outlined in Manitoba Education and Training policy guidelines provided numbers warrant.
4. Heritage Languages Bilingual Programs shall be made available as outlined in Manitoba Education and Training policy guidelines with entry points in Kindergarten and Grade 1 provided numbers warrant, the Minister of Education approves the implementation of the program, and Manitoba Education and Training provides program guides as well as appropriate resource materials.

d) Location of Immersion and Bilingual Programs

Immersion and Bilingual language programs will be located only in schools where sufficient space is available.

The administrative and support services in the schools which offer language programs other than English shall be conducted in English. However, administrative and support services may also be provided in languages other than English.



## LANGUAGE INSTRUCTION OTHER THAN ENGLISH

Page 2

e) Teacher Qualifications

Teachers of languages other than English shall have an appropriate level of linguistic competency. Professional development will be provided in accordance with River East School Division Policy 11.3 - Professional Development Opportunities.

f) Transportation

Transportation shall be provided to students in immersion and bilingual programs in accordance with River East School Division Policy 9.1 - Eligibility For Transportation

February 8, 1984

## **HOMEWORK**

Schools may determine the amount of homework assigned to students but it shall be of reasonable length and complexity. Homework should be assigned more on individual needs than on total group assignments, particularly at lower grade levels.

## **GUIDANCE PROGRAM**

Junior and Senior High Schools shall provide a guidance program which should be an integral part of the education program and should be available to all students.

Adequate guidance personnel shall be provided for schools within the financial constraints of the resources available.

## **SPECIAL EDUCATION**

- a) Special education services shall be provided to students identified and designated by the Student Services Department.
- b) Special education services, including supports and programs, shall be provided within the Division where possible. These services shall encourage the integration of students in a regular school environment.
- c) Special education services shall be provided for exceptional needs students who require any of the following:
  - 1. trained specialists in education and therapy,
  - 2. special materials, equipment and physical facilities,
  - 3. special or modified programs and supports within a regular classroom, or
  - 4. special education classes.
- d) Identifying students who require special education services shall be based on information gathered from the school. Student Support Team, home, health or social agency, Child Guidance Clinic, the Division's Special Education personnel, or any other available and appropriate source.
- e) The Principal or designate shall initiate the referral to the Child Guidance Clinic for a formal assessment of the student's needs, after parent/guardian approval has been obtained for such assessment.
- f) The Student Support Team together with the Principal and Child Guidance Clinic personnel shall make referrals for identification or placement to the Student Services Department in consultation with the parent/guardians.
- g) Identification or special education placement shall be made by the Student Services Department in consultation with the student's school and home, the Child Guidance Clinic and any other appropriate agency
- h) Identification of a student as a special education student or placement of a student in a special education program shall involve the parent at every stage and be subject to the appeal process as delineated by Manitoba Education and Training.
- i) Special education programming recommendations shall be based on:
  - 1. school written reports and Individual Educational Plans, both past and present,
  - 2. formal assessment results,
  - 3. the availability of appropriate spaces and/or materials, and
  - 4. consultation with the student's parent/guardian.

**8.12**

**SPECIAL EDUCATION**

Page 2

- (j) Special education programming shall be provided for students through special settings, strategies, support services, facilities, equipment, and special settings depending upon the need.
- (k) Special education placement shall be made:
  - 1. as close as possible to the home neighborhood,
  - 2. consistent with the student's chronological age,
  - 3. as close as physically possible to the regular program stream,
  - 4. accessible to an appropriate peer group, and
  - 5. to provide for the possibility of integration.
- (l) Teachers shall be provided support, through staffing and budgeting allocations, to enable them to program and instruct students with special needs.
- (m) An Individual Educational Plan shall be developed for each student requiring an education program that differs significantly from the regular curriculum. This will include:
  - 1. identified special education students,
  - 2. students in special education classes, and
  - 3. students receiving Level 2 or 3 funding.
- (n) An Individual Education Plan shall be developed in collaboration with the classroom teacher(s), other school personnel, the Child Guidance Clinic and the student's parent/guardian. When appropriate other agencies, the Special Education Consultant, and the student may also be involved.
- (o) An Individual Transition Plan shall be developed for all students with special needs reaching age sixteen who may require community based support services after school leaving. This plan shall be developed together with Community Service personnel and when appropriate shall initiate this process.

(The "Student Support Services User's Handbook" provides specific definitions, guidelines and regulations.)

## **FAMILY LIFE EDUCATION**

The purpose of family life education is to help students acquire factual knowledge, skills, attitudes, and values which will result in behavior that contributes to the well-being of the individual, the family and society. Among other things, family education provides instruction directed toward enabling students to discuss effectively problems with family members. Such communication shall include the willingness and ability to listen, accept criticism and respond orally with openness, frankness and honesty, thus demonstrating a mutual respect and love for other members of the family.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values. Instruction dealing with family life and sex education, including venereal disease, may be offered in several different courses.

- a) In courses where human reproductive organs and their functions and processes are described, illustrated, or discussed, opportunity shall be provided for all parents or guardians to request in writing that their children not attend. The parent or guardian of each student shall be notified in writing at least fifteen (15) days prior to the commencement of the instructional program.
- b) Instructional materials to be used in family life and sex education shall be available for inspection by the parent or guardian during school hours prior to the commencement of the instructional program.
- c) Proposed courses in family life education shall be submitted to the Assistant Superintendent Curriculum for approval prior to implementation by a school.
- d) Teachers who provide instruction in family life and sex education shall have preparation in the subject area, either at the pre-service or in-service level.

## **EVALUATION OF STUDENTS**

Schools shall evaluate students regularly according to each student's ability and according to his/her progress in relation to others at the same grade level.

## **REPORTING TO PARENTS**

- a) Student progress shall be reported to parents at regular intervals throughout the school year or at any time a parent requests a report.
- b) Schools shall report to parents by oral parent-teachers conferences and they may also provide written reports such as letter grades, percentage marks and/or anecdotal summaries.



## SELECTION AND REVIEW OF LEARNING MATERIALS

- a) Schools should provide students with a wide range of educational learning resource materials at varying levels of difficulty, with diversity of appeal, and with representation of different points of view to meet their developmental needs.
- b) The acquisition of learning materials should promote the goals and aims of the River East School Division and Manitoba Education and Training. The six goals for the Division identify the primary areas of development.
- c) While the responsibility for the provision of learning materials is legally vested in the Board of Trustees, the school principal, in conjunction with the Superintendent, is responsible for the selection and review of educational learning materials. The Superintendent and principal may delegate the selection and review of learning materials to appropriate professional staff members without relinquishing full responsibility for any selection which has been made.
- d) The general criteria for selection of learning materials shall include:
  - 1. Learning materials shall provide for the developmental needs of all students consistent with the goals of the Division.
  - 2. Learning materials shall be factually accurate where applicable.
  - 3. Learning materials shall have logical, scientific, aesthetic, literary, moral, and/or social value where applicable in the curriculum.
  - 4. The presentation of the materials shall be appropriate to the level of the users. Such factors as ability level, emotional maturity, learning styles, age, and curriculum organization shall be used to gauge the level of appropriateness.
  - 5. Learning materials shall be designed and selected to assist students and staff to examine and assess their own duties, responsibilities, rights, and privileges as participating citizens in our society.
  - 6. Learning materials shall be designed and selected to help students gain an awareness of our pluralistic society as well as an understanding of the many important contributions made to civilization by all members of society.
  - 7. Learning materials shall be selected that reflect a democratic, open, and just view with respect to race, country of origin, and ethnicity..
  - 8. Learning materials shall be selected that reflect the contributions and the culture of all groups..
  - 9. Learning materials shall be selected for their strengths.

## SELECTION AND REVIEW OF LEARNING MATERIALS

Page 2

10. Learning materials on controversial issues shall reflect representative views.
  11. Consideration shall be given to the selection of materials produced or authored by Canadians where possible.
- e) The principal should take into account prevailing community concerns and interests in selecting learning materials for a school. Mutual understanding should be promoted in response to parental concerns of particular selections which have been approved in a school.
  - f) The principal shall develop appropriate procedures for material selection and review for the school. Materials shall be reviewed at the school level to determine their suitability in promoting the development of students. The selection and review of procedures developed shall be submitted to the Assistant Superintendent, Curriculum, for approval.
  - g) When a request for review of a learning resource is made by a resident or employee of the Division, the initial review shall be conducted at the school level under the direction of the principal. The Superintendent shall be informed of the request.
  - h) If, following the school review, the resident or employee of the Division wishes to request a formal reconsideration of the learning resource, the request shall be made by completing the form "Request for Reconsideration of Learning Resource" and forwarding it to the Superintendent. The Board's Education and Policy Committee shall be informed of the request. A review and consideration shall be conducted through the Division's Curriculum Council under the jurisdiction of the Assistant Superintendent, Curriculum. Recommendations shall be made to the Superintendent who will communicate them to the Board's Education and Policy Committee and subsequently to the individual requesting the review.
  - i) In the event the individual requesting the reconsideration wishes to appeal the recommendations of the Curriculum Council, a letter of appeal shall be sent to the Superintendent. A review of the issues involved shall be conducted by an ad hoc committee established by the Assistant Superintendent, Curriculum and the Chairperson of the Board's Education and Policy Committee. The ad hoc committee shall submit its recommendations to the Superintendent and the Board of Trustees. The Board of Trustees shall decide upon the action to be taken.
  - j) Upon identifying print and non-print materials requiring revision, the Superintendent's Department shall be guided by the general criteria (Section d above) for the selection of material.

## **POLICY STATEMENT ON DRUG & ALCOHOL EDUCATION**

The purpose of Drug & Alcohol Education is to provide a primary prevention program on the use of drugs and alcohol. The focus of the program is to reduce the problems associated with the use of drugs and alcohol by helping students understand the effect of drugs, the factors that influence people to use drugs, and alternatives to the use of drugs.

Such a program is intended to assist parents in the development of appropriate attitudes and values in children and adolescents regarding the use of drugs and alcohol.

A Divisional program in drug and alcohol education will be made available to all schools. The Division will provide a set of guidelines for the participation of schools and the role of parents in the implementation of this optional program.

The Division will prepare and provide appropriate staff development for delivering this program.

Refer to Section 12.16 (Alcohol/Drug Abuse) re procedures to be used involving student's use of illicit drugs/or alcohol.

February 22, 1989

# GUIDELINES FOR DRUG & ALCOHOL EDUCATION

## **1     General Goals & Objectives**

- a) To help students understand that alcohol and drugs are substances which change the functioning of a human body,
- b) To help students develop the ability to differentiate between the harmful and beneficial use of drugs,
- c) To help students develop effective decision-making skills and provide experience in determining alternatives to drug and alcohol use,
- d) To help students develop an understanding of what influences the use/non-use of drugs and alcohol,
- e) To provide activities that will help establish feelings of positive self-worth and competence among students,
- f) To help students understand the harmful health, social, personal, and legal consequences associated with alcohol and drug use, and
- g) To help students understand that the consequences of illegal use or risk-taking use of drugs are ones for which they are personally responsible.

## **1 1     Program Outline**

The program of Drug & Alcohol Education is based on the "Tuning in to Health" program which is sponsored by the Alcoholism Foundation of Manitoba and approved by Manitoba Education and Training.

The program outline is as follows:

### **A.     Early Years (Grade 2-3)**

- i) Hazardous Products
- ii) Medicines

### **B.     Middle Years (Grade 4-6)**

- i) Drugs and Decisions
- ii) Drugs and Influences
- iii) Smoking

### **C.     Junior High (Grades 7-9)**

- i) Alcohol
- ii) Tobacco
- iii) Over-the-Counter Prescription Drugs
- iv) Other Drugs

# **GUIDELINES FOR DRUG & ALCOHOL EDUCATION Cont'd**

## **1 1 1 School Board Authorization**

School Board Authorization for the Division program in Drug and Alcohol Education will be obtained before implementation.

## **1 V Role of the Parent**

- a) In schools where Drug and Alcohol Education is offered, feedback on the implementation of the program will be made available to parents.
- b) In courses where Drug and Alcohol Education are topics, opportunity shall be provided for all parents/guardians to preview the materials prior to the commencement of instruction.
- c) In courses where Drug and Alcohol Education is taught, parents/guardians shall have the opportunity to request, in writing, that their children not participate.

## **V Instruction**

Instruction regarding Drug and Alcohol Education will be based on appropriate curriculum materials that reflect approved program outlines. Appropriate teaching strategies, as identified in the program adopted for the Division, will be used.

## **V 1 Staff Development**

Teachers who provide instruction in Drug and Alcohol Education shall have professional preparation in the subject area, either at the pre-service or in-service level. The Division will make professional development available to teachers who require it.

## **V 1 1 Monitoring, Assessment and Revision**

The Division program on Drug and Alcohol Education will be monitored, assessed, and revised under the direction of the Assistant Superintendent, Curriculum.

## **ACCEPTABLE USE OF THE INTERNET**

The primary purpose for the use of the Internet in schools is to support teaching and learning. Schools are encouraged to make the use of the Internet available to staff and students for this purpose.

- a) The Division shall develop and implement appropriate regulations for the acceptable use of the Internet.
- b) Students must get parent/guardian permission to use the Internet at school.
- c) Students, teachers and parents are expected to follow the Division regulations for the use of the Internet at school.
- d) The regulations for the acceptable use of the Internet shall conform with the Division Policy on the Section and Review of Learning Materials .
- e) The Assistant Superintendent, Curriculum shall be responsible for initiating and implementing all regulations for the use of the Internet for instructional purposes.

See Regulation No. 3

## **ASSESSMENT AND REPORTING**

Assessment of students' performance is an integral part of teaching and learning. It should reflect how students are doing on the outcomes in the curriculum documents prepared by Manitoba Education and Training.

Students' performance should be reported to students and parents on a timely basis to inform them of the progress that has been made. It should be clear, accurate and of practical value for whom they are intended.

This policy has been developed in accordance with regulations contained in the Public Schools Act and regulations set out in other documents related to assessment which have been released by Manitoba Education and Training.

### **Assessment and Evaluation**

- a) Students shall be evaluated at regular intervals.
- b) The evaluation shall be based on a variety of assessment methods.
- c) The evaluation shall focus on grade level outcomes as stated in provincial documents.
- d) The assessment and evaluation plans prepared by schools shall be included in their school plans.
- e) Teachers shall be responsible for carrying out assessment and evaluation in accordance with provincial and divisional requirements.
- f) The administration is responsible for carrying out provincial and divisional policy requirements.
- g) School shall develop a process for appealing evaluations conducted by the school. The Division shall develop a final appeal process.
- h) Schools shall administer provincial assessments as required by Manitoba Education and Training.
- i) The Division shall conduct, on a regular basis, system-wide assessment of students' performance.
- j) The Superintendent shall determine which areas will be assessed at the divisional level.
- k) Schools' performance on division-wide assessments shall be released to the Board of Trustees and to parents. Schools' performance on pilot tests will be released only to the Board of Trustees.

## **ASSESSMENT AND REPORTING (Cont'd)**

### **Reporting Students' Progress**

- a) Students reports shall describe the students progress toward achieving the grade level outcomes in accordance with the provincial curriculum and divisional policy.
- b) Students progress shall be reported to parents/legal guardians and pupils who have attained the age of majority at regular intervals throughout the school year or as required.
- c) Schools shall report to parents/legal guardians by oral parent-teacher conferences and provide written reports such as letter grades, percentage marks, and/or anecdotal summaries in accordance with provincial regulations and divisional policies.
- d) Results of students performance on province-wide assessments shall be released to the Board of Trustees and the public in accordance with provincial regulations. The individual identity of students shall be protected in the process of releasing these summative reports. Pilot test results shall not be released to the public.



## **9.0           TRANSPORTATION**

- 9.1    Eligibility for Transportation
- 9.2    Bus Routes
- 9.3    Notification to Students
- 9.4    Field Trips and Sports Trips
- 9.5    Bus Conduct
- 9.6    Bus Safety
- 9.7    Bus Loading Zones at Schools
- 9.8    Bus Driver Training
- 9.9    Bus Driver Uniforms
- 9.10   Use of School Buses
- 9.11   Medical Examinations
- 9.12   Railroad Crossing Policy
- 9.13   Student Accounting
- 9.14   Transportable Items

## TRANSPORTATION OF PUPILS

It is the policy of the River East School Division No. 9 to provide student transportation under certain conditions of distance or disability for students attending his/her designated school and also to provide a quality transportation system that is cost effective by using various transportation modes.

1. All students residing greater than 1.6 kilometers from their designated school and are eligible for transportation grants as laid out in the Public Schools Act and Regulations thereto as follows:
  - 1.0 **Rural (East St. Paul/St. Clements)** —students enrolled in Grades Kindergarten to S4 who do not reside in a city, town or village.
  - 1.2 **Special Class/Physically Handicapped** —transported pupil who is unable to walk safely to school and
    - is a Level II or Level III student and;
    - has a learning disability, or
    - has a physical handicap.
  - 1.3 **Urban** — students enrolled in Grades Kindergarten to 6 who reside in the City of Winnipeg.
  - 1.4 **Programs not offered in the Division** —students enrolled in Grades Kindergarten to S4 in another school division who take a recognized program not offered in the River East School Division No. 9.
2. Kindergarten to Grade 6 students to and from a babysitter/daycare provided that the address is also more than 1.6 kilometers walking distance from the designated school and does not alter existing bus routes.
3. Students involved in special situations as follows:
  - 3.0 Students attending Dr. Hamilton School and living in the area from 3663 Henderson Highway to Burr Oak Bay inclusive within the Dr. Hamilton School catchment area.
  - 3.1 Students attending Neil Campbell School and living east of the C.P.R. Molson/Main Line within the Neil Campbell School catchment area.
  - 3.2 Kindergarten to Grade 6 students attending Salisbury Morse Place and living south-east of the C.P.R. Molson/Main Line within the Salisbury Morse Place catchment area.

## TRANSPORTATION OF PUPILS

Page 2

4. Students who are authorized by the Superintendent or designate to receive transportation to an assigned school.
5. Within the framework of the Division Policy, the Board hereby authorizes the Superintendent (or designate):
  - 5.1 to administer the Division Policy on pupil transportation;
  - 5.2 to make additions, deletions and changes to the transportation system when necessary to meet the needs of the Division for the safe transportation of pupils;
  - 5.3 to provide to the Board notification of any changes in regulations as an item of information, the effective date in no case to precede or coincide with the date of the meeting at which such report is made.
6. The Division is responsible for the safety of students using Division-owned vehicles while the students are on the vehicle. It is the parents /guardians responsibility to ensure the safety of students from home to the school bus pick-up point, until boarding the school bus and from disembarkation from the school bus to home.
7. The provision of transportation by the Division is a privilege extended to eligible students but is not a right and may be revoked at the Board s discretion.

(See also Regulation No. 27)

Revised: December 9, 1998

## **BUS ROUTES**

- a) The Director of Transportation shall be responsible for the setting up of school bus routes within the Division.
- b) Distance measurements shall be taken from the student's residential property line to the designated school entrance(s) measured by the shortest traveled route (excludes back lanes, includes public walkways, etc.).
- c) Bus routes shall be established according to the resident addresses of the pupils eligible for transportation.
- d) The address of a babysitter or daycare may be considered as a resident address of a student as outlined in 9.1 (g).
- e) The Director of Transportation shall provide a list of all school bus routes to the Secretary-Treasurer and the Board.

May 9, 1990  
Revised June 26, 1991

## **NOTIFICATION TO STUDENTS**

The Director of Transportation shall arrange for each student eligible for school bus transportation to be notified of his/her pick up spot, bus number and time of pick up.

The Director of Transportation shall supply each student eligible for school bus transportation with a copy of the regulations regarding bus ridership on Division school buses. Whenever possible, such regulations shall be sent to students prior to the commencement of school each Fall.

## **FIELD TRIPS AND SPORTS TRIPS**

- a) The Board shall allocate in the Transportation Budget a money allotment for each school, to be used to finance the transportation requirements of Out-of-School programs.
- b) The amount of the allotment shall be determined by the number of registered students in the school.
- c) The allotment shall apply to the use of school buses between the hours of 9:00 A.M. and 2:30 P.M. on school days, as well as on evenings and weekends, or whenever school buses are available.
- d) The allotment amount per student shall be set each year by the Board within the limits of the available grants.

(See also Regulation No. 5)

## **BUS CONDUCT**

- a) Students shall be required to conduct themselves on school buses in an orderly manner. Rules of bus conduct shall be established by the Principals and the Director of Transportation.
- b) Students who become a serious disciplinary problem on a school bus may have their riding privileges suspended by the Principal and/or the Director of Transportation. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

(See also Policy No. 12.4)

- c) Section 40(1) of Manitoba Regulation 468/88R

"The Principal shall have disciplinary authority over all pupils of his/her school in their conduct towards one another on their way to and from school, and, in districts which provide transportation, the Principal shall have disciplinary authority over the conduct of pupils while they are in conveyance."

- d) Each bus driver shall have the authority and responsibility of maintaining discipline on his/her bus in accordance with regulations as established by the Director of Transportation.

## **BUS SAFETY**

It shall be the responsibility of the Director of Transportation to ensure that the school buses are regularly inspected for health, fire and safety hazards.

(See Also Policy 12.12)



## **BUS LOADING ZONES AT SCHOOLS**

The Principal and/or the Director of Transportation shall designate a loading and unloading zone either on the school grounds or adjacent to the school grounds.

## **BUS DRIVER TRAINING**

The Director of Transportation shall be responsible for establishing a set of rules and guidelines for bus driver training. He/she shall arrange for bus drivers to receive adequate training in all phases of their work.

## **BUS DRIVER UNIFORMS**

- a) The Board shall supply uniforms to all bus drivers, after they are on permanent staff.
- b) Each driver shall receive a new uniform every third year, except he/she shall receive 2 shirts each year.
- c) A uniform shall consist of: jacket, 2 pair trousers, 2 shirts, tie, hat.
- d) While on duty each driver shall wear the uniform supplied.

(See also: Regulation No: 17)

Revised April 22, 1992

## **USE OF SCHOOL BUSES**

School Division buses shall be used only for the transportation of school children to and from school and on other school related programs.

August 24, 1977

## **MEDICAL EXAMINATIONS**

The Division shall absorb the cost of medical examinations taken by school bus drivers as required by the Motor Vehicle Branch in order to maintain their licences to drive a school bus.

The Division shall absorb the cost of routine call - in for re-testing by the Motor Vehicle Branch.

September 27, 1978

## **RAILROAD CROSSING POLICY**

All River East School Division Buses STOP at all level crossings without distinction of area or classification of railroad tracks, and that signs be placed on the back of the buses indicating that "THIS BUS STOPS AT ALL RAILROAD TRACKS".

June 23, 1982

## **STUDENT ACCOUNTING**

Each school shall be responsible for immediately informing the transportation department of any change in student status.

May 9, 1990

## TRANSPORTABLE ITEMS

- a) Articles may be carried that fit within the lap space of the student and be fully contained within the seating space without protruding into the aisle or the space above the seat backs.
- b) Articles made of metal may not be carried on the student's lap unless the metal is fully enclosed in a suitable protective covering.
- c) The transporting of any animal is prohibited.
- d) The transporting of any article likely to endanger the safety of the passengers is prohibited.

Revised: March 26, 1997



## **10.0        FACILITY EXPANSION AND RENOVATION PROGRAM**

- 10.1        Long Range Planning
- 10.2        Enrollment Projections
- 10.3        Notice of Intent
- 10.4        Appointment of Architect
- 10.5        Facility Expansion Planning Committee
- 10.6        Role of the Architect
- 10.7        Role of the Building Coordinator
- 10.8        Role of the Building, Property and Transportation Committee
- 10.9        Role of the Board
- 10.10       Site Acquisition
- 10.11       Naming of New Facilities

## **LONG RANGE PLANNING**

The Board shall review annually the physical plants within the Division. This review shall be in terms of both present and future needs in order to provide adequate accommodations and facilities for the education of the students within the Division. The administration shall prepare such documents as are necessary for the Board to make wise and judicious decisions for its long range planning of school needs.

## **ENROLLMENT PROJECTIONS**

The Superintendent shall have prepared annually for Board study a five year projection of Enrollment for each school in the Division. The projection shall include a statement of deficiency or surplus of space anticipated in each school.

## **NOTICE OF INTENT**

- a) The Superintendent shall have prepared annually for Board study of Notice of Intent regarding school facility expansion and renovation for the entire Division.
- b) The Superintendent shall have prepared for Board study supplementary Notices of Intent at other times throughout the year as the immediate need arises.
- c) The Notice of Intent shall be studied by the Building, Property and Transportation Committee and the Committee shall forward its recommendation on to the Board.
- d) The Secretary-Treasurer shall submit the Notice of Intent to Manitoba Education and Training following the adoption of the Notice of Intent by the Board.

## **APPOINTMENT OF ARCHITECT**

The Board shall appoint an architectural firm either for each individual project or for the calendar year.

## **FACILITY EXPANSION PLANNING COMMITTEE**

- a) The Superintendent shall establish a planning committee for each facility expansion project approved by the Minister of Education.
- b) The size and composition of each committee may vary depending on the extent of the renovation, addition or new facility expansion.
- c) The facility expansion committee shall contribute to the development of educational specifications for the project. These education specifications shall guide the architect in the planning of the building.
- d) The facility expansion committee shall meet at the call of the Superintendent.
- e) The facility expansion committee may consist of representatives of:
  - 1. The Board
  - 2. The Superintendent's Department
  - 3. The Secretary-Treasurer's Department
  - 4. The teaching and administrative staff of the Division
  - 5. The community
  - 6. The students
  - 7. The Architect

## **ROLE OF THE ARCHITECT**

- a) The architect shall advise the Board and the administration on the phases of the building program for which he has technical training and experience.
- b) He shall translate the educational specifications into building and property design.
- c) He shall prepare such drawings and contract documents as are required by the Board and Manitoba Education and Training and as are required for tendering and awarding of contracts.
- d) He shall tender and recommend on contract awards.
- e) He shall supervise and monitor the construction.
- f) He shall provide the Board with monthly progress reports on the construction.
- g) He shall certify progress payments for the contractor.
- h) He shall provide deficiency reports and attempt to have such deficiencies corrected as expeditiously as possible.
- i) He shall recommend approval and acceptance of completed facilities.

## **ROLE OF THE BUILDING COORDINATOR**

The Assistant Superintendent, Human Resources shall be the building Coordinator. He shall prepare such information as is required by the Superintendent for the planning of facility expansion and renovation.



## **ROLE OF THE BUILDING, PROPERTY AND TRANSPORTATION COMMITTEE**

The Committee shall make recommendations to the Board regarding each step of facility expansion and renovation programs including:

- Notice of Intent
- Educational specifications
- Site selection
- Schematic, sketch and working drawings
- Tendering and awarding of contract
- Payment of certificates
- Proposed change notices
- Monitoring of construction by the architect
- Acceptance of completed project

## **ROLE OF THE BOARD**

The Board shall give approval regarding each step of facility expansion and renovation programs, including:

- Notice of Intent
- Educational specifications
- Site selection
- Schematic, sketch and working drawings
- Tendering and awarding of contract
- Payment of certificates
- Proposed change notices
- Monitoring of construction by the architect
- Acceptance of completed project

## **SITE ACQUISITION**

- a) The Superintendent shall recommend to the Board the location of suitable sites for school facilities.
- b) The Secretary-Treasurer shall be responsible for arranging all legal and financial matters regarding the acquisition of school sites as selected by the Board.

## **NAMING OF FACILITIES**

- a) In considering the naming of new schools, the Board shall invite recommendations from the community.
- b) New schools shall not be named after a living person residing within the Division.
- c) In recognition of long-standing service (20 years or more) by a trustee or employee, consideration may be given to naming areas of a school such as resource centers, auditoriums and theaters or naming other buildings such as transportation and maintenance, in honour of the trustee or employee.
- d) The Board shall make the decision regarding the naming of any facility or area therein.

Revised January 10, 1991

## **11.0**

## **PERSONNEL**

- 11.1 Equal Opportunity Employment
- 11.2 Staff Involvement In Decision Making
- 11.3 Professional Development Opportunities
- 11.4 Staff Complaints and Grievances
- 11.5 Recruitment and Hiring of Teachers
- 11.6 Teacher Professional Growth and Performance Assessment
- 11.7 Banking of Time
- 11.8 Non-School Employment of Employees
- 11.9 Maternity Leave
- 11.10 Employee Car Parking
- 11.11 Jury Duty
- 11.12 Employee Acting In Place of Another
- 11.13 Teacher Transfer
- 11.14 Recognition of Ill or Bereaved
- 11.15 Leave of Absence
- 11.16 Special Leave of Absence
- 11.17 Compassionate Leave
- 11.18 Appointment of Principals and Vice-Principals
- 11.19 Recognition of Employee's Service
- 11.20 Recognition of Exceptional Service or Achievement
- 11.21 Employee Abuse
- 11.22 Uniforms

## **EQUAL OPPORTUNITY EMPLOYMENT**

No person shall be denied employment, re-employment or advancement, nor shall be evaluated on the basis of sex, marital status, race, color, creed or national origin. Age shall be considered only with respect to minimums set by law and retirement as specified by the province or collective agreements between employee groups and the Board.

Applicants shall be selected for positions on the basis of qualifications, merit and ability.

Revised April 24, 1991

**STAFF INVOLVEMENT IN DECISION MAKING**

Employees shall be encouraged to participate in decision making for the Division. The Superintendent is authorized to establish such committees as necessary to recommend policies and rules for the proper functioning of the Division.

In the development of rules, regulations and arrangements for the operation of the Division, the Superintendent shall include at the planning stage wherever feasible those employees who will be affected by such provisions.

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- a) Division employees shall be encouraged to engage in a continuous program of professional and technical growth in order that they may become better qualified to serve the educational program for the students of the Division.
- b) The administrative staff shall provide leadership in developing programs of in-service for the Division staff.
- c) The Superintendent's Department shall develop an implementation plan for providing in-service training on equity and race relations for all employee groups. The plan will provide for the integration of equity and race relations issues into the staff training planned for implementing the Division priorities.
- d) Employees shall be provided opportunities, within time and budget allocations, to attend conferences and visit other schools both within and without the province.



## **STAFF COMPLAINTS AND GRIEVANCES**

The Board and administration shall practice reasonable and effective means of:

- a) resolving difficulties which may arise among employees
- b) reducing potential areas of grievances
- c) establishing and maintaining recognized channels of communications
- d) providing prompt and equitable adjustment of differences
- e) assuring the opportunity for an orderly presentation and review of concerns and grievances
- f) ensuring that no employee shall suffer reprisals or reduction in status as a result of having presented a grievance or having represented an employee in a grievance

## **RECRUITMENT AND HIRING OF TEACHERS**

- a) Teacher recruitment and selection shall be the responsibility of the Assistant Superintendent Human Resources. Principals shall be involved in the recruitment and selection process.
- b) All professional personnel selected for employment shall be approved by the Superintendent within the budget allocation.
- c) The Board shall be informed of all appointments made.

## TEACHER PROFESSIONAL GROWTH AND PERFORMANCE ASSESSMENT

Teacher Professional Growth and Performance Assessment have been designed to ensure that the students of the River East School Division maximize their learning opportunities and receive an appropriate and acceptable standard and quality of education that is consistent with the Division's stated mission and goals.

**Teacher Professional Growth Planning** is a process that encourages and promotes personal professional development. The Division is committed to assisting teachers in the acquisition of best teaching practices and appropriate learning opportunities to improve the quality of instruction and thereby enhance student learning. Teachers who decide to write and implement a Teacher Professional Growth Plan will be supported by the school and the school division.

**Teacher Performance Assessment** is a process that results in a summative report based upon specific criteria that is designed to ensure that teachers maintain an acceptable and satisfactory level of performance in the discharge of their professional duties.

See:	Regulation No. 18	Teacher Improvement Procedure
	Regulation No. 31	Teacher Professional Growth
	Regulation No. 32	Teacher Performance Assessment

Revised May 26, 1999

## **BANKING OF TIME**

- a) The Superintendent's Department may, upon the recommendation of the Principal, grant permission for the privilege of banking time by paraprofessionals and library technicians for later use as holidays.
- b) The Secretary-Treasurer may, upon the recommendation of the Principal, grant permission for the privilege of banking time by clerical personnel for later use as holidays.

**NON-SCHOOL EMPLOYMENT OF EMPLOYEES**

Employees shall not engage in outside-of-school employment that would adversely affect their usefulness as employees of the Division or would make demands upon them as to interfere with their effectiveness in performing their regular assigned duties.

## **MATERNITY LEAVE**

Maternity Leave shall be treated as a regular leave of absence in accordance with the Employment Standards Act (Section 34.1(1) and 34.2(2)).

## **EMPLOYEE CAR PARKING**

The Board shall provide parking facilities, wherever possible, for all employees at no cost to the Board. The fees for parking shall be set annually by the Board based on actual maintenance and amortized capital costs over the entire Division.

(See also: Regulation No. 11)

April 24, 1991  
Revised March 9, 1994

## **JURY DUTY**

An employee called to serve as a juror shall suffer no loss of pay while doing so and any monies received for this duty shall be assigned to the Board.



## **EMPLOYEE ACTING IN PLACE OF ANOTHER**

Any employee filling another employee's position in the Division for a period of 30 consecutive working days or more, not counting vacation time, shall be remunerated at the higher pay retroactive to the first day.

## TEACHER TRANSFER

- a) Teacher transfer within the Division shall be based on the following premises:
  1. That transfer is a normal and desirable aspect of any teaching career.
  2. That there shall be consultation between the teacher and the administrator prior to any decision.
  3. That the process and the decision shall be characterized by fairness and justice.
  4. That where transfer is contemplated, reasonable time shall be allowed for consultation and appeal.
  5. That provision for appeal against a decision shall be available to all teachers.
  6. That, whenever possible, predicted or actual vacancies on the staffs of schools shall be bulletined within the Division at certain times of the year.
  
- b) In-school transfers shall basically be the concern of the Principal and teacher involved, taking into consideration the needs of pupils and the school program. The following guidelines shall govern such transfers:
  1. No involuntary transfer shall be made without prior consultation between the Principal and the teacher involved, at which time the teacher shall be notified of the reasons for the transfer.
  2. The decision regarding transfer shall take into account the following factors:
    - (i) The best interests of the children in the school.
    - (ii) The best interests of the programs offered within the school.
    - (iii) The teacher's area of competence, qualifications and experience.
  3. Judgements and decisions in this matter shall be the responsibility of the principal, subject to appeal to the Superintendent.
  
- c) The transfer of a teacher from one school to another may be initiated by the teacher, by the Principal of his/her school or by the Superintendent. The decision regarding such a transfer shall take into account the following factors:
  1. The best interests of the children in the Division.
  2. The needs, operation and programs of the schools involved in the transfer.
  3. The needs and operation of the Division generally.
  4. The teacher's personal needs, qualifications, teaching experience, expertise, seniority and career.

Judgement and decisions in this matter shall be the responsibility of the Superintendent, in consultation with the Principals involved. A teacher may appeal to the R.E.T.A. President for representation on his/her behalf.

## TEACHER TRANSFER

Page 2

- d) When a teacher is being considered for transfer by a Principal or Superintendent, a serious attempt shall be made to place the teacher in an appropriate position prior to the hiring of additional staff. Termination of contract is not an acceptable solution in the case of a tenured teacher, unless there is no position available.
- e) Teachers being considered for transfer shall be notified as soon as possible, preferably by March 15th.
- f) A teacher may request a transfer at any time during the school year if a position becomes available. The transfer may be made if it is in the best interest of the Division.

December 22, 1976

## **RECOGNITION OF ILL OR BEREAVED**

- a) The Board shall send flowers to employees who are hospitalized for a period greater than two weeks.
- b) The Board shall send flowers to the family or a contribution to a charity, in the case of the death of an employee or an employee's spouse, parent or child.
- c) The Board may, at its discretion, acknowledge the illness or death of others.

August 24, 1977  
Revised April 24, 1991

## LEAVE OF ABSENCE

- a) An employee may be granted a leave of absence at the discretion of the Board for a period of no longer than one year.
- b) Application for a leave of absence shall be made in writing to the Superintendent or the Secretary-Treasurer.
- c) Each application shall be considered on its own merits.
- d) Any provision in a Collective Agreement between the Board and a group of its employees shall take precedence over this policy.

August 24, 1977

## **SPECIAL LEAVE OF ABSENCE**

- a) Special leave of absence of up to five days may be granted to an employee at the discretion of the Superintendent or Secretary-Treasurer.
- b) Application for a special leave of absence shall be made in writing to the Superintendent or Secretary-Treasurer.
- c) Each application shall be considered on its own merits.
- d) At the discretion of the Superintendent or Secretary-Treasurer the employee shall:
  - i) Receive full pay
  - ii) Lose pay on a per diem basis
  - iii) Replace the substitute cost
  - iv) Bank or replace the time

August 24, 1977

## COMPASSIONATE LEAVE

- a) Employees shall be granted compassionate leave at the discretion of the Superintendent or Secretary-Treasurer for a period up to four days without loss of pay.
- b) The Superintendent or Secretary-Treasurer may grant additional travelling time if the burial occurs outside the Winnipeg area.
- c) Application for compassionate leave shall be made in writing to the Superintendent or Secretary-Treasurer.
- d) Each application shall be considered on its own merits.
- e) Any provision in a Collective Agreement between the Board and a group of its employees shall take precedence over this policy.

August 24, 1977

## **POLICY AND PROCEDURES WITH RESPECT TO APPOINTMENTS OF PRINCIPALS AND VICE-PRINCIPALS**

1. The Board of Trustees shall provide a set of criteria for administrators.
2. Where the Board requires special qualifications for a specific position, these additional criteria shall be made known to the Superintendent before the selection process has begun.
3. The Superintendent shall bring to the Board a recommendation for each administrative position to be filled and provide the Board with a list of all applicants.
4. In selecting his recommendation the Superintendent shall consult with a committee composed of the two assistant superintendents, a representative chosen by R.E.T.A., and a representative chosen by R.E.P.V.P.A.
5. In the case of a Vice-Principal's position, the Principal of the school shall be a member of the committee involved in the selection of a Vice-Principal for that particular school.
6. Should the Board of Trustees, for any reason, not approve the Superintendent's recommendation, the Board shall instruct the Superintendent to submit a new recommendation.

(See Regulation No. 13 for criteria)

April 11, 1979



## **POLICY ON PRESENTATIONS MADE IN RECOGNITION OF EMPLOYEE'S SERVICE**

The Board may, from time to time wish to honour an employee. On such an occasion she/he shall be presented with an engraved tray. If the employee is to be honoured at a subsequent time, she/he shall be presented with a Red River Cart suitably engraved.

### **Guidelines for Recognition of Long Service and Retirement**

1. a) "Long Service" shall be defined as a minimum of 25 years service in River East School Division. (Service in the former School Districts of East and North Kildonan and the schools of East St. Paul shall be included in calculating years of service).
- b) For purposes of recognition, years of service shall include years while an employee is on extended sick leave or salary continuance.
2. a) Persons eligible for recognition upon retirement will
  - i) have reached or passed the age of 55 years and
  - ii) have at least 10 years continuous service in the School Division and
  - iii) have ceased, or planned to cease active work in her/his career.
3. A record of employment shall be maintained for employees - such record should include at least the date of employment, qualifications and experience, places of employment and highlights of any special achievements relative to his/her employments.
4. Recognition of long service and retirement may be extended to employees other than those indicated above, who, at the discretion of the Board merit such recognition.

June 25, 1981

## **POLICY ON RECOGNITION OF EXCEPTIONAL SERVICE OR ACHIEVEMENT**

The Board may from time to time wish to honour a student or employee for exceptional service or achievement. In such cases, a suitably engraved plaque shall be presented to the employee or student of River East School Division.

June 25, 1981

## **EMPLOYEE ABUSE**

It is the policy of The River East School Division that every employee of The River East School Division has the right to work in a safe, secure, healthy, and non-threatening environment.

For the purpose of this policy abuse shall be defined as threats and/or acts of violence against employees, their families and/or their property.

See also: Regulation No. 19

June 24, 1992

## **UNIFORMS**

Custodial Staff, Custodial Aides, and Maintenance Staff shall be provided with appropriate uniforms as outlined in Regulation 17. Each employee shall wear the uniform supplied.

See also: Regulation No. 17

June 24, 1992

**BOARD - R.E.T.A. LIAISON COMMITTEE**

The Board shall establish a joint committee with the River East Teachers Association where teachers, administrators and trustees may discuss issues of mutual concern so that each party can better understand the others interests and goals. The primary purpose will be to provide continuing, two-way channels of communication to be conducted on a regular basis away from situations or the bargaining table.

(See Regulation No. 21)

September 28, 1994

## **12.0**

## **STUDENTS**

- 12.1 Equal Educational Opportunities
- 12.2 New Resident Students
- 12.3 Non-Resident Student Fees
- 12.4 Bus Conduct
- 12.5 Dress Code
- 12.6 Student Complaints and Grievances
- 12.7 Student Discipline
- 12.8 Corporal Punishment
- 12.9 Student Suspension
- 12.10 Student Expulsion
- 12.11 Permission to Continue
- 12.12 Student Safety
- 12.13 Safety Patrols
- 12.14 Child Abuse Policy
- 12.15 Health Related Care
- 12.16 Alcohol/Drug Abuse
- 12.17 Admission of Resident and Non-Resident Students
- 12.18 User-Pay Supervised Lunch Programs
- 12.19 Search
- 12.20 School Fee Policy

## EQUAL EDUCATIONAL OPPORTUNITIES

Recognizing that equity is a shared responsibility within the community of students, staff, parents and guardians, every student has a right to equal educational opportunities in River East School Division. The Equal Educational Opportunities Policy is intended to provide a guideline and reference for parents, guardians, staff and students in River East School Division for the determination of appropriate behaviour in our schools.

Equality in education, be that a child's access to role models, or in indirect effects of a parent's right to participate in the education of their child, does not mean treating everyone the same. All children have a right to attend public schools and all parents have an opportunity to come to the school and register their children. If the child feels alienated, however, and does not see his/her world view represented in the school experience, it is unlikely that there will be equality of educational outcome. If parents are unable to assist their children with some of the common problems that come with schooling because they do not have an opportunity to communicate directly with their school staff, equality of educational outcome is less likely to occur. Equity will occur only when there is recognition of the need to accommodate differences in order to create equal educational opportunities for all.

- a) The Board shall endeavor to provide equal educational opportunity for students free from limitations based upon ethnic or racial background, religious beliefs, or economic and social conditions.
- b) All schools shall promote equity and race relations to ensure teaching and learning environments which are free of prejudice, discrimination, and racism. The goal is to give all students, regardless of race, color, or country of origin an equal educational opportunity.
- c) Policies and implementation procedures for equity and race relations shall be included in the School Plans of each school. The plans shall include involving students in developmentally appropriate activities that promote equity and race relations.

This policy of equal education opportunity shall serve as a guide for the Board, all schools and the entire Division staff in making decisions relating to school programs, student conduct, employment of personnel, selection of educational materials, equipment, facilities, curriculum, and regulations affecting students.

Revised May 22, 1996

## **NEW RESIDENT STUDENTS**

Grade placement shall be the responsibility of the Principal and shall be based on general achievement, consideration being given to the mental, physical, emotional and social maturity of the child. In general, pupils transferring into the Division will be placed in the same grade level as in the school from which they transferred.



## **NON-RESIDENT STUDENT FEES**

Non-resident students may attend schools within the Division by special permission of the Board as provided in the Public Schools Act.

A non-resident fee schedule shall be established by the Board and revised periodically in accordance with changes in per student cost. The Board may waive, at its discretion, the non-resident fees for individual students.

See Regulation No. 9

## **BUS CONDUCT**

Students shall be required to conduct themselves on school buses in an orderly manner. Rules of bus conduct shall be established by the Principals and the Director of Transportation.

Students who become a serious disciplinary problem on a school bus may have their riding privileges suspended by the Principal and/or the Director of Transportation. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school.

(See also: Policy 9.5)

## **DRESS CODE**

Students shall dress in a manner that does not interfere with the educational process. The responsibility for the appearance of students rests with the parents and students themselves.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students shall have both the right and the responsibility to express school related concerns and grievances to the school administration. Any student or group of students may make a request to meet with the school Principal to discuss and consider a grievance.

**STUDENT DISCIPLINE**

It shall be the duty of the Principals and teachers to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with the policies of the Board and with provincial and federal law.

## **CORPORAL PUNISHMENT**

Corporal punishment is not authorized as a means of student discipline in the River East School Division.

Revised October 21, 1991

## STUDENT SUSPENSION

- a) Principals may suspend students for cause for a period of up to one week.
- b) Principals must inform the Superintendent within 24 hours in writing that the suspension has been given, its duration and a brief description of the reason for taking this action.
- c) Parents or guardians must be notified as soon as is reasonably possible.
- d) Principals should make an effort to meet with the child and his/her parent/guardian prior to the return of the student to the school to discuss the condition under which the student will return to the school.
- e) The Superintendent may suspend a student for an extended period of time if the student has demonstrated behavior detrimental to the safety and/or security of students or staff of the River East School Division. The suspension will be reported to the Board at its next meeting. The suspension may be terminated if the student enters accredited treatment to deal with any emotional, behavioral, conduct or psychiatric disorder and demonstrates a willingness and ability to control his/her behavior in such a manner as to no longer pose a threat to the safety of students and staff. Re-entry, shall follow a hearing with the Superintendent or designate.
- f) The student and his/her parents or guardians may appeal suspensions to the Superintendent, to the School Board or to the Minister of Education.
- g) For suspension beyond two days appropriate arrangements must be made by the school to allow the student to continue his/her studies.
- h) The form included in regulation #16 may be used to inform the Superintendent of the suspension.

## **STUDENT EXPULSION**

Student expulsion shall be carried out only by the Board upon recommendation from the Superintendent.

A student may appeal his expulsion by appearing as a delegation before a regular Board meeting.



## **PERMISSION TO CONTINUE**

- a) High school students who have not received standing in at least half of the courses attempted in a school year may be required to write to the Superintendent requesting permission to continue.
- b) Students may be granted permission to continue in school by the Superintendent's Department.
- c) Students who have been denied the right to continue have the right of appeal to the Board.

## **STUDENT SAFETY**

- a) Principals shall make such regulations as will promote the safety of the students while in attendance at school. It shall be the responsibility of the Principal to ensure that all students be made aware of these regulations. A copy of the regulations prepared by each Principal shall be submitted to the Superintendent for information.
- b) It shall be the responsibility of the Principal to ensure that the school building and equipment are regularly inspected for health, fire and safety hazards.
- c) It shall be the responsibility of the Director of Transportation to ensure that the school buses are regularly inspected for health, fire and safety hazards.

(See also: Policy 9.6)

## **SAFETY PATROLS**

- a) The Principal of each elementary school shall be responsible for the establishment and maintenance of a School Safety Patrol.
- b) A Safety Patrol budget shall be established by the Board and shall be the responsibility of the Assistant Superintendent Human Resources or designate.
- c) Safety Patrol supplies shall be maintained by the Director of Maintenance.
- d) A Safety Patrol Committee shall be established each fall as a sub-committee of the Personnel, Public Relations and Safety Committee.
- e) Membership of the Safety Patrol Committee shall be:
  - 1. Representative of the Superintendent's Department - Secretary to the Committee;
  - 2. Four Principals or designates;
  - 3. Trustee representatives as may be designated by the Board;
  - 4. Director of Maintenance;
  - 5. Director of Transportation/Safety Coordinator;
  - 6. Police Constables representing the City of Winnipeg and the Rural Municipality of East St. Paul;
  - 7. Representatives of interested community organization; such as the Kiwanis Club, Lions' Club and Legion.
- f) The Safety Patrol Committee shall be responsible for:
  - 1. Arranging suitable awards for the Safety Patrols;
  - 2. Judging and awarding trophies to the Safety Patrols;
  - 3. Enlisting the aid of the community organizations in student safety;
  - 4. Coordinating the work of the Police Constable assigned to our Division for school safety programs;
  - 5. Assisting the Principals and police in a safety program.

## **CHILD ABUSE POLICY REPORTING CHILD IN NEED OF PROTECTION**

The following sections of the Child Welfare Act outline the responsibilities of and protection for persons in regard to reporting a child in need of protection.

### **1     Reporting A Child In Need of Protection**

The Act requires a person to report a child in need of protection to an agency or a parent or guardian. An agency means a child and family services agency. Subsection 18(1) of the Act states ... "where a person: - has information that a child may be in need of protection ..., the person shall forthwith report the information to an agency or to a parent or guardian of the child.

### **1 1     Reporting To An Agency Only**

There may be occasions when it is prudent to report to an agency only. These include occasions when the person reporting ...

- does not know the identity of the parent or guardian of the child;
- has information that leads the person reasonably to believe that the parent or guardian
  - (i) is responsible for causing the child to be in need of protection, or
  - (ii) is unable or unwilling to provide adequate protection to the child in the circumstances; or
- has information that leads the person reasonably to believe that the child is or might be suffering abuse; subsection (1) does not apply and the person shall forthwith report the information to an agency.

### **1 1 1     River East Policy**

- a) The policy of the River East School Division No. 9 with respect to reporting a child in need of protection is one of compliance with Section 18(1) of the Child Welfare Act.
- b) An employee who has reasonable cause to suspect child abuse shall inform the child's school principal or designate of the suspicions and of the fact that a report is being made to a child caring agency or parent. When reporting to parents an oral report is required for the parent and a written report for the Superintendent.
- c) When reporting to an agency, the employee suspecting abuse shall make an oral report forthwith to the appropriate child caring agency. The employee shall then submit a written version of the report as soon as possible. The written report shall be witnessed by the principal and sent to the child caring agency. A copy of the report shall be sent to the Superintendent to be kept in a central file. No other copies shall be made. No copy is to be kept at the school.

## CHILD ABUSE POLICY REPORTING CHILD IN NEED OF PROTECTION

Page 2

### 111 River East Policy (cont'd)

- d) The legal responsibility to report lies with the person who suspects the abuse and cannot be transferred.
- e) In cases where grounds for suspecting abuse are of an ambiguous or uncertain nature the employee is encouraged to inquire or consult with the principal who may consult with the child caring agency. This inquiry or consultation is to be distinguished from formal reporting.
- f) Division employees shall not investigate the cause or circumstances of the suspected abuse. This is the role and responsibility of the police or child caring agency.
- g) The responsibility for investigation and follow-up lies with the outside agencies. It is expected that the child caring agency will inform the person making the report of action taken at the earliest appropriate time.
- h) Division employees shall cooperate with the authorized agencies and professionals in the mutual sharing of information necessary for the investigation and treatment process.
- i) With the exception of the transmittal to authorized persons of information necessary in the conduct of investigation and treatment, information related to the allegations or suspicions of child abuse shall be held in strict confidence. In particular, any written records, notations or reports shall be considered confidential and shall not be placed in the child's cumulative record or in any other way allowed to become known to persons who have no legitimate need for such information.
- j) Principals shall ensure that all members of their staffs are familiar with this policy and are adequately prepared to be alert to the signs of child abuse and to be knowledgeable concerning reporting procedures.
- k) The Superintendent shall provide to each school forms for the reporting of child abuse to the child care agency.

February 26, 1986  
Revised March 27, 1991

## HEALTH RELATED CARE

1. Health related care will be provided only if it is essential to enable a student to attend school.
2. Health related care has been separated into Level 1, Level 2, and Level 3 Nursing and Therapy Services. Students requiring health related care will be classified according to these levels.
3. Level 2 and 3 Nursing and Therapy Services shall be accessed by referral to the Director of Special Needs.
4. The Principal shall follow the procedures detailed in **The Provision of Health Related Services** which includes:
  - the designation of staff to be trained;
  - the provision for staff training, monitoring, and certification;
  - the development of the Health Care Plan.
5. Principals should use the **Guidelines for Preventing the Spread of Illness in Schools (Regulation #20)** to determine if a child is too ill to attend school and to minimize the spread of disease.
6. Medication:
  - a) The administration of prescribed medication may be required for students. Prescribed medications shall be administered only if the student cannot attend school without the provision of this medication.
  - b) Upon request by a parent or guardian, the principal shall follow the procedures to administer prescribed medication to a student. See **Regulation #14 and Regulation #15**.
  - c) Non-prescribed internal medication shall not be administered.

## **ALCOHOL/DRUG ABUSE**

The River East School Division recognizes that the use of alcohol and/or illicit drugs results in negative effects on behaviour, on learning, and on the total development of each individual. The School Division stresses the need for the educational, physical and emotional development of every student. The School Division, through its administrators and teachers, will handle situations involving students' use of illicit drugs and/or alcohol with firmness as well as with counselling and appropriate support.

### **I. POSSESSION OR USE:**

1. The use, possession and/or sale of alcohol or illicit drugs on school property or at any school-sponsored activity is strictly prohibited.
2. When a student is found to be in possession of, or under the influence and/or selling of alcohol or illicit drugs, the school principal shall impose disciplinary measures.

### **II. DISCIPLINARY MEASURES:**

1. In all cases, the educational development of the student(s) who contravene(s) this policy and the educational role and function of the school for all other students must be taken into consideration when exercising judgement regarding disciplinary action.
2. The principal is authorized to invoke disciplinary measures as he/she deems appropriate to each transgression, selecting from, but not limited to, the following actions:
  - a) contacting and informing the parent(s)/guardian(s)
  - b) withdrawal of school privileges
  - c) suspension from school for up to two weeks' duration
  - d) reporting the incident and known details to the Superintendent and to the police
  - e) recommending to the Superintendent that the student be expelled from the school
3. Repeat offenders shall be suspended and will not be allowed to return to school until conditions satisfactory to the Superintendent or designate have been met.
4. Any suspended student and/or his/her parent(s) or guardian(s) may request a conference to review the case. Such a conference shall be conducted with the student, the parent(s) or guardian(s), the Principal and the Superintendent or designate in attendance and must be held within one week (7 days) of the request.

### **III. EXCEPTIONS**

1. High school graduation receptions that are not held on school premises are exempted from this policy as it pertains to the consumption of alcohol by adults provided that parents and teachers are involved in the planning and supervision of such activities.

## ADMISSION OF RESIDENT AND NON-RESIDENT STUDENTS

### I. RESIDENT STUDENTS

#### Definitions

##### 1.1 Resident Student - General Definition

A resident student is one who is so defined under the Manitoba Public Schools Act, Section 1, which defines a resident student as a pupil:

- a) whose parent or legal guardian, with whom he resides, is a resident therein, or
- b) who has attained the age of 18 years and is a Canadian citizen or landed immigrant resident therein, or
- c) who, by reason of being dealt with under any provision of The Child and Family Services Act or the Young Offenders Act (Canada) becomes a resident therein, or
- d) who is designated in writing by the Minister as a resident therein

##### 1.2 School-Age Resident Student (Age 5-20)

For purposes of the Division, school-age resident student means a resident student aged five to twenty years, inclusive; further defined as a resident student who

- a) will be at least five years of age; i.e., having reached his or her 5th birthday, by December 31st of the school year in question
- b) will not have reached his or her 21st birthday by the opening date of the school year or semester in question

##### 1.3 Adult Resident Student - Age 21

An adult resident student is a resident student as defined above, and who has reached his or her 21st birthday by the opening day of the school year or semester in question.



**2.1     Admission of School-Age Resident Students (Age 5 to 20) With No Fee:**

Subject to Provincial Statute, all residents of school age shall be eligible to enrol in schools of the division at no cost to them.

**2.2     Admission of Adult Resident Students (Age 21 or Over) for a Per Credit Fee:**

An Adult Resident Student shall be admitted to Division schools under the following terms, and shall pay fees specified herein, as follows:

- a)     Effective the 1996-97 school year, all adult resident students over the age of 21 who are enrolled in programs in River East School Division will be charged the amount of \$102.00 per each credit.
- b)     This fee shall apply to all adults who reach their 21st birthday before the commencement of the first and second semester.
- c)     Course refunds will be established in the following manner:
  - i.       100% of the fee shall be refundable if the student withdraws from the course before the classes commence
  - ii.      50% refund shall apply if the student has started attending but withdraws before the end of the first month of the semester (September 30th, February 28th).
  - iii.     25% refund shall apply if the student attends beyond the first month, but withdraws before the first 2.5 months of the semester (November 15th, April 15th).
  - iv.      No refund shall be given if the student withdraws from the course after the 2.5-month period.

## II. NON-RESIDENT STUDENTS

### 1. Definitions

#### 1.1 Manitoba Non-Resident Student - General Definition

A non-resident student, for Division policy purposes, is one who does not meet the definition of a Resident Student as defined above, but who is a resident pupil in another Manitoba school division, and who qualifies for provincial support.

#### 1.2 Manitoba School-Age Non-Resident Student (Age 5-20)

For purposes of the Division school-age non-resident student means a non-resident student aged five to twenty years, inclusive, as defined above.

#### 1.3 Manitoba Adult Non-Resident Student (Age 21 or Over)

A Manitoba Adult Non-Resident Student, for Division policy purposes, is a Manitoba Non-Resident Student as defined above.

#### 1.4 Special Non-Resident Student Categories:

##### a. Foreign Student (School-Age and Adult)

A foreign student is an individual seeking enrolment in a Division school, who has neither Canadian citizenship nor Landed Immigrant status. Admission to Division schools, and fees payable, are governed by Board decision.

##### b. Exchange Student (School-Age Only)

An exchange student is a foreign student of school age seeking admission to a River East School Division school under the auspices of a sponsoring organization. Admission to Division schools, and fees payable, are governed by Manitoba Education & Training regulations.

##### c. Non-Supportable Student (School-Age and Adult)

A non-supportable student is any non-resident student who does not qualify for provincial education support. This category includes, among others, Treaty Indians and students who are legal residents of another Province of Canada. Admission to Division schools is contingent on payment of full fees, either by the individual or by a sponsor.

2. Admission of Manitoba School-Age Non-Residents (Age 5 to 20) With No Fee:

2.1 A Manitoba School-Age Non-Resident Student, as defined above, and excluding those required to pay a fee as described below, may be admitted without charge to Division schools.

- a) provided there is space available within existing staffing allocations in the school in question, and
- b) provided the student does not require an Individual Educational Plan (I.E.P.), individual additional programming services, or support services which would incur costs to the Division beyond those normally attributable to the classroom teacher.

(Should any question or dispute arise with respect to determination of additional costs, the Board shall, in its sole discretion, make a ruling.)

- c) provided the student is seeking to register for a course or program of studies for which his or her home school division is not obligated under the Public Schools Act to pay residual costs, i.e., would under normal circumstances be a self-paid non-resident student in the Division.

3. Admission of Manitoba Non-Resident Students With Payment of Fees:

3.1 Admission of School-Age Non-Resident Students (Age 5 to 20) for Partial Fees

- a. A Manitoba School-Age Non-Resident Student, as defined above, who does require an Individual Educational Plan (I.E.P.), or individual additional programming services, or support services, may be admitted, at the discretion of the administration, provided his or her parents pay the additional costs beyond those normally attributable to the classroom teacher.
  - i Under this option, arrangements would be made to admit the student with a waiver of base costs only, and required payment of the additional costs.
  - ii. Should any question arise with respect to determination of additional costs, the Board shall, in its sole discretion, make a ruling.

3.2 Admission of Manitoba School-Age Non-Resident Students (Age 5 to 20) for Full Fees:

- a. A Manitoba School-Age Non-Resident Student, as defined above, seeking admission to a program in respect of which payment of residual costs by his or her home school division is required under the Public Schools Act will be admitted only with payment of the applicable non-resident fees.
  - i. Note: Section 41(5) of the Public Schools Act states that the home division ... is responsible for paying the residual costs ... for a program of studies not provided by the pupil's home school division.

**III. ADDITIONAL CRITERIA GOVERNING ADMISSION OF NON-RESIDENTS**

1.

1.1 The determination of whether or not there is space available to admit a non-resident student shall be made by the Superintendent or designate who will be guided in this decision by:

- a. the Division's class size guidelines
- b. the assurance that there will be no adverse effects on the learning environment provided to River East School Division students resulting from the admission of the non-resident student.

i. Special Restriction:

Where a given class contains students with exceptional needs, the maximum class size beyond which non-resident admissions will not be considered may be reduced at the discretion of the Superintendent or designate.

2. Behavioural Expectations

2.1 The Division reserves the right to withhold approval for the admission of a non-resident student if, in the opinion of schools administration, the student would have difficulty fulfilling the school's behavioural expectation.

3. Transportation

3.1 Non-resident students will not be eligible for any divisional transportation services, nor will they be provided transportation allowances or subsidies in any form.

4. Application Procedure

4.1 Applications must be made in writing using the Division's form.

4.2 Applications must first be submitted to the principal of the requested school for preliminary approval.

4.3 The application shall then be forwarded to the Superintendent, or designate, for final approval.

5. Student Accommodation Priority

- 5.1 The Division's priority for admission of students will be extended in the following manner:
- a. resident students from within the school's catchment area
  - b. resident students from outside the school's catchment area
  - c. non-resident students in order of the date of initial receipt of the application at the school

6. Duration of Approval

- 6.1 Once a non-resident application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student completes the highest grade level at the school into which he or she has been admitted.
- 6.2 The Division retains the right to rescind the approval at any time, should circumstances arise which restrict the Division's ability to provide appropriately for the education of its own resident and catchment-area students, or which result from unusual student population changes, or which impose a financial burden on River East School Division.

7. Completion of Year or Completion of High School

7.1 Completion of School Year - All Students:

By reciprocal agreement with all metro division, students who commence the school year in September as resident students within the River East School Division, shall be permitted to remain in attendance for the remainder of the school year, even though their parents re-establish residence in another school division.

7.2 Completion of High School - S1 to S4 Students Only:

Senior students who have completed at least one semester as resident students within the River East School Division, whose residence status changes following or during the course of the semester, will be permitted to complete their education in the Division, provided that they have attended in the Division as resident students for a minimum of three consecutive years immediately prior to the semester in which their status changed.

8. Withdrawal of Acceptance

8.1 Notwithstanding any of the foregoing, the Division reserves the right to withdraw its acceptance of non-residents and to deregister such students. The following circumstances will cause such action:

- a. failure, in the opinion of school administrators, to meet behavioural expectations
- b. failure to disclose information, or falsification of information, required in the Division's application

May 22, 1996

## **USER-PAY SUPERVISED LUNCH PROGRAMS**

The River East School Division is supportive of parent-supervised lunch programs within the schools. Working in conjunction with the school administration, parents of a school community may elect to organize care for their child(ren) in the form of a user-pay supervised lunch program.

April 22, 1998



## SEARCH

The River East School Division supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on school premises, within Board facilities, and also during the course of any Board or school-approved activity, on or away from the school campus.

Further, the River East School Division recognizes that students are entitled to the right of privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect other students.

To this end, the River East School Division empowers the Principal (or designate) to conduct reasonable searches of students clothing, personal effects, lockers and vehicles.

## **SCHOOL FEE POLICY**

The Board recognizes that some of the courses, programs, and activities offered by schools may require the financial support of students, parents and/or guardians. The Board, therefore, approves of the collection of limited fees in support of such courses, programs and/or activities by schools, subject to Board regulations and the Manitoba Public School Fee Policy.



## **13.0**

## **PUBLIC RELATIONS**

- 13.1 Public Information Program
- 13.2 News Media Relations
- 13.3 Public Participation in Board and Committee Meetings
- 13.4 Community Involvement in Decision-Making
- 13.5 Community Use of School Facilities
- 13.6 Public Complaints
- 13.7 Liaison With City
- 13.8 Relations With Other School Boards
- 13.9 Relations With Private Schools
- 13.10 Relations With Teacher-Training Institutions

## **PUBLIC INFORMATION PROGRAM**

- a) The Board shall attempt to keep employee groups, parents, community members and the general public of the Division informed on the policies, programs and plans of the Division.
- b) The Board shall identify mechanisms through which all of the above groups can provide feedback of input on policy initiatives.
- c) The Board shall develop a communication strategy to inform and update all employee groups, students, parents, and community members of the Division's policies related to equity and race relations (see Policy 12.1 on Equal Educational Opportunities).
- d) The Board shall make known to the public the place and times of its regular meetings in order that interested parties may attend.
- e) The Board shall issue news releases on matters of policy, program and fiscal concerns which it believes are important for public knowledge.

Revised April 24, 1996

## **NEWS MEDIA RELATIONS**

- a) The Board shall encourage sound relations with the press and other communication media.
- b) The Superintendent and Secretary-Treasurer shall plan for periodic releases to the press and other communications media which will provide information to the community concerning the Division plans and programs.
- c) News media representatives shall be welcome to attend all regular and special meetings of the Board.

August 24, 1977

**PUBLIC PARTICIPATION IN BOARD AND COMMITTEE MEETINGS**

- a) All regular and special meetings of the Board, except when In Camera, shall be open to the public.
- b) All Committee meetings, except when In Camera and except the Negotiations Committee and the Personnel Committee, shall be open to the public.
- c) Delegations may appear before the Board in accordance with Policy 3.3(b) and 3.18.
- d) Citizen Members may be appointed to Board Committees in accordance with Policy 4.7.

August 24, 1977

## **COMMUNITY INVOLVEMENT IN DECISION-MAKING**

- a) The Board shall encourage the involvement of citizens, either as individuals or as groups, in the decision-making process of the Division.
- b) Schools shall be encouraged to develop community-school committees to assist in the local decision-making process.
- c) Community representatives shall be encouraged to participate actively in the planning of new facility expansion. (See also Policy No. 10.5)
- d) The advice of the public shall be given careful consideration.

August 24, 1977



## COMMUNITY USE OF SCHOOL FACILITIES

- a) The Board shall encourage maximum use of school facilities by responsible community organizations for the purposes of education, recreation and entertainment.
- b)
  - i) Notwithstanding b) ii), authorized representatives of the Board may approve the use of school facilities by community groups except for those activities which result in personal or corporate financial gain or which contravene Board Policy.
  - ii) The Superintendent or his/her designate may approve the use of school facilities for “craft sales” provided that:
    - 1. the school’s Parent Advisory Council or Association, has passed a motion to hold or endorse the craft sale, and the school principal has approved the craft sale,
    - 2. the event must sell only crafts made, created, or supplied by crafters and cannot be commercially produced products and services,
    - 3. all event participants must receive prior approval of the school principal,
    - 4. each school will be permitted one “craft sale” per school year.
- c) The Board reserves the right to request a Financial Report from any user group.
- d) School facilities are not available to community groups or individuals for activities (e.g. wedding showers, anniversaries, music recitals, teas, etc.) which could be held in commercial establishments.

See also Policy 6.3 and Regulation No. 7

June 9, 1993  
Revised: May 24, 2000

## **PUBLIC COMPLAINTS**

- a) Complaints from the public shall be channeled for possible solution through the proper administrative lines prior to investigation or action by the Board.
- b) Any complaint about Division personnel shall be investigated by the administration before consideration and action by the Board.

August 24, 1977

## **LIAISON WITH CITY**

- a) The Board shall initiate and attempt to retain open lines of communication the councillors of the East Kildonan Community, the Rural Municipality of East St. Paul, the Rural Municipality of St. Clements, as well as other local government agencies, committees and personnel.
- b) The Board shall meet with representatives of the local government from time to time to discuss matters of mutual interest.
- c) The Board shall co-operate with the local government on matters relating to the joint-use of facilities.

August 24, 1977

## **RELATIONS WITH OTHER SCHOOL BOARDS**

- a) The Board shall co-operate with other Division Boards in seeking solutions to problems of mutual concern.
- b) The Board shall retain membership with the Manitoba Association of School Trustees and shall co-operate with the Association in improving the quality of education for students in the province.

August 24, 1977

## **RELATIONS WITH PRIVATE SCHOOLS**

The Board shall co-operate with private schools within the Division in matters of mutual benefit.

August 24, 1977

## **RELATIONS WITH TEACHER-TRAINING INSTITUTIONS**

The Board encourages its administration to co-operate with teacher-training institutions and authorizes the placement of student-teachers in the Division schools.

August 24, 1977

## **REGULATIONS**

1. Board Member and Administrator Compensation and Expenses
2. Teacher Absences and Substitutes
3. Purpose for Internet Use
4. Department Heads
5. Financing of Transportation For Out-Of-School Programs
6. Outdoor Education
7. Use of School Facilities
8. Fire Prevention and Safety Rules
9. Non-Resident Residual Fees - Student Fees and Charges
10. Unauthorized Persons In Schools
11. Employee Car Parking
12. Principals and Vice-Principals Supervisory Time
13. Administrator Selection
14. Authorization For The Administration of Prescribed Medication
15. Authorization For The Administration of Aerosol Medication or EpiPen Injectables
16. Report of Student Suspension
17. Uniforms
18. Teacher Improvement Procedure
19. Employee Abuse
20. Guidelines for Preventing the Spread of Illness in Schools
21. Board - R.E.T.A. Liaison Committee
22. Disciplinary Action
23. Open Boundaries
24. Guidelines for Attendance at Conference/Professional Development Sessions
25. Guidelines & Procedures for User-Pay Supervised Lunch Programs
26. Guidelines for the Financial Business of Parent Councils
27. Student Transportation
28. Search — Guidelines and Procedures
29. Disruptive/Abusive School Visitor(s)
30. School Fee Policy
31. Teacher Professional Growth
32. Teacher Performance Assessment

## **REGULATION NO. 1**

### **BOARD MEMBERS AND ADMINISTRATORS COMPENSATION AND EXPENSES**

#### **a) Yearly Indemnity**

1. The Chair and each Member of the Board of Trustees shall be paid a yearly indemnity of Nine Thousand Eight Hundred Seventy Five Dollars (\$9,875.00);
2. Effective from the 1<sup>st</sup> day of January 2000, the yearly indemnity shall be increased by the Winnipeg CPI for the previous 12 months;
3. An additional indemnity of Two Thousand Five Hundred Dollars (\$2,500.00) shall be paid to the Chair;
4. An additional indemnity of One Thousand Dollars (\$1,000.00) shall be paid to the Vice-Chair;
5. An additional indemnity of Two Thousand Dollars (\$2,000.00) shall be paid to each trustee for Committee work;
6. Every member of the Standing Committee of Negotiations be paid an additional indemnity of \$25 for each meeting in excess of 10 meetings during each term;
7. The total indemnity to each Member shall be paid in equal monthly installments equivalent to one-twelfth (1/12) of the annual indemnity to which he or she may be entitled;
8. One-third of the total indemnity as provided for in the above described sections shall be deemed to be for out-of-pocket expenses incidental to the discharge of the respective duties of the Chair, Vice-Chair and Members of the School Division Board.

October 27, 1999  
Revised: October 10, 2000



# REGULATION NO. 1

Page 2

## **b) Travel Allowance**

1. That effective July 1, 1996, the Chair and each Member of the said Board shall be paid 31 cents per kilometer and each kilometer actually and necessarily traveled from his/her place of residence in the School Division to the place of meetings and return to his/her place of residence to be held only once for each school board and committee meeting.
2. That effective January 1, 1996, the Chair and each Member of the said Board shall be paid 31 cents per kilometer for each kilometer actually and necessarily traveled by him/her in the performance of such duties, work or services as he/she is required or authorized to perform the Board business. In addition, the Chair and each member shall be reimbursed for parking expenses related to this travel.

## **c) Expense Reimbursements**

1. Reimbursements for attendance at conferences and conventions outside of Manitoba shall be as follows:

### **A. Trustees and Central Office Administrators**

- i) Economy air fare plus \$50 ground fare allowance or 31 cents per kilometer, whichever is less, to attend conferences as provided in the budget.
- ii) Actual convention registration.
- iii) Hotel- actual single rate for dates on the registration form plus one additional day.
- iv) Per Diem, \$100.00 per day (U.S. Funds if conference located in the U.S. or Canadian Funds if in a Canadian location) for the actual dates of the conference or convention plus two additional days, or the actual days attended plus two additional days, whichever is the lesser. The per diem allowance includes meals and all other incidental expenses.
- v) Flight cancellation insurance, if necessary.
- vi) Blue Cross coverage or similar medical insurance, if necessary.

### **B. All Others**

As mutually arranged with the Superintendents' Department within a limit of actual expenditures; or return air fare, actual ground transportation expenses and hotel.

July 27, 1999  
Revised: October 27, 1999

# REGULATION NO. 1

Page 3

## c) Expense Reimbursements (Cont'd.)

### C. Car Transportation

If a Trustee or employee uses his own car, reimbursement shall be at the mileage rate as set by the Board.

2. Reimbursement for attendance at conferences, conventions, seminars and workshops within Manitoba shall be as follows:

#### A. Trustees

- i) Actual convention registration.
- ii) Hotel - actual single rate for dates on the registration form, if conference is 50 km. or further from the Board Office, and if not included in conference registration fee.
- iii) Per Diem \$75.00.

#### B. All Others

As mutually arranged with the Superintendents' Department.

### C. Car Transportation

If a Trustee or employee uses his/her own car, reimbursement shall be at the mileage rate set by the Board.

3. Should an organization other than the River East School Division subsidize the attendance of any person covered by this policy, at a conference or convention, the total expense reimbursement received under this policy shall be reduced by the amount of the subsidy received.

#### 4. Reimbursement for Personnel Use of Automobiles

An employee who uses his or her own vehicle will be reimbursed for any necessary and approved transportation required in the performance of their duties at the rate as set by the Board.

The appropriate claim form shall be completed and submitted to the Secretary-Treasurer for payment.

Revised July 27, 1999

## **REGULATION NO. 1**

Page 4

### **d) Review of Trustee Indemnities**

Trustee indemnities shall be reviewed annually during budget preparation. Any adjustment adopted through this review shall be effective January 1st of the following year. Any increase shall at no time exceed the Manitoba Cost of Living increase for the year under review.

January 1, 1984

## REGULATION NO. 2

### TEACHER ABSENCES AND SUBSTITUTES

#### a) **Substitute List**

1. A core list of substitutes for each school (or groups of co-operating schools) shall be drawn up by the Principals of the schools, agreed to by and coordinated by the Board Office.
2. The lists shall be kept current at both the Board Office and the school office through monthly updating initiated by the Board Office.

#### b) **The Options**

The Principal and staff of each school shall have the option of:

1. Deciding and filling their own substitute needs.
2. Having substitutes called through the Board Office on request from the individual teacher.

#### c) **The Allocation of Funds**

1. The total funds allocated to the substitute account shall be calculated by taking 1.5% of the total teacher and Principal salary budget.
2. A per teacher factor (F) shall be calculated as follows:

$$F = \frac{\text{total substitute allocation}}{\text{total number of teachers and Principals}}$$

3. The allocation for any school shall be the total number of teachers (including Principal) as of January 1st x F.

- d) Schools shall be free to formulate and implement alternative approaches to the provision for teacher absences, on clearance from the Superintendent.
- e) Against the school substitute account shall be charged the costs of providing for all teacher absences except those cases where a teacher is absent more than 8 consecutive days, or those teacher absences required by: the central administration of the Division, the Department of Education, the Manitoba Teachers' Society, R.E.T.A., or personal reasons.

**NOTE:** It is essential that the appropriate reason and account be indicated on the month-end report so that the school has an accurate indication of the state of the account.

- f) Schools may apply any unused portion of the substitute allocation to the purchase of materials or equipment, fee for service, or any other purpose which is approved by the appropriate Assistant Superintendent. Surpluses or deficits in this account shall be carried into the next fiscal year. This must not be carried forward beyond the one year.
- g) The Superintendent's Department shall prepare a statement of procedures to be followed in the event of teacher absence.
- h) Each school Principal shall prepare two lists (not to be in contradiction to the general statement referred to in item (g) for the information of substitutes:
  1. A list of school policies and procedures.
  2. A list of instructions and general expectations of substitutes.

## **REGULATION NO. 3**

### **PURPOSE FOR INTERNET USE**

The Internet is an electronic highway that connects thousands of computers worldwide and millions of subscribers. It is a network made up of many smaller networks.

The Internet represents an educational resource and its potential for education grows with the establishment of each new connection. Some resources that are currently available on the Internet are:

1. electronic mail communication with people all over the world;
2. information and news from various research institutions;
3. public domain and shareware of all types;
4. discussion groups on a variety of topics such as the environment, music and politics;
5. access to many university library catalogues, as well as various museums worldwide;
6. schoolnet makes available resources supporting teaching and learning.

The benefits of being connected to the Internet are enormous. It expands classroom teaching by bringing information, data, and images into the classroom from places around the globe. As well, it makes possible contact with people worldwide, bringing into the classroom experts in every content area. Schools will find new opportunities for enhancing, extending and rethinking the learning process. Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea sharing. It encourages the kind of independence and autonomy that is important for students to achieve in their learning process. By accessing the Internet, a growing community of learners (students, teachers, scientists and researchers) are being supported in open research and education.

The River East School Division believes that by providing Internet access to our schools, users are offered an effective learning tool that has diverse resources for both students and teachers.

Given that the annual growth rate of available data is 30% and that 100 million people will be connected to the Internet by 1998, it is impossible to predict the accuracy and age-appropriateness of materials that the students may access. It is possible that a student may run across areas of adult content and some materials that we may find objectionable. While we will do everything we can to prevent such access it is not possible to guarantee that students will not accidentally or purposely find inappropriate material.

It is the policy that River East School Division computer resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission statement and goals of the Division. To that end, we believe that it is the responsibility of schools and the home, to work together to help students develop the necessary technological skills and attitudes.

## **REGULATION NO. 3**

Page 2

### **TERMS AND CONDITIONS**

The use of the Internet requires efficient, ethical and legal utilization of Internet resources. If a user violates any of these provisions, access will be terminated and future access could possibly be denied. The signatures on this document indicate that the signees have read the document and agree to the terms and conditions of use.

1. All use of the Internet must be in support of education and research and consistent with the educational purposes of River East School Division.
2. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
3. Internet is to be used only by the authorized owner of the account for the authorized purpose.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users on the network.
5. All communications and information accessible by the Internet should be assumed to be private property. All copyright issues regarding software, information, and attributions of authorship must be respected. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network. All community members should use language appropriate for school situations as indicated by school codes of conduct.
8. Use of the Internet to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local area network is prohibited.
9. Subscriptions to Listservs must be reported to the teacher. Prior approval for Listservs is required for students.
10. From time to time, River East School Division will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
11. Students must get parental/guardian permission to use the Internet at school by completing the attached application form.
12. The use of the Internet will take place only under the supervision of staff.

See Policy 8.18

# APPLICATION FOR THE USE OF INTERNET IN RIVER EAST SCHOOL DIVISION SCHOOLS

School: \_\_\_\_\_ Grade: \_\_\_\_\_

User s Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

I understand and will abide by the above Terms and Conditions for the use of Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*

**PARENT OR GUARDIAN:** As the parent or guardian of this student I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that River East School Division has taken available precautions to control the use of controversial material on the Internet. However, I also recognize it is impossible for River East School Division to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if my child s use is not in a school setting. I hereby give permission for my child to use the Internet. I certify that the information contained on this form is correct. The use of the Internet at school will be subject to the availability of resources.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*

I hereby acknowledge and approve this application for use of the Internet

Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of

those privileges. The principal will deem what is inappropriate use and the principals decision is final. The principal, after due process as developed by the school has been followed, may deny, revoke, or suspend access to the Internet to those who violate one or more of the Terms and Conditions.



## **REGULATION NO. 4**

### **DEPARTMENT HEADS**

**a) Appointment of Department Heads**

Department Heads in Junior and Senior High Schools may be appointed by the Board in any subject field having a minimum of three full time teachers. (A full time teacher shall be defined as one who spends at least 2/3 of his/her teaching time in the particular subject area.)

**b) Allowance for Department Heads**

The allowance for Department Heads shall be negotiable with the River East Teachers' Association and shall be a part of the collective agreement between the Division and the Association.

**c) General Responsibilities of Department Heads**

Department Heads in secondary schools are responsible, under the Principal, for the improvement of instruction in their subject fields. Any administrative duties shall be subsidiary to this purpose. In executing their duties Department Heads should make specific suggestions to the Principal, and should work in co-operation with other teachers in their departments.

**d) Duties of Department Heads**

1. Assist the Principal, in co-operation with heads of other departments, in the general organization and management of the school.
2. Be responsible to the Principal for the organization and direction of his department.
3. Supervise the organization of the activities related to the courses of study.
4. Arrange for the evaluation of pupil progress as required by the Principal of the school.
5. Assist the Principal in the orientation of new teachers and in the development of teaching techniques throughout the department.
6. Maintain his/her professional knowledge of his/her own field at a high level in order to be able to provide leadership within the school and within the system.
7. In consultation with the Principal, arrange for meetings of the teachers in his/her department to discuss matters relating to the department and to exchange ideas on teaching problems. He/she shall submit to the Principal a resume of the proceedings of the meetings.
8. In consultation with the teachers in his/her department, review and select textbooks for use from a list of authorized optional textbooks.
9. Prepare supply orders for his/her department.
10. Maintain a current inventory of the equipment in his/her department.

11. Be responsible for the maintenance and care of equipment and supplies under his/her charge.
12. Maintain close liaison with department heads in the same field in other schools.
13. Work in close co-operation with the librarian in building an adequate supply of resource materials.

## **REGULATION NO. 5**

### **FINANCING OF TRANSPORTATION FOR OUT-OF-SCHOOL PROGRAMS**

**(Includes Educational Field Trips and Sports Trips)**

- (a) The Board shall allocate in the Transportation Budget a money allotment for each school, to be used to finance the transportation requirements of Out-of-School Programs.
- (b) The amount of allotment shall be determined by the number of registered students in each school as of September 30.
- (c) The formula for determining the amount of the allotment for each school shall be as follows:

<u>Grades</u>	<u>Class</u>	<u>Allotment Per Student</u>
K-5	1	\$4.10
6-9	2	\$5.20
10-12	3	\$6.25

- (d) The Board may increase or decrease the above formula at any time depending on the availability of funds within the Transportation Department Budget.
- (e) Trip requests for school buses shall be made by the principal on regular Trip Request forms supplied by the Transportation Department. The Trip Request forms must be received by the Transportation Department not later than two working days prior to the date of the trip. Should cancellation of a trip be required, it should be received by the Transportation Department no later than the day prior to the scheduled day of the trip except in unforeseen circumstances.
- (f) All trips shall be recorded by the Transportation Department and the costs shall be charged against the school's transportation allotment.
- (g) After the completion of each trip, the Transportation Department shall send a copy of the Trip Request form back to the school, complete with the amount to be charged against the school's allotment.
- (h) IT SHALL BE THE RESPONSIBILITY OF EACH SCHOOL TO KEEP ITS OWN RECORDS OF THE USAGE OF THE TRANSPORTATION ALLOTMENT.
- (i) The charges on all trips shall be calculated as follows:
  - i) During a school day \$16.00/hr
  - ii) After 5:00 p.m. on a school day \$24.00/hr
  - iii) Saturdays, Sundays and holidays \$32.00/hr
  - iv) Distance charges will be based on the prior year actual operations and maintenance costs per kilometer as calculated by the Transportation Department.

Revised June 10, 1998

**REGULATION NO. 5**  
**FINANCING OF TRANSPORTATION FOR OUT-OF-SCHOOL**  
**PROGRAMS**

**(Includes Educational Field Trips and Sports Trips)**

Page 2

- (j) School buses may be used for out-of-school programs between the hours of 9:30 a.m. and 2:30 p.m. on school days, as well as on evenings and weekends, depending on the availability of buses and drivers.
- (k) School buses will not be available between the hours of 7:30 a.m. to 9:30 a.m. and 2:30 p.m. to 4:30 p.m. on school days. During these time periods, the school principals shall arrange for transportation from other services. The actual cost for this service will be paid through the Transportation Department's budget and charged to the school's transportation allotment.
- (l) The distance a school bus shall be allowed to travel on out-of-school programs on a school day shall be no greater than 100 miles/160 kilometers one way. (This represents the distance in which a bus could leave at 9:30 a.m. and return to the school by 2:30 p.m.)
- (m) The use of school buses on trips greater than 100 miles/160 kilometers during a school day shall require the approval of the Director of Transportation and shall also depend on the availability of a school bus and a driver.
- (n) The minimum out-of-school transportation allotment to any school shall be \$500.
- (o) Private schools located within the boundaries of the Division shall be permitted to be included in the Outdoor Education Policy and the Out-of-School Programs Regulation.
- (p) The rate for allotment in (c) and for charges in (i) shall be effective as of September 1990.

## **REGULATION NO. 6**

### **OUTDOOR EDUCATION**

- a) All outdoor education programs shall be undertaken only after adequate instructions to students on procedure and safety have been given.
- b) Teachers and/or other adults who are charged with the responsibility of overseeing students on an outdoor education program shall provide adequate supervision and take all necessary precautions to ensure the safety of the students.
- c) All outdoor education programs shall be planned in detail. Each school shall submit to the Assistant Superintendent - Curriculum, a summary of each outdoor education program on the form supplied and/or adding some details in special cases such as trips outside Manitoba or outside Canada. The form shall be submitted to the Assistant Superintendent - Curriculum at least twenty days prior to the date of the activity. In the case of excursions outside of Canada the general outline of the trip shall be submitted 3 months prior to the event, with all other details being submitted at least one month prior to the event.

(See also Policy 6.5)

March 23, 1977

A.

SCHOOL: \_\_\_\_\_

## OUT OF SCHOOL PROGRAM CONSENT FORM

Name of Program: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Purpose of Program: \_\_\_\_\_

Staff in charge (Names) (designate coordinator(s)) \_\_\_\_\_

Name of Student: \_\_\_\_\_ Age \_\_\_\_\_

Grade: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

I allow my son/daughter to participate in the travels and activities of the above-named program. I hereby release the said School Division and its employees from all claims, causes of action and damages except in the case of negligence on the part of the Division and its employees.

The teachers and other chaperones will provide supervision and appropriate activities in a reasonable manner.

I understand that if my son/daughter must be sent home prior to termination of this program, it will be done at the expense of the parent or guardian.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

**B.**

**OUT OF SCHOOL PROGRAM CONSENT FORM  
CANADA AND THE UNITED STATES**

Name of Program: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Purpose of Program: \_\_\_\_\_

\_\_\_\_\_

—

Staff in charge (Names) (designate coordinator(s)) \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—

Name of Student: \_\_\_\_\_ Age \_\_\_\_\_

Grade: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

I allow my son/daughter to participate in the travels and activities of the above-named program. I hereby release the said School Division, Trustees and its employees from all claims, causes of action and damages except in the case of negligence on the part of the Division, Trustees and its employees.

The teachers and other chaperones will provide supervision and appropriate activities in a reasonable manner.

I understand that if my son/daughter must be sent home prior to termination of this program, it will be done at the expense of the parent or guardian.

I further acknowledge that the School Division is not insured for loss or damage occasioned by war, riot, terrorism or civil unrest and that the said School Division cannot and will not be responsible for any loss or injury sustained by the said student as a result of war, riot, terrorism or civil unrest.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

Revised February 27, 1991

**C.**

**PARENTS' CONSENT, RELEASE AND INDEMNIFICATION**

Re: Educational Tour to \_\_\_\_\_ on

\_\_\_\_\_, 20 \_\_\_\_\_, \_\_\_\_\_  
Name of Child Age

\_\_\_\_\_ being the parent or  
Name of Parent or Guardian

guardian of \_\_\_\_\_, a student attending the River  
Name of Child

East School Division No. 9 in the City of Winnipeg, in the Province of Manitoba, hereby consent to allowing my child to participate in all activities in

connection with the Educational Tour to \_\_\_\_\_,

to commence on or about \_\_\_\_\_, 20 \_\_\_\_\_ to on or

about \_\_\_\_\_, 20 \_\_\_\_\_, including all travel to and from the location of the said Educational Tour, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and of transporting and allowing my child to participate in the said tour activities, I hereby release the said School Division, its employees, agents, tour chaperones and trustees of and from all claims, actions, causes of actions, damages, and any liability whatsoever, for illness, bodily injury or death sustained by the said child which may arise out of participation in the said Educational Tour, and furthermore do hereby expressly covenant and agree to indemnify and hold forever harmless the said School Division, its employees, agents, tour chaperones and trustees against all loss from any and all future claims, demands or actions that may hereafter and at any time be made or brought against the said School Division, its employees, agents, tour chaperones and trustees

by the said \_\_\_\_\_ or by anyone on

\_\_\_\_\_ behalf for the purpose of enforcing a further claim for damages  
his/her

or on account of any illness, bodily injury or death sustained in connection with or in consequence of the aforesaid activity and Educational Tour. I further acknowledge that the accompanying teachers will be acting as chaperone only and will not be responsible for any illness affecting the student or any illegal acts committed by the student while on tour.

I further acknowledge that the School Division is not insured for loss or damage occasioned by war, riot, terrorism or civil unrest and that the said School Division cannot and will not be responsible for any loss or injury sustained by the said student as a result of war, riot, terrorism or civil unrest.



## PARENTS' CONSENT, RELEASE AND INDEMNIFICATION (Cont'd)

Page 2

IN WITNESS WHEREOF I have herunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19 \_\_\_\_.

In the presence of: \_\_\_\_\_ )

)

)

Parent or Guardian

)

—

Parent or Guardian

# **REGULATION NO. 7**

## **USE OF SCHOOL FACILITIES**

### **Applications**

Applications for the use of school facilities are to be in writing and mailed or delivered to the Director of Maintenance, Maintenance Department, River East School Division, 1455 Molson Street, Winnipeg, Manitoba R2G 3S6 at least TWO WEEKS prior to intended use.

Applications from Day Cares, Nursery Schools, Before and After School Programs and any other non-profit organizations must provide, upon request, the most recent financial reports. As well, applicants must provide, upon request, a complete list of names and addresses of all participants to assist in addressing the appropriate user fee.

### **Conditions**

- a) Smoking is not permitted in school division buildings or vehicles.
- b) No alcoholic beverages of any kind shall be allowed on school property.
- c) Areas of use of the school shall be restricted to those requested by the group and for which permission has been granted.
- d) Equipment used by a group shall be restricted to that requested and for which permission has been granted on the permit.
- e) Schools shall be vacated by the public by 10:00 p.m. unless permission in writing is granted by the Board or its designate.
- f) The applicant shall be responsible for any damage to school property.
- g) No powder, wax or any other preparation shall be applied to school floors for dancing purposes.
- h) Where the facility is used by a youth group a responsible adult must be in attendance at all times.
- i) The applicant or designate shall be responsible for the supervision and control of the group at all times. The applicant or designate shall be at the entry door to make sure no unauthorized person(s) enter.

Revised February 10, 1993  
Revised: February 24, 1999

# **REGULATION NO. 7**

## **USE OF SCHOOL FACILITIES**

Page 2

- j) A group that fails to utilize a facility for three consecutive times or experiences continual low attendance may have its permit cancelled.
- k) School facilities are not available on Statutory Holidays, Summer Vacations, Christmas or Spring Breaks except as approved by the Board. The Secretary-Treasurer may grant use to the City of Winnipeg for their programs during the summer months if requested.
- l) The School Division has priority over any outside group should the School Division or school have a specific requirement for the allotted space.
- m) All required seating and/or tables shall be set up and taken down by the permit holder under the supervision of the custodian.
- n) Any equipment moved by the permit holder shall be returned to its original position on completion of the program.
- o) Equipment used by a group shall not include more easily consumables such as birdies, racquets, balls, floor hockey sticks, etc.
- p) Groups are not permitted to store their equipment in the school building, except with permission of the Principal.

### **Fees**

- a) No fee is charged for weekday use of school facilities, including grounds, buildings and equipment to any non-profit, charitable group, where the organization operates to the benefit of the Division residents. Seventy-five percent (75%) of any group must reside within the River East School Division boundaries.
- b) Groups who wish to use the school facilities on Saturday and/or Sunday and meet the 75% residency requirements as outlined in a) shall be charged a user's fee of \$10.00 per hour (minimum 2 hours). The Division will forego fees for use on a one-time-only basis by these community organizations.
- c) Fees for non-profit or charitable groups who do not meet the 75% residency requirement shall be assessed a user's fee of \$25.00 per hour (minimum of 2 hours).
- d) Fees, where applicable, must be paid prior to use.
- e) Requests for waiver of user fees must be made in writing to the Board of Trustees 30 days prior to the requested date.

May 12, 1982  
Revised April 24, 1991

## **REGULATION NO 8**

### **FIRE PREVENTION AND SAFETY RULES**

#### **A. Rules Governing Fire Prevention and Safety in Public Schools to be Observed by all Members of the School Staff.**

##### **a) Exits and Passageways**

1. All stairways, landings and passageways must be kept free of anything that would block or narrow the exits.
2. All doorways of classrooms must be kept entirely clear. There must be a clear space at each door and all seats that interfere with free and rapid movement must be removed. Aisles and passageways must be clear at all times.
3. All fire doors must not be fastened open at any time, except when equipped with magnetic holders.
4. All exit doors must be kept clear of snow or other obstructions.
5. In schools where lectures or other entertainments are provided for the general public, the exit doors must not be locked at any time while the audience is within the building. Immediately before any such assemblies the exit doors must be tested and cleared of snow or other obstruction.

##### **b) Auditoriums, Gymnasiums, and General Purpose Room**

1. Plans of all assembly halls will be furnished to the principal showing the required layout of the seating arrangements and the necessary aisles that must be maintained.
2. Movable chairs must not be used to increase the seating capacity of auditoriums beyond that approved by the Fire Prevention Director.
3. All scenery, drapes, decorations, and other paraphernalia used in places of assembly shall be maintained in a flame proof condition.

##### **c) Storage and General "Housekeeping"**

1. Doors of shops, science rooms, and any other rooms containing supplies or equipment likely to present a hazard, must be locked when these rooms are not in use. Pupils should not be permitted access to such rooms unless a teacher is on duty.
2. Floors, work benches, tables and other equipment must be kept clear of accumulations of sawdust, shavings, and litter of all kinds.
3. Attics and open cellars must not be used for the storage of furniture, books, lumber, or any other materials without a permit from the Fire Prevention Director.
4. Pupils' individual desks must be kept clear of waste paper at all times.

## **REGULATION NO 8**

### **FIRE PREVENTION AND SAFETY RULES**

Page 2

#### **c) Storage and General "Housekeeping" (cont'd)**

5. Loose sheets of paper must not be hung on classroom doors.
6. Boiler room must be kept free of combustible material and liquids at all times. Boiler room is out of bounds to students.

#### **d) Flammable Materials**

1. Combustible material must not be stored under or near gas meters, electrical meters or switchboards.
2. All flammable liquids must be kept in approved fire proof automatic self-closing metal containers.
3. Matches must not be stored in schools. In science rooms where it is necessary to ignite gases, candles, etc. it is advisable to use friction lighters instead of matches.
4. Rubber hose must not be used for gas connections except on laboratory tables.
5. Gas mains to laboratories must be shut off when not in use.
6. All Members of the custodial staff must become familiar with the procedure to be followed when it is necessary to turn off gas valves outside the building.

#### **e) Electrical Equipment**

1. No electrical appliances of any kind may be attached to light sockets.
2. Electric hot-plates must not be placed upon a wood-top table or near combustible material, unless protected by metal with asbestos, or other incombustible materials.
3. Fuses larger than 15 ampere capacity must not be used without permission from the Director of Maintenance.
4. Heating circuits equipped with red pilot lights must be turned off when the school is unoccupied.
5. Electrical cords of length exceeding 12 feet will not be allowed.

# **REGULATION NO 8**

## **FIRE PREVENTION AND SAFETY RULES**

Page 3

### **B. Instructions Relating to Fire Alarms and Fire Drills**

To ensure the safety of pupils and staff in case of fire, three things are essential:

1. Fire alarm and fire escape systems in good working order, with full knowledge by the staff of how to use them.
2. A definite procedure to be followed in case of fire.
3. Adequate drill to ensure prompt and certain action when alarm is given.

The following regulations will govern the practice of the schools in these matters:

#### **a) Fire Alarms and Fire Escapes**

1. All members of the teaching and custodial staff must be familiar with the exact location of fire alarm stations in their respective schools and must know how to turn in an alarm in case of fire and how to proceed subsequently.
2. An auxiliary system must be provided in case the fire alarm system fails.
3. The fire alarm system must not be used for any purpose other than fire drills or alarm in case of fire. The fire alarm switch must be used for fire drills and for testing fire alarm bells. The fire alarm system must be tested by the caretaker once a week - all units are monitored on a 24-hour a day basis.
4. The caretaker must examine fire escapes and exits each morning before school assembles and see that all doors open freely and that all platforms and stairs are cleared of ice, snow and other obstructions.
5. The principal shall, at the beginning of the school term, make provision for some other member of his staff to control fire drill in case of his/her absence and to assume all other duties of the principal in case of fire. Such person in a school should be familiar with the general regulations regarding fire and the supplementary regulations for the school in which he/she is acting.
6. Special attention should be given to beginning pupils, to pupils suffering from physical and mental handicaps, and to pupils enrolled in visiting classes.
7. Some person or persons should be delegated to see that every room is emptied (including cloak-rooms, washrooms and basements.)

## **REGULATION NO 8**

### **FIRE PREVENTION AND SAFETY RULES**

Page 4

#### **b) Procedure to be Followed in Case of Fire**

1. Immediately after the discovery of a fire, the school alarm must be sounded. Automatic and manual fire alarms must be reported on telephone number "911".
2. All persons except as noted below under (number 4) shall evacuate the building in accordance with the established fire drill procedure.
3. In the event of an actual fire the operating staff shall assist the fire department in turning off the heating plants and associated equipment if necessary. All exhaust fans are to be left operating to assist in clearing smoke from the building. The teaching staff in the shops and laboratories shall shut off all motors, machinery and gas valves in their charge when the fire alarm bells sound.
4. Employees not engaged in directing the evacuation of the building shall use fire extinguishers if the fire is incipient or small, provided this can be done without endangering the person using them or others.

#### **c) Fire Drills**

Fire Drills have as their purpose the development of system, discipline, and control in an emergency.

1. Drills should always come unexpectedly. The fire-alarm must always be obeyed. Reasonably prompt emptying of the school is important. No running or talking should be tolerated.
2. In schools where any pupils or teachers remain during the noon recess, the principal must make provision for appropriate procedure in case of fire or fire-alarm.
3. No person may be excused from taking part in fire-drills. (This regulation applies to caretakers and workmen as well as to pupils and teachers.)
4. Any ring of the fire-gong is a fire-alarm and must be obeyed.
5. The teacher shall arrange that the classroom door is closed after the last pupil has made his exit.
6. On emerging from the school during fire-drill, pupils are to be lined up in classes with their teachers on the school grounds at some distance from the building. Before the recall signal is given each teacher shall check the class of which he/she is at time in charge to make sure that no pupil is left in the building.

## **REGULATION NO 8**

### **FIRE PREVENTION AND SAFETY RULES**

Page 5

#### **c) Fire Drills (cont'd)**

7. When a fire alarm is given, any child who has left his/her classroom may for any reason, whether he/she is in the school or on the playground, shall go directly to meet his/her class at the station appointed for roll-call, instead of returning to his/her classroom. Pupils are to be instructed concerning this regulation.
8. Instructions 5, 6 and 7, noted under "Fire Alarms and Fire Escapes" apply to all fire drills.
9. Fire drills shall be held at least ten times in each school year and where practicable in the opinion of the principal at least once in each month. Form 6-2 (Fire Drill and Fire Alarm Report) is to be sent to the Fire Prevention Officer on the day fire drill is held.
10. In schools equipped with fire escapes, they are to be used in fire drills.
11. From time to time, a drill shall be conducted as if a normal exit were blocked.

#### **d) Supplementary Instructions**

1. Supplementary instructions for each school (after approval by the Director of Maintenance and the Superintendent) shall be issued by the principal to all teachers regarding conditions and duties peculiar to the school.
2. These supplementary instructions and cards showing rapid dismissal instructions shall be posted near the exit doors of all rooms used by pupils for study or instruction. (This includes auditoriums and gymnasiums.)



## **River East School Division No. 9**

### **REGULATION NO. 9**

#### **NON-RESIDENT RESIDUAL FEES - STUDENT FEES AND CHARGES**

##### **1. Non-Resident Residual Fees**

- a) The following fee schedule will be in effect for the 1999/2000 school year:

Kindergarten	\$ 901 per school year
Grades 1 - S4	\$ 1,802 per school year
Special Education	\$ 4,700 per school year
Out-of-Province	\$ 5,615 per school year
Treaty Indian	\$ 5,615 per school year
Foreign Students	\$ 6,615 per school year
International Student Program	\$10,000 per school year

- b) Full payment is due and payable upon submission of application. For foreign students and international students, a \$150 non-refundable administrative fee is included in the amount noted above.
- c) Adjustments to the fee schedule for Special Education may be required to reflect actual program costs calculated on a fiscal year basis.

##### **2. Summer School Enrichment Courses - Fee Formula**

The fees for each Summer School Enrichment Course will be set by the following formula:

$$\frac{\text{Maximum Summer School Hourly Salary X Course Hours}}{\text{Optimum Class Size (as set by the Superintendent)}}$$

The 1999/2000 Summer School fees: \$105 per course

##### **3. Fees for Adult Students**

All resident students over the age of 21 years old who are enrolling in programs in the River East School Division after September 30<sup>th</sup> or students no longer eligible for funding support from Manitoba Education and Training, will be charged the amount of \$102 per each credit.

This fee shall apply to all students who reach their 21st birthday before the commencement of the first and second semester.

Course refunds will be established in the following manner:

- a) 100% of the fee shall be refundable if the student withdraws from the course before the classes commence;
- b) 50% refund shall apply where the student is enrolled in the class up to the end of the first month of the semester (February 28th);
- c) no refund shall be given to the student if the student withdraws from the course after the first month of the Semester.

June 24, 1998

Revised: May 26, 1999

**REGULATION NO. 10**  
**UNAUTHORIZED PERSONS IN SCHOOLS**  
**BY-LAW NO. 14/74**

A By-Law to provide for the regulation of public entry in schools or other buildings owned operated by the River East School Division No. 9.

WHEREAS Section 36 (2) (j) of the Public Schools Act, being Cap. P. 250 of the revised statutes of Manitoba, as amended provides in part that the board of trustees ... "shall take possession and have custody and safe keeping of, and act for, manage, keep in order and regulate the use of public school property..."

AND WHEREAS pursuant to the provisions of the Public Schools Act and amendments thereto, it is deemed expedient and advisable to provide regulations in regard to public access to schools and other school division buildings.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE RIVER EAST SCHOOL DIVISION NO. 9 assembled, enacted as follows:

1. This By-Law shall be referred to as "The Public Access By-Law".
2. Definitions:
  - a) "The Board" means the trustees of the River East School Division No. 9.
  - b) "School Division" means the River East School Division No. 9.
3. Exceptions:

This By-Law does not apply to persons who enter a school or other school building under the following circumstances:

- a) as a registered student of the school division
- b) as an employee of the school division
- c) as a visitor as defined under Section 276 (1) and (2) of the Public Schools Act
- d) to persons who are actually delivering goods, services or supplies for the purpose of the operation of any building owned or operated by the school division.
- e) when the general public is invited to enter the school building during an open house or other public opening of the school authorized by the school principal or the board
- f) to members of the public when a permit in the form prescribed by the board, has been granted for the public use of any building owned or operated by the school division under the policy regulations of the board.

**REGULATION NO. 10**  
**UNAUTHORIZED PERSONS IN SCHOOLS**  
**BY-LAW NO. 14/74**

Page 2

4. Except as set out in Clause 3 hereof, no person shall enter into any building owned or operated by the school division without first attending at the office or any such building and having received permission to do so by the principal, vice-principal, or other employee of the division in charge of the building.

5. Penalty:

Any person found guilty of any breach of any of the provisions of this by-law is guilty of an offence and is liable on summary conviction, to a fine of not more than twenty dollars and, in default of payment thereof, to imprisonment for not more than thirty days.

DONE AND PASSED, in Council assembled, the 6 day of  
November A.D., 1974.

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Chair

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Secretary-Treasurer

**REGULATION NO. 11**  
**EMPLOYEE CAR PARKING**

- a) In September, each Principal shall have the staff parking form completed and returned to the Director of Maintenance.
- b) Parking spaces shall be made available on a yearly basis.
- c) Parking fees, as set by the Board, shall be based on actual, annual costs.
- d) Parking fees shall be deducted from payroll over a ten month period.

## REGULATION NO. 12

### ALLOCATION OF ADMINISTRATIVE-SUPERVISORY TIME FOR PRINCIPALS AND VICE-PRINCIPALS

Administrative-supervisory time shall be determined on the basis of a weighted enrollment using the following scale:

Regular students Grades K-12	= 1
Vocational Industrial	= 1_
Special Education (except T.M.H.)	= 2
Trainable Mentally Handicapped	= 3

a) **Principals:**

<u>Weighted Enrollment</u>	<u>Administrative-Supervisory Time</u>
0 - 150 students	_ time
more than 150 students	Full time

b) **Vice-Principals:**

<u>Weighted Enrollment</u>	<u>Administrative-Supervisory Time</u>		
	Elem.	Jr. High	Sr. High
301 - 400	--	1/3	1/2
401 - 600	1/3	1/2	1/2
601 - 700	1/2	2/3	1
701 - 800	2/3	1	1
801 - 900	1	1	1 1/2
901 - 1100	--	1 1/2	1 1/2
1101 - 1400	--	--	2
1401 - 1700	--	--	2 1/2
+ more than 1700	--	--	3

- c) The Board of Trustees may give consideration to special circumstances and needs in a school and may make provision to meet those needs.
- d) Where a change in weighted enrollment in a school causes a change in the administrative-supervisory time allocation, the change in time allocation may be delayed for a period of one year in order to assess the stabilization of enrollment.

## **REGULATION NO. 13**

### **CRITERIA FOR THE SELECTION OF PRINCIPALS AND/OR VICE-PRINCIPALS**

1. Knowledge of theories of administration.
2. Ability to work effectively with peers, subordinates, superiors.
3. Qualities of leadership.
4. Understanding of learning process.
5. Understanding of the developmental process of children.
6. Knowledge of teaching styles and the effects of each.
7. Ability to work effectively with parents and students.
8. Ability to effectively organize time.
9. Understanding of the general structure of the Division and its operation.
10. Sufficient business sense to prepare a budget and exercise proper control over its expenditure.
11. Understanding of the process of curriculum development.

April 11, 1979

**REGULATION NO. 14**  
**Authorization for the Administration of Prescribed Medication**

**To be Completed by Parents**

**Student Identification:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

M.H.S.C.# \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**School Identification:**

Name of School: \_\_\_\_\_

Name of School Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Emergency contact if unable to reach parent/guardian:**

Name: \_\_\_\_\_

**Parent/Guardian Identification:**

Names: \_\_\_\_\_

Work # Mother: \_\_\_\_\_

Work # Father: \_\_\_\_\_

**Physician Identification:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone: \_\_\_\_\_

**To be Completed by Parent in Consultation with Pharmacist and/or Physician**

Name of Physician Consulted: \_\_\_\_\_

Name of Pharmacist Consulted: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Dosage and Method of Administration: \_\_\_\_\_

Approximate time(s) of administration during the school day: \_\_\_\_\_

Specific storage requirements (if any): \_\_\_\_\_

Side effects to watch for and actions required if these side effects are observed: \_\_\_\_\_

Stop medication if the following reaction(s) is observed: \_\_\_\_\_

- a) The parent/guardian (or designated adult) is responsible for the delivery and supply of the medication.
- b) The medication container must have the dispensing instructions noted on it and must have the official label of the pharmacy. This container of medication must be strictly for use at school.
- c) School staff must never administer the first dosage of any new medication.
- d) The school principal (or designate) is to administer the prescribed medication.

I hereby request and authorize the school to administer the prescribed medication to my child. School personnel are authorized to contact the physician/pharmacist regarding any questions as to the administration of the medication.

\_\_\_\_\_  
(Date) (Signature of Parent/Guardian)

<b>School Use Only</b>
------------------------

Date:\_\_\_\_\_

Designated Person(s) who will administer medication: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Alternate:\_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Administration



# REGULATION NO. 15

## Authorization for the Administration of an EpiPen Injectable

### To Be Completed By Parent/Guardian

#### Student Identification:

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
M.H.S.C.#: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

#### School Identification:

Name of School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of School Contact: \_\_\_\_\_

#### Parent/Guardian Identification

Mother: \_\_\_\_\_  
Phone: - Home \_\_\_\_\_  
Work: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Father: \_\_\_\_\_  
Phone: - Home: \_\_\_\_\_  
Work: \_\_\_\_\_ Cellular: \_\_\_\_\_

#### Physician Identification:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Emergency contact person if unable to reach parent/guardian:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\* The parent/guardian is responsible for supplying an EpiPen for the student to carry, supplying and delivering a backup EpiPen to the school and ensuring EpiPens are replaced when expired.

\* I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ hereby request and authorize school staff to administer the EpiPen to my child. School personnel are authorized to contact my child's physician or pharmacist regarding any questions as to the administration of the EpiPen.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

### To Be Completed By School Administrator

School staff have received in-servicing on life-threatening allergies, avoidance strategies, recognition of symptoms, emergency procedures and instruction of how to use the EpiPen.

Yes \_\_\_\_\_

No \_\_\_\_\_

Date of in-servicing: \_\_\_\_\_ Date scheduled for in-servicing: \_\_\_\_\_

The school will notify the RESD Nurse Educator of any incidents involving life-threatening allergic reactions or suspected life-threatening allergic reactions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Administrator

cc: RESD Nurse/Educator

(over)

**To Be Completed By The Prescribing Physician**

**Student s Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
Weight \_\_\_\_\_ Auto injector prescribed: EpiPen Jr. (0.15mg) \_\_\_\_\_ or EpiPen (0.3 mg) \_\_\_\_\_

**Allergens which may cause this student to have anaphylactic reaction:**

\_\_\_\_\_

Which of these allergens would you recommend to have strict avoidance procedures implemented, for this student, by the school. This would involve having strategies in place to prevent the allergen from entering any areas in the school designated as a reduced risk area including the child s classroom. (When allergens are peanuts or nuts strict avoidance procedures will be automatically implemented.)

\_\_\_\_\_

**The EpiPen is to be administered when:**

1. The student is experiencing one or a combination of the following symptoms:

MOUTH - swelling of lips, tongue or mouth  
THROAT - itching of throat/tightness or swelling of the throat  
SKIN - severe hives/swelling of the skin  
LUNGS- breathing difficulties/tightness in chest  
HEART - dizziness/fainting/loss of consciousness  
STOMACH - nausea/vomiting/cramps/diarrhea (with other symptoms)  
EMOTIONAL- sense of impending doom (with other symptoms)

**OR**

2. The student has ingested or come in contact with the allergens and is experiencing relatively minor symptoms such as hives or itching on the body.

**OR**

3. The student requests the EpiPen be administered (when developmentally able to make this decision).

**If the student has ingested \_\_\_\_\_ or come in contact with \_\_\_\_\_ and is not experiencing symptoms would you prescribe the use of the EpiPen? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Response to an anaphylactic reaction:**

1. Administer the EpiPen 2. Call for an ambulance 3. Call parents/guardian

**Additional EpiPen(s) will be administered:**

1. Time frame: \_\_\_\_\_  
2. Symptoms: \_\_\_\_\_

**Other relevant information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Physician

**REGULATION NO. 16**  
**REPORT ON STUDENT SUSPENSION**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Suspension: \_\_\_\_\_

Date and time of notification of parents/guardian of suspension:

\_\_\_\_\_

Date of meeting with parent/guardian prior to student's return to school:

\_\_\_\_\_

Date of anticipated return of student to regular attendance at school:

\_\_\_\_\_

Total Number of Days Suspended: \_\_\_\_\_

Reason for suspension: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other actions taken with student to date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_Principal's Signature

School: \_\_\_\_\_

(reference: Policy 12.9)

October 21, 1991

## **REGULATION NO. 17**

### **UNIFORMS**

1. Uniforms shall be provided for permanent employees as follows:
  - a) Bus Drivers shall receive uniforms every 3 years consisting of one (1) jacket and one (1) tie, two (2) pair trousers, two (2) shirts at no cost. Bus Drivers will receive two (2) shirts annually thereafter.
  - b) Custodians shall receive uniforms consisting of three (3) pair trousers and three (3) shirts. The Custodian will be responsible for one-half (½) the cost of the uniform. Two (2) shirts and one (1) pair trousers will be issued annually thereafter at no cost.
  - c) Custodial Aides shall receive uniforms consisting of two (2) smocks. The Custodial Aide will be responsible for one-half (½) the cost of the uniform. One (1) smock will be issued annually thereafter at no cost.
  - d) Maintenance staff shall receive uniforms consisting of five (5) pair trousers and five (5) shirts. Maintenance staff will be responsible for one-half (½) the cost of the uniform. Two (2) shirts and two (2) pair trousers will be issued annually thereafter at no cost.
2. Upon issuance of new uniforms or termination of employment, all identifying crest and labels must be returned to the School Division.
3. All employees issued uniforms by the School Division shall wear the complete uniform when at their place of work.
4. Uniforms shall only be worn when carrying out duties for the School Division.
5. Employees shall be responsible for the upkeep of their uniforms to a standard acceptable to their Supervisors.

See also: Policy 9.9

April 22, 1992

## **REGULATION NO. 18**

### **TEACHER IMPROVEMENT PROCEDURE**

The Teacher Improvement Procedure has been established to assist those tenured teachers who have been identified as not satisfactorily fulfilling the duties and responsibilities of their position. The goal of the procedures is to provide a structured environment in which these tenured teachers will have the opportunity to improve their performance.

#### **PROCEDURE**

- A. If, after completing the teacher evaluation in accordance with Policy 11.6, the principal determines that a teacher is not performing satisfactorily and that adequate attempts have been made at the school level to improve teacher performance, the principal will provide the Assistant Superintendent, Human Resources, with copies of the evaluation report and supporting documentation. The following information will be included in the documentation:
- a) the dates, times, and durations of the visits to the classroom;
  - b) a summary of recorded observations made during the visits which focus on the concerns;
  - c) a summary of post-visit conferences held with the teacher indicating that concerns and/or observations have been brought to the teacher's attention;
  - d) a summary detailing actions which have been recommended to the teacher in order to address the identified concerns - - - suggestions for improvement, in-services, visits to other classrooms, role modelling, and any other means;
  - e) a summary which describes the teacher's responses to the principal's recommendation for improvement.
- B. 1. If the Assistant Superintendent determines that the concern(s) identified have been appropriately documented, have been brought to the attention of the teacher, and the process to remedy the concerns have been followed, a letter will be sent to the teacher indicating the he/she will be requested to attend a meeting with the Assistant Superintendent, the Principal, and/or Vice-Principal(s) as appropriate. The letter will outline the purpose of the meeting and will inform the teacher of the right to be accompanied by a representative of the River East Teachers' Association or the Manitoba Teacher's Society.

The purpose of the meeting will be to:

- a) review the procedures and conclusions of the evaluation;
- b) review the documentation provided in the evaluation;
- c) hear the response of the teacher to the identified concerns and the evaluation process that has been followed;
- d) allow the Assistant Superintendent to collect adequate information to make a decision on implementation of the Teacher Improvement Procedure.

# **REGULATION NO. 18**

## **TEACHER IMPROVEMENT PROCEDURE**

Page 2

2. Within five (5) teaching days of the meeting, the Assistant Superintendent will communicate to the teacher and the principal the decision regarding the implementation of the Teacher Improvement Procedure.

If the decision is to place the teacher on the Teacher Improvement Plan, a copy of the letter will be sent to the President of the River East Teachers' Association.

3. If the Assistant Superintendent concurs that the Teacher Improvement Procedure is required, a further meeting between the Assistant Superintendent, Principal and teacher will:
  - a) clarify procedures and expectations for all concerned;
  - b) establish a plan for teacher improvement [see No. 5];
  - c) establish meeting dates to review process;
  - d) clarify possible consequences of the evaluation.

4. The Assistant Superintendent will write a summary of each meeting and provide copies to all participants.
5. The Assistant Superintendent will establish a plan to address the concerns about the performance of the teacher.

The plan will include:

- a) who will be involved in the process;
  - b) identification of the areas in which improvement is necessary;
  - c) timelines for informal and formal observations. Informal observations may be brief and impromptu; formal observations will be preceded and followed by a meeting between the teacher and principal;
  - d) dates for interim and summary reporting;
  - e) the required documentation;
  - f) the opportunity for appropriate professional development assistance, (support may include in-class assistance, articles to read, workshops, classroom visitations, etc.).
6. The principal will maintain the following:
  - a) records of observations;
  - b) summaries of conferences with the teacher;
  - c) minutes of meetings with the teacher;
  - d) all other relevant documentation.

This information will be shared with the teacher.

**REGULATION NO. 18**  
**TEACHER IMPROVEMENT PROCEDURE**

Page 3

7. The Assistant Superintendent or designate may be involved in observation in the classroom.
  8. At the end of this process, as detailed in the plan, the Assistant Superintendent will conduct a review and render a decision as to the outcome of the process.
  9. The Assistant Superintendent and principal will then meet with the teacher and his/her representative to outline the results of the process.
- C. Once the Teacher Improvement Procedure has been activated, the procedures will be continued to resolution irrespective of any transfers, reassignments or any changes in supervising personnel.

See also: Policy 11.6

## **REGULATION NO. 19**

### **EMPLOYEE ABUSE**

#### **Guidelines:**

The following are guidelines to be used when dealing with an incident where in the judgement of the employee and/or administration of the River East School Division abuse has occurred.

1. A report shall be made to the employee's immediate superior as soon as is reasonably possible.
2. A written report on the form included as Regulation No. 17 is to be filed with the central office as soon as is reasonably possible.
3. The River East School Division will establish procedures that will deal with the issues that arise out of a case of alleged abuse.

See also: Policy 11.21

June 24, 1992



**REGULATION NO. 19**  
**EMPLOYEE ABUSE FORM**

Date of Report: \_\_\_\_\_

This form is to be filled out by employees who are abused on the job.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Position Held: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Site of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Abuse: Verbal \_\_\_\_\_

Property \_\_\_\_\_

Physical \_\_\_\_\_

1. Describe incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Immediate action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Injury or property loss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

Return this form to:

Immediate Supervisor and copy to the Assistant  
Superintendent, Human Resources

(Please keep a copy for your records)

## REGULATION NO. 20

### GUIDELINES FOR PREVENTING THE SPREAD OF ILLNESS IN SCHOOLS

Determining when a child is well enough to attend school can be a difficult decision for parents and educators. The following is a framework for making decisions regarding children who are ill or who become ill in school.

A. **Parents should be advised to keep their children at home and consult a Physician for the following conditions:**

- i) **Pain** - any complaints of unexplained or undiagnosed pain.
- ii) **Acute cold with fever**, runny nose and eyes, coughing and sore throat. The child should stay home until the contagious period is over. Depending on the illness, the runny nose and coughing may continue when the child is no longer contagious, and the temperature, well being and energy are normal. If the symptoms are caused by a known allergic reaction, the child is not contagious.
- iii) **Acute difficulty breathing** - wheezing or a persistent cough.
- iv) **Fever** (100 degrees F or 38 degrees C or more) accompanied by general symptoms such as listlessness may be an early sign of illness.
- v) **Sore throat** or trouble swallowing.
- vi) **Infected skin or eyes**, or an undiagnosed rash.
- vii) **Headache and stiff neck**.
- viii) Unexplained **diarrhea** or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral gastrointestinal infection which is very easily passed on from one child to another. The child should be kept home until all symptoms have stopped.
- ix) **Nausea and vomiting** may be an early sign of illness.
- x) **Severe itching** of body or scalp.
- xi) Children with known or suspected **communicable diseases**.

N.B. The parents shall inform the school within 24 hours of a diagnosis of a **serious illness or contagious disease** of a communicable nature in the family. The school shall notify other families as necessary in consultation with the local Public Health Unit.

## **REGULATION NO. 20**

Page 2

### **B. Precautions When Handling Blood and Other Body Fluids**

Good hygiene practised in educational settings will minimize the spread of disease, but illness cannot be totally eliminated.

**In all cases, the steps to reducing the spread of illness associated with diapering, toileting, feeding, and first aid are the same, and include:**

- i) wearing of disposable latex gloves, when treating bleeding wounds or in contact with body fluids;**
- ii) proper handwashing;**
- iii) use of disinfectant and proper clean up procedure;**
- iv) minimizing the handling of waste and proper disposal of waste.**

### **1. AIDS VIRUS AND HEPATITIS**

Diseases, including AIDS and Hepatitis B, that are spread through contact with body fluids are a greater occupational significance in a health care setting. In the educational setting the risk is relatively low.

These diseases are caused by viruses which are spread by contact with infected blood and body fluids. These diseases are transmitted through sexual intercourse, sharing needles or syringes and from infected mothers to their babies during pregnancy.

These diseases are not spread by casual contact with infected persons. This included touching, diaper changing, sharing a bathroom, using common sinks, and sharing utensils.

In the work place, the kind of person-to-person contact that generally occurs among workers does not pose a risk for the transmission of the AIDS virus. There is no need to restrict the use of the telephone, office equipment, toilets, showers, eating facilities, or water fountains.

To prevent exposure to the AIDS and other blood-borne infections, staff required to provide first aid care should follow the above precautions. As well, needles used to remove splinters should not be reused. They should be disposed of in a puncture-resistant container such as a glass jar. Although there is no evidence that transmission of AIDS virus occurs during mouth-to-mouth resuscitation, some individuals may wish to use a mouthpiece.

## REGULATION NO. 20

Page 3

### 2. **DIAPERING**

Diaper changing areas or anything else that comes in contact with a child's feces or urine should be cleaned and disinfected with a bleach solution after every use. The table or counter surface used for diapering should be of a smooth, non-porous material such as Formica, hard plastic, stainless steel or a washable pad covered with smooth vinyl. It should be free of cracks and easily cleaned. The changing area should be located within an arm's reach of a deep sink, for convenient handwashing with soap. Changing areas should be separate from food preparation/storage areas. Diapering routines should be posted to encourage consistency.

### 3. **GLOVES**

Disposable latex gloves should be worn during the following procedures: diapering, toileting and first aid. They should also be worn when cleaning up after first aid, toileting, and diapering. It is unnecessary to change gloves if soiled during a procedure; they should be simply washed with soap and water while being worn. New gloves should be worn for each student and for each new procedure. Do not reuse disposable gloves. Occasionally a person may have an allergy to latex. If so, contact the Health Care Professional.

### 4. **HANDWASHING**

One of the most important factors in communicable disease control is careful handwashing. Handwashing should be done before and/or after the following procedures: toileting, diapering, contact with body fluids, feeding and food preparation. Handwashing should consist of vigorous scrubbing with soap followed by thorough rinsing under running water. Handwashing routines posted above sinks may encourage consistency in handwashing practice. Soap is more sanitary when a dispenser is used. Paper towels should be used to dry hands and then to shut off the water faucets. Since frequent handwashing by staff can cause dry, chapped hands, a soothing hand lotion should also be provided for use during the day. Do not use a nail brush as this can cause small tears in the skin.

### 5. **DISPOSAL OF WASTE**

**Furniture or flooring** which has been covered with blood (or other body fluids) should be mopped with absorbent materials, newspapers or paper towels, and washed with soap and water. The cleaning soap provided by the school division is a disinfectant soap, and a thorough cleaning should disinfect the soiled area. The absorbent materials should be placed in the plastic bag for disposal. If mops have been used to clean-up, they should be thoroughly washed in the disinfectant soap and water and allowed to dry before reuse.

## REGULATION NO. 20

Page 4

When **cloth diapers** are used, their contents should be emptied into the toilet and then the diaper should be placed in a plastic bag, and then stored in a second bag labeled with the child's name. If disposable diapers are used, their contents should be emptied into the toilet, and the diaper placed in a closed garbage container lined with a strong plastic bag. The garbage container, operated with a foot pedal should be located near the changing area. It should be emptied as needed.

**Soiled clothing** should be treated in the same manner as cloth diapers. These bags should be kept away from food and the food preparation areas. Clothing which is soiled with blood or any body fluids should be laundered in the usual fashion.

### 6. **DISINFECTANT**

A disinfectant solution should be used to clean all contaminated surfaces.

#### **Disinfectant Solution:**

For general housekeeping purposes: 50 ml bleach/4 litres of water (for cleaning large surfaces).

More concentrated for disinfecting contaminated surfaces: 1 part bleach/9 parts water.

**Caution:** Keep the solution in a well marked container in a locked cupboard out of students' reach.

For easy use, keep the solution in a **clearly marked** opaque squirt bottle. For especially dirty surfaces, it is very effective to wash with a soapy detergent, rinse, apply the disinfectant and then air-dry. Solutions should be made up fresh daily as they lose their potency if stored over 24 hours.

## CONCLUSION

There are situations where staff will need to seek additional advice, especially when an illness or its effect on the student or the group is not commonly known.

Specific information can be obtained from your local Public Health Unit - 945-8191.

**N.B. School administrators will ensure that disposable latex gloves and the other equipped materials are available and that staff is aware of the location.**

April 28, 1993  
Revised April 26, 1995

## **REGULATION NO. 21**

### **BOARD - R.E.T.A. LIAISON COMMITTEE**

#### **1. DEFINITION**

A liaison committee is a joint committee where teachers, administrators and trustees may discuss issues of mutual concern so that each can come to a better understanding of the others interests and goals. It is primarily designed as a continuing, two-way channel of communication to be conducted on a regular basis away from crisis situations or the bargaining table.

The responsibility of the River East School Division Board of Trustees to make decisions and policies that deal with the education of the students in the Division is acknowledged.

In order for the liaison committee to be effective it must be based on mutual trust and respect, and a mutual desire to work together.

#### **2. GENERAL OBJECTIVES OF A LIAISON COMMITTEE**

- a) Improve teacher-board relations.
- b) Build a high level of morale in the River East School Division.
- c) Improve the general efficiency in this Division.
- d) Provide effective and immediate two-way communication for the exchange of ideas and information.
- e) Discuss education needs, trends, and innovations, and their instructional and administrative implications.
- f) Discuss teacher work load issues that are brought forward by either the River East Board of Trustees or the River East Teachers Association.
- g) Anticipate and deal with problems that may interfere with the effectiveness of the educational process.
- h) Make recommendations to appropriate parties concerning matters dealt with by the committee.

(see Policy 11.23)

September 28, 1994

## REGULATION NO. 21

### BOARD - R.E.T.A. LIAISON COMMITTEE

Page 2

3. **A TEACHER-BOARD LIAISON COMMITTEE IS NOT:**

- a) a process for teachers to usurp the responsibilities of boards or administrators
- b) a process for trustees to usurp the rights of teachers
- c) a bargaining session
- d) a grievance committee

4. **TERMS OF REFERENCE**

- a) The committee shall consist of ten members as follows:

3 members of the Board	the Superintendent
Secretary-Treasurer	4 RETA table officers
	1 member of the REPVA executive
- b) The chairperson of the Board of Trustees and the President of the River East Teachers Association shall be co-chairpersons of the Liaison Committee. One week prior to each meeting, an agenda should be jointly established by 2 co-chairs. A secretary shall be selected from among the members of the committee. The chairpersons shall have the power to call a meeting of the liaison committee on short notice if necessary.
- c) The committee shall meet every second month, on the second Tuesday of the month or more often as required at the call of the chair.
- d) Quorum shall be five members, two of whom shall be Board Members and two of whom shall be members of RETA.

(see Policy 11.23)

September 28, 1994

## **REGULATION NO. 21**

### **BOARD - R.E.T.A. LIAISON COMMITTEE**

Page 3

- e) Minutes of each meeting shall be sent to the Board and to the RETA Executive for information.
- f) In addition to official representatives, advisory personnel may be present from time to time.
- g) The committee shall have the power to discuss any matter of mutual interest and receive information such as letters and presentations from other interested parties.
- h) Where it seems advisable, surveys shall be made of items of mutual interest to ascertain future directions.
- i) Issues shall not usually be brought to a formal vote, but a general consensus opinion arrived at.
- j) In matters where there is agreement, the committee shall make recommendations to the Board and/or the RETA Executive.
- k) Any recommendation coming from this committee shall be dealt with at the first meeting of the Board and/or the RETA Executive following.
- l) Teachers shall be guaranteed freedom to perform their committee functions in good faith without affecting their working relationships with the administration or the Board.

(see Policy 11.23)

September 28, 1994



## **REGULATION NO. 22**

### **DISCIPLINARY ACTION**

It is the policy of the River East School Division to foster and maintain a safe environment for all students and staff. The following disciplinary actions will be implemented in response to inappropriate student behaviours and violent activities.

#### **1. Verbal Threats, Racial, Physical and/or Sexual Harassment or Abuse**

- a) Where in the judgement of the school administration a student has engaged in a violent activity, the school administration will:
  - i) communicate with the student s parent/guardian, and
  - ii) suspend the student
- b) In addition to the above, and depending on the nature and severity of the situation, and in consultation with the superintendent, the school administration may:
  - i) contact the police
  - ii) consider an alternative learning placement for the student
  - iii) recommend the student be expelled

#### **2. Possession of Weapons**

- a) When a student is found to be in possession of a weapon, as defined in the Safe Schools Policy, the school administration will
  - i) confiscate the weapon and release it to either the police or parent/guardian as required by law, and
  - ii) communicate with the student s parent/guardian.
- b) In addition to the above, and depending on the nature and the severity of the situation, and in consultation with the superintendent, the school administration may:
  - i) contact the police
  - ii) suspend the student
  - iii) recommend the student be expelled

(Reference: Policy 7.31)

November 23, 1994

## **REGULATION NO. 22**

### **DISCIPLINARY ACTION**

Page 2

#### **3. Threats To Use Weapons**

- a) When a student is found to be in possession of a weapon and threatening to use a weapon, the school administration will:
  - i) communicate with the student's parent/guardian, and
  - ii) contact the superintendent, and
  - iii) suspend the student.
- b) In addition to the above, and depending on the nature and severity of the situation, and in consultation with the superintendent, the school administration may:
  - i) confiscate the weapon
  - ii) contact the police
  - iii) determine alternative placement for the student with the approval of the superintendent
  - iv) recommend the student be expelled.

#### **4. Using a Weapon**

- a) When a student uses a weapon, the school administration will:
  - i) communicate with the student's parent/guardian, and
  - ii) contact the superintendent, and
  - iii) suspend the student.
- b) In addition to the above, and depending on the nature and severity of the situation, and in consultation with the superintendent, the school administration may:
  - i) confiscate the weapon
  - ii) contact the police
  - iii) determine alternative placement for the student with the approval of the superintendent
  - iv) recommend the student be expelled.

(Reference: Policy 7.31)

November 23, 1994

## REGULATION NO. 23

### OPEN BOUNDARIES

It is recognized that, from time to time, parents wish to avail themselves and their children of specific opportunities or activities being offered in schools other than the one in their immediate catchment area. To facilitate such flexibility in choosing a school best suited to their children's learning, River East School Division is allowing parents choice of schools within our division, subject to certain limitations.

1. River East School Division students are expected to attend their catchment area school but may attend any school of their choice provided that there is room at the school of choice and provided that parents take responsibility for transportation.
2. Room or space available at a school is determined using the following guidelines:

Grades K-3	24 students per class
Grades 4-9 (S1)	25 students per class
Grades S2 - S4	on an enrolment by subject level; determined at the respective school on a case-by-case basis

These enrolment limits pertain to space available for non catchment area and non divisional students only.

3. Space available in a school must also take into account the size of specific classrooms and total school population. Physical Education, Music and Library Facilities and Specialist Staff loading are legitimate factors in determining whether a school has room to accept students from outside the school catchment area.
4. Local catchment area students have first priority. River East School Division students outside of the local catchment area have second priority and students from outside the Division have third priority.

See also Policy 7.1

February 8, 1995

## REGULATION NO. 24

### GUIDELINES FOR ATTENDANCE AT CONFERENCE/PROFESSIONAL DEVELOPMENT SESSIONS

**Attendance at any out-of-school conference/P.D. session during scheduled work time must have prior authorization of the principal/supervisor.**

A. The following procedures are to be observed:

1. Any conference/P.D. session that is **up to two days** in duration must have the approval of the principal/supervisor. The request must be made minimally **7 days** prior to the date of the conference/P.D. session.
2. Any conference/P.D. session that is **more than two days** in duration must have the approval of (1) the principal/supervisor and then (2) the Superintendent (or Designate). The request must be made minimally **14 days** prior to the date of the conference/P.D. session.
3. Applications to attend any **out-of-province/country conference/P.D. session** must have the approval of (1) the principal/supervisor and then (2) the Superintendent (or Designate). The request must be made minimally **six weeks** prior to the date of the conference/P.D. session.
4. Any employee assuming a position (a) on the executive and/or board of a professional organization or (b) in a special program that requires attendance at special meetings or conferences is required to obtain, prior to assuming that position, the approval of (1) the principal/supervisor and (2) the Superintendent (or Designate) to attend such meetings or conferences throughout his/her tenure in that organization/special program.
5. Upon completion of the conference/P.D. session, a written report is to be submitted within two weeks to (1) the principal/supervisor and (2) the Superintendent (or Designate).

B. The following factors will be considered in determining approval:

1. immediate relevance to (i) work assignment and (ii) divisional priorities
2. length of absence from workplace
3. cost to the school/school division
4. past attendance at similar conferences/P.D. sessions
5. relevance to the professional development focus of a particular individual/school

## **REGULATION NO. 24**

### **GUIDELINES FOR ATTENDANCE AT CONFERENCE/PROFESSIONAL DEVELOPMENT SESSIONS**

(Page 2)

6. degree of interruption created for students/school by releasing the individual to attend the conference/P.D. session
7. number of other individuals from within the organization who will be in attendance at the same conference/P.D. session
8. future commitment/obligation by attendance at the conference/P.D. session
9. the number of anticipated school days released from the classroom during the year

See also Policy 11.3

March 26, 1997

# **REGULATION NO. 25**

## **GUIDELINES AND PROCEDURES FOR USER-PAY SUPERVISED LUNCH PROGRAMS**

The care and supervision of a child during the lunch period is a fundamental parental responsibility. The establishment and operation of a user-pay lunch program within the school may facilitate and assist parents in securing a supervised and safe environment for their child(ren) during the mid-day meal period.

Given that many schools within the River East School Division No. 9 have diverse practices regarding lunch period supervision and programs, the following divisional guidelines and procedures have been established. The purpose of these guidelines and procedures is to ensure that the operation of user-pay lunch period supervision programs meets with specific divisional criteria, as well as to provide consistency in the operation of these programs throughout the Division.

### **Objectives**

- to provide a supervised environment during the lunch period
- to provide an environment that is safe and risk-free
- to ensure a fiscally responsible and appropriately-managed program

### **Guidelines and Procedures**

The following guidelines and procedures have been established by the River East School Division to assist parents and schools in the operation of their user-pay lunch programs:

1. Children who may participate in a user-pay lunch program are:
  - students who live less than 1.6 km from school
  - or
  - students who utilize the River East School Division's space available option for busing to and from school and who live within the 1.6 km limit
  - or
  - students who, having exercised schools of choice, are out of the catchment area of the school
2. Lunch program staff are to be appropriately and adequately trained in such areas as:
  - First Aid
  - CPR
  - Allergies/Epipens
  - Conflict Mediation

**REGULATION NO. 25**  
**GUIDELINES AND PROCEDURES**  
**FOR**  
**USER-PAY SUPERVISED LUNCH PROGRAMS**  
(Page 2)

**Guidelines and Procedures (Cont d)**

3. Lunch programs must be fiscally responsible and accountable. Safeguards should be built into a lunch program to enable fiscal responsibility and accountability of the lunch program to the parent community that it serves. These safeguards will also provide protection for lunch program committee members and lunch program staff who have access to lunch program funds. These safeguards would include, but not be limited to:
  - a lunch program committee established to oversee the operation of the lunch program. This committee could be either an independent committee or a sub-committee of a Parent/Advisory Council.
  - a set of complete, current and accurate financial records developed for monitoring the income and expense of the lunch program.
  - a cheque writing and signing authority established in a manner that no single person can access lunch program funds.
  - lunch program financial statements should be provided to school administration. As well, the parent community should be advised that a monthly financial statement is available from the Lunch Program committee.
  - the financial records of a lunch program audited annually by an accredited accounting practitioner and a copy of the audited statement forwarded to the Secretary-Treasurer's office.
  - the availability of the audited year-end financial statement for the parent community.
  - the consent of the school administration and the Parent/Advisory Council if a lunch program wishes to operate for the purpose of profit.
4. Lunch program staff are to maintain all such documents that are pertinent to the operation of the lunch program for the year in progress such as:
  - registration forms
  - health plans
  - attendance sheets
  - parent letters
  - behaviour expectations
5. Lunch program staff are to maintain the confidentiality of all information pertaining to students and/or their families. This includes information such as, but not limited to:
  - names and phone numbers of parents and students
  - financial matters
  - health concerns
  - disciplinary issues

Information regarding students and/or their families should be available only on a need-to-know basis.

**REGULATION NO. 25**  
**GUIDELINES AND PROCEDURES**  
**FOR**  
**USER-PAY SUPERVISED LUNCH PROGRAMS**  
(Page 3)

**Guidelines and Procedures (Cont d)**

6. A program co-ordinator and supervisors may be hired as necessary, depending upon the number of students registered in the program.  
The ratio of the supervisor-to-student is dependent upon the circumstances of the individual school.
7. Job descriptions are to be clearly articulated for the lunch program staff.
8. The Administration of the school may be a member of a lunch program committee.
9. A set of behavioural guidelines, expectations and consequences is to be developed in consultation with the administration.
10. Daily attendance is to be taken of all children using the lunch program.

**Responsibilities of Students**

- to abide by the behavioural expectations of the lunch program

**Responsibilities of Parents**

- to follow the registration protocol for the particular school
- to keep current their financial responsibilities
- to support the behavioural and fiscal expectations of the lunch program
- to be aware that financial reports are available for their information

**Responsibilities of Administration**

- The Administration of a school where a lunch program exists may be included as a member on any committee overseeing the operation of the lunch program. This association with the school administration ensures that lunch program operation and policies do not conflict in any way with the operation and policies of the school as a whole. It also ensures continuity of behavioural expectations between the instructional day and the lunch break.
- Behavioural expectations will be communicated to each student participating in the program.

April 22, 1998



## **REGULATION NO. 26**

### **GUIDELINES FOR THE FINANCIAL BUSINESS OF PARENT COUNCILS**

In keeping with the Board's support for the active involvement of parents in schools, the following guidelines are provided for the reference of Parent Councils. The guidelines suggest rules of procedure and operation which may be helpful to Parent Councils in order to provide the necessary assurance of the proper safe-guarding of funds generated through fund raising activities. The following procedures and guidelines are deemed appropriate and necessary for the conducting of the financial business of Parent Councils.

#### **1. ADMINISTRATION**

One member of the executive shall be elected as Treasurer. The Treasurer shall be responsible for the financial accounting of the Parent Council, in the following manner:

- a) Shall maintain records of all financial transactions of the Parent Council.
- b) Shall be responsible for banking Council funds, and for arranging banking services.
- c) Shall present a financial statement of the Parent Council's accounts at each meeting of the Executive, and at the Annual Meeting, and shall submit a copy of each financial report to the Principal, who shall retain one copy on file at the school for a seven year period, for audit purposes and School Division reference.
- d) An audit of the accounts of the Parent Council shall be done concurrently with the school funds audit.

#### **2. PROCEDURE**

In addition to a sound accounting system, a series of controls and procedures are required to ensure the safeguarding of funds. Ideally, it would be beneficial to have Parent Council funds included with school funds and accounted for through the *Student Activities Fund Management System*. However, for Parent Councils who choose to maintain separate records, the following controls will ensure accountability:

## **REGULATION NO. 26**

### **GUIDELINES FOR THE FINANCIAL BUSINESS OF PARENT COUNCILS**

**Page 2**

#### **2. PROCEDURE (Cont d)**

- a) At least three Executive members, if an Executive exists, or other members if an Executive does not exist are to be established as signing officers.
- b) Two signing officers (if an Executive exists the President or Treasurer and one other) shall be required to sign all cheques written on behalf of the Parent Council.
- c) No cheques shall be issued to any signatory of a cheque.
- d) No cheques shall be issued or signed unless there is adequate documentation provided so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- e) Any cheque for over \$50.00 shall be issued only by specific resolution of the Executive. For on-going financial projects, a single annual resolution addressing the requirements of the project by setting a maximum payment amount is recommended.
- f) Before making any major purchase or entering into a contract with any supplier or outside organization, the Executive is advised to consult with the School Division, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchase and tendering requirements under the Public Schools Act.

June 24, 1998

## **REGULATION NO. 27**

### **STUDENT TRANSPORTATION**

Regulations governing procedures and operations for the delivery of student transportation services as determined by the Superintendent (or designate) and confirmed by the Board.

#### **1. PROCEDURE FOR APPLICATION**

- 1.1 The Director of Transportation, under the general direction of the Secretary-Treasurer shall be responsible for the implementation of student transportation within Board Policy and these regulations.
- 1.2 All requests for transportation services shall be in writing on the prescribed form to the Director of Transportation. In requesting transportation, provision for a reliable emergency contact must be made. This is necessary to provide for the safety of children in the event school is let out at a time other than its normal dismissal time.
- 1.3 Upon determining the eligibility of the request within Board Policy and these regulations, the Director of Transportation shall then make appropriate arrangements for transportation services by school bus, transit bus ticket, taxi or public carrier buses, or payment in lieu thereof.
- 1.4 A transportation allowance may be paid to the parents/guardian of a student resident in the Division attending school in another Division for an educational program not offered in the River East School Division No. 9. The allowance shall be:
  - a) equivalent to the cost of using City of Winnipeg Transit for students in Grades 7-S4;
  - b) equal to the lesser of, the cost of transportation provided by the parents/guardian, or the transportation grant received by the Division, for students in Kindergarten to Grade 6.

Payment of the allowance shall be made twice annually, at the end the Fall Term and at the end of the Spring Term.

**REGULATION NO. 27**  
**STUDENT TRANSPORTATION**  
Page 2

1. **PROCEDURE FOR APPLICATION** (Cont d)

1.5 If requested, transportation service may be provided on a ***SPACE AVAILABLE*** policy under the following conditions and order of priority:

- a) kindergarten to grade 3 students over 1.0 km. from school ineligible solely to the distance being under 1.6 km;
- b) grades 4 to 6 students over 1.2 km from school ineligible solely due to the distance being under 1.6 km;
- c) students no longer entitled to transportation to a school other than the neighborhood school due to a change in programming, for the balance of the school year;
- d) applications are processed based on age and distance with priority to youngest and farthest;
- e) service is subject to discontinuance upon notice in reverse order of priority;
- f) regularly vacant seats may be assigned after October 15;
- g) buses will not be rerouted, nor new stops added, to accommodate such students.

1.6 If requested, transportation service may be provided on an ***EMPTY SEAT/FILL UP THE BUS*** policy under the following conditions to Kindergarten to S4 students who, under Board Policy, do not qualify for school bus transportation:

- a) signed agreement by parents/guardian acknowledging that if the space is required at a later date for a student who qualifies for transportation, the parents/guardian would have to make other arrangements within seven (7) days notice;

**REGULATION NO. 27**  
**STUDENT TRANSPORTATION**  
Page 3

**1. PROCEDURE FOR APPLICATION (Cont d)**

**1.6 (Cont d)**

- b) applications are processed based on age and distance with priority to youngest and farthest;
- c) service would be offered on a first-come first-served basis and the last request received on any particular route would be the first to be requested to make alternate arrangements if the space were required;
- d) buses will not be rerouted, nor new stops added, to accommodate such students;
- e) students must reside greater than 1.2 km (1.0 km for K- Grade 3) from their chosen program/school;

**2. DISTANCE REQUIREMENTS**

**2.1** Daily transportation to and from school as provided for in the Board Policy is subject to the following requirements:

- a) that in all cases, the resident address of the student shall be used to determine the eligibility of the student to be transported;
- b) that all measurements shall be from the nearest point of the residence property to nearest point of public access to the school grounds;
- c) the most direct walking distance to and from a school shall be measured according to the most direct means of walking along:
  - i) a public roadway
  - ii) a public walkway
  - iii) a public park and/or green area and/or
  - iv) a combination of the above which are maintained and/or cleared by the City of Winnipeg, or by community use throughout the school year

**REGULATION NO. 27**  
**STUDENT TRANSPORTATION**  
Page 4

**2. DISTANCE REQUIREMENTS (Cont d)**

**2.1 (Cont d)**

d) transportation shall generally be from and to a designated pick-up point nearest an eligible student s residence, in accordance with the provincial regulations;

2.2 Special Education students and students who are physically handicapped or certified by a medical doctor as temporarily handicapped shall be exempt from the distance requirements;

2.3 Unless otherwise provided for in the Board Policy, no transportation will be provided for students choosing to attend a school other than their home/designated school.

**3. PICK UP AND DROP OFF**

3.1 Bus routes will be established in relation to the resident address of the eligible students to be transported;

3.2 School bus stops shall be on public thoroughfare at locations to be determined by the Transportation Department. Bus stops shall be distributed throughout the catchment areas in such a manner as to minimize the distance traveled by buses and the number of stops;

3.3 Special Education and handicapped students may be picked up and returned to the home when necessary because of their handicap;

3.4 In all cases where transportation service is being provided, the pick-up and return drop-off shall be established so that the student leaves for and returns from school to the same address each school day;

**REGULATION NO. 27**  
**STUDENT TRANSPORTATION**  
Page 5

**3. PICK UP AND DROP OFF**

- 3.5 Students may be allowed a different designated address for the pick-up and drop off providing both addresses meet criteria in Section 2 above, are on the same route, and the same bus stop locations are utilized on a regular basis, i.e. each school day. In the interests of student safety, requests for alternative pick-ups and drop-offs on an irregular, temporary or occasional basis will not be considered.

December 9, 1998

**REGULATION NO. 28**  
**SEARCH**  
**GUIDELINES AND PROCEDURES**

The following guidelines are to be followed when school administrators (or designate) intend to search the locker of a student, the person of a student, or the personal property of a student:

1. The school will inform parents and students annually of this search policy.
2. The Principal (or designate) has the responsibility for enforcing this policy by providing necessary instructions and guidelines to other building administrators, teachers and other staff members.
3. The School Division will publicize its search policy, including the stipulation that lockers, students personal property and vehicles are subject to searches for contraband and school rule violations.
4. School administrators must have reasonable grounds to suspect that a student is in violation of a Board Policy, or poses a threat to the proper order and discipline of the school, before performing searches in accordance with the regulations and procedures forming part of this policy.
5. The Principal of the school will ensure that sufficient and appropriate records are maintained with respect to all situations governed by this policy.
6. Random or arbitrary searches are not permitted.
7. Whenever possible, the student should be present when his/her locker and/or personal property is being searched.
8. At any search conducted by the Principal (or designate), another adult witness is to be present.
9. This policy will apply to situations which arise at any time on school premises, or during the course of any school activity, on or away from the school campus.

**Lockers and Desks**

Lockers/desks are school property and, as such, are subject to inspection by school authorities at any time without notice, without student consent and without a search warrant, whenever a school authority has reasonable cause to believe that such a search is necessary.

**Student Vehicles**

Student vehicles parked on school property are subject to inspection by school authorities at any time without notice, without student consent and without a search warrant, whenever a school authority has reasonable cause to believe that such a search is necessary.



**REGULATION NO. 28**  
**SEARCH**  
**GUIDELINES AND PROCEDURES**

Page 2

**Student Clothing or Possessions**

1. A student s personal effects (e.g. purse, book bag, outer clothing, etc.) may be searched whenever a school authority has reasonable cause to believe that a student has violated Board Policy or poses a threat to the proper order and discipline of the school.
2. Students can be required to empty their pockets and remove their shoes and socks. Staff will not directly search the student(s) but require them to empty pockets, etc.
3. Only the Principal (or designate) may authorize a search of a student s clothing or possessions.

**Personal Searches**

1. Personal searches are NOT to be conducted by school authorities, but students may be detained by the Principal (or designate) under close surveillance, if there are reasonable grounds to believe a search is required.
2. Steps should be taken to prevent the possible destruction of evidence.
3. Any personal search that may be deemed necessary will be conducted by the police.
4. Following any search involving a student, the Principal is to notify the parent(s)/ guardian(s) as soon as possible indicating the reasons for the search and the results of the search.

**Police Search**

1. The police will be involved if the Principal (or designate) has reason to suspect that the locker search may lead to a court action or involves a criminal activity.
2. The police may be invited to observe a search.
3. At any time the police are involved, the Principal (or designate) shall notify the parent(s)/guardian(s).

### **Searches Initiated by the Police**

1. School officials are obligated to cooperate with the Police who allege they have probable cause to conduct a search or when they present a properly executed search warrant.

**REGULATION NO. 28**  
**SEARCH**  
**GUIDELINES AND PROCEDURES**

Page 3

**School Action/Consequences**

1. Depending on the results of any search and/or seizure, the Principal will determine whether the matter should be turned over to the proper law enforcement authorities.
2. If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition.
3. School authorities will assign such disciplinary consequences as are deemed appropriate in the context of Board Policy.

## REGULATION NO. 29

### Disruptive/Abusive School Visitor(s)

The schools of the River East School Division are places of learning, teaching and reflection, where differences are resolved through processes that model civil behaviour and demonstrate an abhorrence to violence and the threat of violence. The River East School Division believes that all staff have the right to work in an environment that is safe, secure and non-threatening. Moreover, all staff have a responsibility to ensure that all working environments in the River East School Division are safe, secure and non-threatening.

The River East School Division does not excuse or countenance any form of verbal abuse or threats to its employees. Accordingly, any individual who disrupts the orderly environment of the school or who threatens staff of the River East School Division may be charged under the appropriate section of the criminal code or Section 231(2) of the Public Schools Act which states:

No person shall

- (a) disturb or interrupt a school or any activity of a school by his or her actions on school premises or in close proximity to school premises; or,
- (b) trespass on school premises.

Each school/work site is expected to adhere to the following protocol in order to maintain the safe, non-threatening environment of the school and other school property.

#### Protocol

1. School staff members are empowered to order disruptive visitors to leave the premises.
2. School personnel should call police if a disruptive individual does not immediately leave the building upon request.
3. Schools will develop a procedure that is to be used when an individual enters the school and is disruptive to the orderly functioning of the school.
4. School principals may request that the River East School Division legally restrain a student, parent, or other individual from contacting school personnel or from being on school property.
5. All incidences where the school or workplace has been disrupted by individuals are to be reported immediately to the Superintendent. (Use Disruptive/Abusive School Visitors — Incident Report).

**Definition:** Visitor —parents/guardians, other adults, former students, students from other schools.

See: Policy 7.31 — Safe Schools  
Regulation 19 — Employee Abuse  
Regulation 22 — Disciplinary Action

March 24, 1999

## REGULATION NO. 29

### Disruptive/Abusive School Visitor(s) Incident Report

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

**Incident:**

Abusive Language \_\_\_\_\_ Physical Abuse \_\_\_\_\_

Threatening Language \_\_\_\_\_ Threat of Weapon Use \_\_\_\_\_

Under the Influence of \_\_\_\_\_ Other \_\_\_\_\_

**Brief Description of Incident: (Provide specific information — names, dates, etc.)**

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**Action Taken:**

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Signed: \_\_\_\_\_  
Employee Principal/Vice-Principal/Supervisor

**Note:** Submit original copy to the Superintendent: school/work site is to retain a copy.

## **REGULATION NO. 30**

### **SCHOOL FEE POLICY**

- a) The River East School Division shall not charge fees for goods and services provided to students of school age without which the student could not meet required learning outcomes or assessment requirements of an educational program provided by the Division.
- b) The River East School Division may charge fees for, or require students, parents/guardians to provide:
  - 1. materials used in goods that are intended for the student to take home for personal use;
  - 2. the purchase of paper writing tools, calculators, student planners, exercise books, computer diskettes, and other school supplies and equipment for a student s personal use;
  - 3. the rental of an instrument for a student s personal use;
  - 4. fees in respect to field trips, team trips or special events to recover associated actual expenses only, including transportation, accommodation, meals, entrance fees and equipment rental but not cost of employees salaries.
  - 5. Appropriate personal clothing for school activities such as gym wear, footwear, outerwear, personal safety equipment and musical instruments or require a student to bring appropriate materials, supplies and equipment for their personal use at school.
- c) The River East School Division will give consideration to students who would be excluded due to financial hardship.
- d) The River East School Division may not charge fees for transportation of students to their designated school as mandated by the Public Schools Act. A fee may be charged for all other transported public school students.
- e) The River East School Division will ensure that advisory councils, parent councils and/or student councils do not charge fees that would be in violation of this policy.
- f) Schools must make available to parents, a comprehensive fee schedule prior to the start of each school year.

## **REGULATION NO. 31**

### **TEACHER PROFESSIONAL GROWTH**

The primary purpose of the Teacher Professional Growth Plan is to support teachers in their efforts to grow professionally. Growth resulting from involvement in Professional Growth Plans can lead teachers to achieve higher levels of professional competence and to expand their understanding of self, role, context and career. (Duke and Stiggins, 1990) A teacher's professional growth is linked directly to enhancing instructional strategies and student learning, classroom and school improvement and the attainment of school and divisional goals. Meaningful support of teacher professional development or growth has merit in that it augments the quality of education for all students in the River East School Division.

The following procedures have been designed to support teachers who decide to formalize their professional growth within a Teacher Professional Growth Plan.

#### **Role of the Teacher**

Prior to the commencement of the teacher's professional growth plan, the teacher is encouraged to reflect on what is required for him/her to grow professionally.

Once the teacher has chosen an appropriate goal, contingent not only with personal requirements of the teacher, but also, with the school and division priorities, the teacher will complete the growth plan. This includes the identification of:

- § a goal,
- § the steps necessary to complete the goal (including timelines, resources, professional development activities etc.), and
- § the outcomes or indicators of success.

The teacher will discuss the plan with an administrator prior to the commencement of the plan and periodically throughout the year.

The teacher will keep notes of these discussions.

The teacher will meet with the administrator at the close of the year to discuss progress and outcomes.

The teacher will provide a copy of his/her completed plan and the teacher reflection document to the school administrator and to the Assistant Superintendent of Human Resources for his/her personnel file.

# **REGULATION NO. 31**

## **TEACHER PROFESSIONAL GROWTH**

Page 2

### **The School and Divisions Contribution to Teacher Growth**

A teacher's success in growing professionally is dependent not only upon his/her own motivation, awareness and imagination, but also on the nature of the school and the division in which he/she teaches. Administrative commitment and support are necessary for reflective practice in the classroom.

#### **Role of the School Administration**

The school administration is charged with the responsibility of modeling professional growth and with the responsibility of implementing the Teacher Growth Plan program in the school in a climate of trust and cooperation.

The school administration will be responsible for the implementation of the program and will communicate with the staff regarding the progress of the program.

The school administration will meet with the teacher to discuss and support his/her growth plans.

The school administration will provide administrative coaching, if asked.

The school administration will assist in the provision of resources and professional development time.

The school administration will keep a record of the teachers who are on a growth plan.

The school administration will discuss the progress of the Teacher Growth Program with the division administration.

#### **Role of the Division Administration**

The division administration is committed to the support of teachers who choose to become involved in a Teacher Professional Growth Plan.

The division administration will provide up to one day of release time for training and planning purposes.

The division administration will also provide some additional resources for release time, materials or professional development on a request basis.

The division administration will initiate a review of the Teacher Professional Growth Program with school administrators on a yearly basis.

May 26, 1999



# **REGULATION NO. 32**

## **TEACHER PERFORMANCE ASSESSMENT**

### **I Procedures**

The Teacher Performance Assessment process is designed for educators who are:

- new to the profession
- new to the Division
- on term contracts
- who request it
- in need of assistance
- regularly scheduled for a summative evaluation

The Teacher Performance Assessment process is designed to provide:

- an assessment of competence
- a recognition of outstanding strengths
- a permanent record of achievement for future reference

The summative report shall contain:

- a record of lessons (periods) observed and conferences held
- a summary of the data gathered that is relevant to those criteria which the administration has selected for evaluation and/or was mutually agreed upon by the administration and the teacher
- evaluations resulting from the data
- recommendations resulting from the evaluation

For educators new to the Division, interim reports are to be completed by the end of January. The interim report is to be maintained at the school and does not need to be forwarded to the Superintendent's Department. A full summative report is to be completed and submitted to the Assistant Superintendent, Human Resources, by April 30.

For experienced educators in the Division, a minimum of one summative report is to be completed every three years. The report is to be completed by April 30.

### **II Evaluation Process**

#### **Timelines**

During the month of September

Teachers are notified that they are to be evaluated during the current school year and provided with the reason(s) for the evaluation. Note: An evaluation of a teacher deemed to be in difficulty by the administration can be implemented at any point in the school year.

The divisional evaluation criteria and the evaluation process are reviewed with the teacher.

The Assistant Superintendent, Human Resources, is informed of the teachers to be evaluated during the current school year.

# **REGULATION NO. 32**

## **TEACHER PERFORMANCE ASSESSMENT**

Page 2

### **II Evaluation Process (Cont d)**

From October 1 to April 30

A minimum of three visitations to the teacher's prime area of responsibility shall be included in the summative evaluation.

A pre-conference between the teacher and the evaluator shall occur prior to scheduled visitations in order to identify/clarify.

- the Division's evaluation criteria
- additional criteria that is agreeable to both parties
- the relevant information concerning what will be observed during the visitation

A post-conference shall occur subsequent to scheduled visitations to clarify observations and to review data gathering procedures and timelines.

A final consultation shall occur within one month of the final visitation and prior to the writing of the summative report in order to:

- clarify observations
- summarize evaluation data with respect to the established criteria
- discuss the recommendations of the evaluation process

The Assistant Superintendent, Human Resources, and the teacher shall receive a copy of the written summative report within a reasonable amount of time after the final consultation and, in no case, later than April 30.

A teacher shall have the opportunity to attach to the evaluation any written comments that he/she feels are relevant.

### **III Appeal Process**

1. If a teacher wishes to appeal the formal evaluation report, the teacher will first discuss the report with the evaluator.
2. Failing a satisfactory resolution to (1) above:

A teacher may forward a written appeal of the summative report to the evaluator within five teaching days of receipt of the signed report.

The evaluator must respond to this appeal within five teaching days of the date the evaluator received written notification of the appeal. The response may be an amended report, or written notification that the report will not be amended.

Subsequently, the teacher may appeal the report to the Superintendent within ten teaching days of the date the teacher received the evaluator's written response to the appeal. The Superintendent will discuss the report with the teacher and render a decision in writing within ten teaching days of receiving the appeal.

A teacher may withdraw an appeal at any time.

May 26, 1999

# **REGULATION NO. 33**

## **ELEMENTARY COORDINATORS**

a) Appointment of Elementary Coordinators

Elementary Coordinators may be appointed by the Board in each elementary school, one for Kindergarten to Grade Three, and one for Grades Four to Six.

b) Allowance for Elementary Coordinators

The allowance for Elementary Coordinators shall be negotiated with the River East Teachers' Association and shall be part of the Collective Agreement between the Division and the Association.

c) General Responsibilities of Coordinators

Elementary Coordinators are responsible under the direction of the Principal to assist in improvement of instruction in their areas of responsibility. In executing their duties, Elementary Coordinators shall make specific suggestions to the Principal and shall work in cooperation with other teachers.

d) Duties of Elementary Coordinators

Lead the teachers within their area of responsibility in planning and coordinating curriculum implementation, student assessment and program intervention.

Leading would include but not be limited to:

arranging meetings to discuss matters, to exchange ideas, to problem-solve, and to develop actions

sharing information, ideas, and data

offering suggestions

consulting

Report to the Principal on a regular basis.

April 26, 2000