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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>1.0.0</b>
<b>POLICY</b>	<b>PHILOSOPHICAL FOUNDATION</b>

Every organization's actions and decisions are guided by those things that its members value and believe. The Board of Education of the Creighton School Division No. 111 believes that:

- Each individual is unique, is inherently valuable, and has significant value for our community and society.
- It is vital that society provides education that addresses the personal, physical, spiritual, emotional and intellectual needs of each person.
- Students' current and future needs must be foremost in all decisions.
- Creative, proactive, visionary and accountable leadership provides the foundation for success.
- Collaboration and teamwork are effective, productive and desirable.
- Positive relationships that empower students, parents, staff, administration, community members, partner organizations and other stakeholders are essential to meaningful education.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_X\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>1.0.1</b>
<b>POLICY</b>	<b>VISION</b>

Our beliefs and values provide our philosophical foundation and determine our vision for an ideal future.

Our vision is that each student who enters our doors shall leave with abundant respect for self and others and the capability to meet the challenges of tomorrow.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>1.0.2</b>
<b>REGULATION</b>	<b>GOALS OF EDUCATION IN CREIGHTON COMMUNITY SCHOOL</b>

The Learning Community that is Creighton Community School (CCS) consists of students, parents, staff, administration, the Board of Education, the School Advisory Council, as well as the community at large, both local and provincial.

As the result of our beliefs, values and vision we, the CCS Learning Community, will direct our combined efforts towards achieving the following goals. We are committed to ensuring that:

- Creighton Community School is a caring, student-centered school;
- Creighton Community School provides a safe, healthy, challenging and responsive setting in which our children can learn and enhance their self-concept;
- The Code of Conduct of Creighton Community School emphasize a positive school climate, the general needs of society, and the rights and responsibilities of all people in the Creighton Community School Learning Community;
- Students be provided with a comprehensive and relevant education, based on their individual needs, with appropriate support – in order to gain in self-esteem, self-confidence, and knowledge – so that all may grow to their maximum potential;
- The programs, activities, resources and facilities needed to meet the needs of students are constantly developed and enhanced;
- Excellence is constantly pursued by all in the Creighton Community School Learning Community;
- The Creighton Community School Learning Community constantly strives to develop in students respect for themselves, each other, and other members of the broader Learning Community, as well as for property and the environment;
- The Creighton Community School Learning Community undertake activities to assist students in developing their social skills;
- The various components of the Creighton Community School Learning Community collaborate to enable students to be as successful as possible; and
- Effective communication exists between various components of the Creighton Community School Learning Community.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_X\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.1.1</b>
<b>REGULATION</b>	<b>ENROLMENT AND REGISTRATION</b>

To be eligible for Kindergarten a child must be five years of age on or before December 31 of the year in which he/she is registered.

To be eligible for Grade 1, a child must be six years of age on or before December 31 of the year in which he/she is registered.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.1.2</b>
<b>REGULATION</b>	<b>HOSPITALIZATION NUMBERS</b>

Hospitalization numbers are to be requested when students are registered for school.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.2.1</b>
<b>REGULATION</b>	<b>PLACEMENT OF STUDENTS OUTSIDE OF THE CREIGHTON SCHOOL DIVISION</b>

All students wishing to attend schools outside the jurisdiction and have the Board pay tuition or other costs must have Board approval prior to attending. Requests should be made to the Director who will investigate the circumstances of each request and made recommendations to the Board of Education. In any case in which the request for placement differs from the placement that the Board would ordinarily make, the Board reserves the right to limit or refuse financial assistance for the student placement.

1. Where appropriate programs are available within the Creighton School Division, students resident in the Creighton School Division will be expected to be enrolled in the Creighton School Division.
2. Where programs that are, in the opinion of the Board, particularly appropriate to the needs of students are not presently provided within the Creighton School Division, the Board may provide for enrolment and financial support for such students in other school jurisdictions where such programs are available.
  - a) The Board reserves the right to consider each student placement on its individual merits.
  - b) The special needs of students will be a consideration in making placements. The Board recognizes the unique educational needs of students of native ancestry.
  - c) In some cases the Board may support placement in other approved school divisions.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.2.1.1</b>
<b>POLICY</b>	<b>GRADE 7-9 RECOMMENDATION//EXAMINATION</b>

Students may be exempt from writing course ending examinations if the following criteria has been met:

- The student shall have been regular in attendance and shall have been satisfactory with respect to work habits, attitude, and conduct.
- The student shall have been ranked in the upper 40% (two-fifths) of the students taking a particular subject. Additional students may be exempted upon recommendation by the teacher and approval by the Principal.
- Each student in Grade 7, 8, and 9 shall write an exam in Math and Language Arts plus exams in subjects for which he/she did not receive a recommendation.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_X\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.2.1.2</b>
<b>POLICY</b>	<b>GRADE 10-12 RECOMMENDATION//EXAMINATION</b>

Students may be exempt from completing course ending examinations if the following criteria have been met:

- The student shall have been regular in attendance and shall have been satisfactory with respect to work habits, attitude, and conduct.
- The student shall have been ranked in the upper 40% (two-fifths) of the students taking a particular course. Additional students may be exempted upon recommendation by the teacher and approval by the Principal.

Each student must complete course ending examinations in the following courses:

- Math 10;
- English Language Arts A 10;
- English Language Arts B 10;
- Social Studies 10, History 10, or Native Studies;
- Science 10;
- Mathematics 20;
- English Language Arts 20;
- Biology 20;
- Chemistry 20;
- Physics 20; and
- All 30 level courses

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.2.1.3</b>
<b>REGULATION</b>	<b>Course Challenge</b>

- a. The Principal is authorized to administer the course challenge process by students to a maximum of two credits per student at the 10 or 20 levels.
- b. A teacher who has taught a course at least twice is authorized to administer course challenges for that particular course.
- c. All challenges are to comply with Ministry of Education policy.

<http://publications.gov.sk.ca/deplist.cfm?d=11&c=3593>

BOARD APPROVED:

\_\_\_\_\_, \_\_\_\_\_  
 NEW POLICY \_\_\_\_\_  
 REPLACES POLICY \_\_\_\_\_  
 LEGAL REFERENCE \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.2.2</b>
<b>REGULATION</b>	<b>FRENCH IMMERSION</b>

In the case of requests for placement of students in a designated French Immersion program, the Board will apply the following:

1. In accordance with of the Regulations under The Education Act (1995), the Board will support placement of these students in the French Immersion Program in the Flin Flon School Division.
2. The Board will monitor on a yearly basis the numbers of students so enrolled and the resulting impact on the Board's abilities to offer other school division programs.
3. Should circumstances, in the opinion of the Board, warrant satisfying the obligations to provide a student with a placement in a French Immersion program by any other method open to the Board under the provisions of The Education Act (1995) and/or Regulations, the Board of Education reserves the right to review this policy and make such future changes.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.3.1</b>
<b>REGULATION</b>	<b>ATTENDANCE AND TRUANCY</b>

1. Regular school attendance is the responsibility of the parent/guardian and the pupil and is required by The Education Act, 1995. Successful school performance is directly influenced by regular attendance. Chronic absenteeism will negatively affect learning.
2. If a student is absent from school the following is required of parents and students:
  - a. A phone call or signed note from the parent/guardian that notifies the school of the absence and provides a reason for the absence. If the school does not hear from the parent/guardian in a timely manner the school secretary will contact the parent/guardian as soon as possible.
  - b. The parent/guardian shall contact the school if the student is required to leave the school at some time other than at the end of the school day.
  - c. Students shall sign out at the office if leaving the school early and check in if arriving late. Tardiness is managed as a discipline issue according to our school's Code of Conduct.
3. When a student is discovered to be truant from individual classes, the teacher of those classes missed by the student shall
  - a. contact the office immediately
  - b. be responsible for disciplinary and follow-up procedures. Should the problem continue, further follow-up will be done by the Vice-Principal and/or Principal
4. For absences without good cause of four or less days, the homeroom teacher shall follow the normal attendance procedures as set out in the staff handbook.
5. Students with significant truancy problems will be subject to investigation and action by the school administration. The Education Act, 1995 and by the school Code of Conduct guide the administrator's actions.
6. It is the student's responsibility to complete work missed if the student is late or absent.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.3.1 continued</b>
<b>REGULATION</b>	<b>ATTENDANCE AND TRUANCY</b>

7. Regular attendance is always important, but at the secondary level attendance can have direct influence on students earning credits for courses and so the following procedures apply to high school students:
- a. After eight absences from a course, a letter will be sent to the parents/guardians indicating the absences.
  - b. After fourteen absences from any course, a meeting will be held to review the student's performance and to determine if the student's academic program needs to be modified by discontinuing the class. This meeting will involve the student, parents/guardians, the Principal or his/her designate, the course instructor, counsellors and other persons as deemed necessary.
  - c. If absences continue following the meeting, the Principal or his/her designate, in consultation with other persons as deemed necessary, shall make a determination in regard to the student's continuation with the course.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY 2.3.6**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.3.2</b>
<b>REGULATION</b>	<b>GENERAL TRUANCY</b>

1. For absences without good cause of four or less days, the homeroom teacher shall follow the normal attendance procedures as set out in the staff handbook.
2. Students with truancy problems will be subject to follow-up procedures by the Vice-Principal and/or the Principal. Such follow-up may include a variety of procedures as provided for in The Education Act, 1995. Some of these are:
  1. interviewing the student and contacting the parents
  2. interviewing the parents
  3. referring the student to the School Counselor
  4. referring the student to the local Attendance Officer, as appointed by the Principal
  5. suspending the student from school
  6. referring the student to the Board of Education.
3. Notwithstanding the above, when a student is discovered to be truant from individual classes, the teacher of those classes missed by the student shall be responsible for disciplinary and follow-up procedures. Should the problem continue, further follow-up will be done by the Vice-Principal and/or Principal.
4. Teachers are requested to report any students skipping classes to the office immediately.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.3.7</b>
<b>REGULATION</b>	<b>MISSING EXAMS</b>

Students are expected to be present for all examinations that they are scheduled to write. If a student misses an exam:

- Due to illness: if a student misses an examination due to illness, the parent/guardian **must** contact the school before the examination. Arrangements to write the examination at another time will be made in consultation with the course instructor.
- Due to reasons deemed acceptable by the Principal or his/her designate: if a student must miss an examination due to reasons other than sickness, the parent/guardian **must** contact the school before the examination. Arrangements to write the examination at another time will be made in consultation with the course instructor.
- Due to disregard for the examination: missing exams without an acceptable reason, as determined by The Principal or his/her designate in consultation with other persons as deemed necessary, may result in a mark of '0' for that examination.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.4.1</b>
<b>REGULATION</b>	<b>SELECTING AND DROPPING CLASSES</b>

Courses selected or dropped have a significant impact on a student's future, so it is important that these choices be made carefully. Whenever possible students should keep "doors open." When selecting or dropping courses, students will communicate with parents/guardians, teachers, counsellors and the Principal or his/her designate. In addition, students and parents/guardians are encouraged to attend the course selection meetings held in the spring of each year. These meetings provide valuable information for parents/guardians and students.

To select classes, students must submit the completed **Course Selection Form** by the deadline indicated on this form. The completed form will contain the student's course selections and signatures of the student, parent/guardian, and the Principal or his/her designate.

To drop classes during a term, students must:

- Attend a meeting with the teacher, parent/guardian, and the Principal or his/her designate to discuss reasons for dropping the course.
- Present a plan for what will be done with the time created by dropping a class that identifies which course will be taken in its place or what will be done with the spare period, if appropriate.
- Submit a **Change of Program** form that includes the change of course information and signatures of the student, parent/guardian, teacher, and the Principal or his/her designate.
- Maintain enrolment in the minimum number of courses.

To change course selections prior to the commencement of a term, students must submit a completed change of program form. These changes will only be approved if it is administratively possible.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.4.2</b>
<b>REGULATION</b>	<b>Credit Recovery</b>

## **Administrative Procedure for Credit Recovery**

### **Background/Preamble:**

Credit Recovery is an opportunity for students to complete additional work or resubmit required work in a course for which they have not successfully completed as a means to earn an academic credit without repeating the entire course. The strategy for Credit Recovery is individualized and may vary from student to student.

### **Guiding Principles:**

1. Credit Recovery is available for students in Grade 10, 11, and 12 courses.
2. To be eligible for the Credit Recovery option, students must have achieved a minimum of 38%.
3. To be eligible for Credit Recovery the student must have attended a minimum of 75% of course class time.
4. A final mark record for the course to be recovered must have been submitted to the Ministry of Education to be eligible for Credit Recovery.
5. There is no limit to the number of credits that can be recovered through the Credit Recovery option.
6. It is recommended that students complete the required courses work within 30 days of the course end date. If additional time is required, the student's credit recovery learning plan would reflect this and be included with the final mark record change form.
7. The final mark a student receives in the Credit Recovery option is determined by the original teacher based upon the achievement of the student. In the event the teacher is no longer employed at the school, the principal and director will determine the final mark with the supervising teacher.
8. Students who withdraw from a course are not eligible for Credit Recovery.

### **Authority:**

The Education Act, 1995 and the Registrar's Handbook for School Administrators

### **Roles and Responsibilities:**

1. Student:  
Apply for Credit Recovery to the teacher, school counsellor or administrator within 5 days of the course end date. This allows for the teacher and administrator to identify the required outcomes that must be redone and approve a Credit Recovery learning plan.
2. Teacher:  
Identify students who are eligible for the Credit Recovery option at the end of each semester.  
The original teacher of the course must approve the request for Credit Recovery, in the event the original teacher is no longer employed by the school division; the principal or director may authorize a supervising teacher in the subject area to assist with the credit recovery process.  
Determine the outcomes to be recovered and the assessment for the final mark record.

3. Principal:

Approve the Credit Recovery Plan Authorize the final mark record change to the Ministry of Education (Secondary Level Mark Correction form).

In the event the original teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the Credit Recovery learning plan and obtain the director's approval for the plan.

Credit Recovery learning plan is to be kept on file until the student is 22 years of age.

4. School Division:

Approve the Credit Recovery Plan.

In the event the original teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the Credit Recovery learning plan and obtain the director's approval for the plan.

Authorize the final mark record change to the Ministry of Education (Secondary Level Mark Correction form).

5. Ministry:

Provide schools and school divisions with the authority to change a final mark record within 30 days of a course end date.

Entered credit recovery final mark record change submissions for mark record changes after 30 days of course end date.

Audit Credit Recovery final mark submissions.

**Process to be determined by the school**

Establish local procedures for students, teachers and administrators regarding Credit Recovery within 30 days of course end date.

Establish local procedures for students, teachers and administrators regarding Credit Recovery after 30 days.

**Final Mark Record:**

The Credit Recovery final mark calculation is determined by the original teacher, principal and/or director.

The school and/or school divisions may change final mark records within 30 days of the course end date.

After 30 days of the course end date, schools/school divisions may submit the Secondary Level Mark Correction form to the Ministry of Education with supporting Credit Recovery learning plan.

**Additional Considerations:**

Exceptional circumstances for extended credit recovery time (beyond the semester) may be considered.

Exceptional circumstances require the authorization from the director.



**Credit Recovery Application Form**  
Request for Credit Recovery Plan

Student Name:

Student Ministry Learning Identifier:

Course for which I am applying:

Actions I will be taking to ensure Credit Recovery will be successful:

I understand I must have a minimum mark of 38% and I must have attended at least 75% of classes to request credit recovery.

My mark as reported on my report card was: \_\_\_\_\_

Student Name - Signature:

Date:

Original Teacher's Name:

Original Teacher's Cert Number:

Course Work Expectations including outcomes to achieve, specific assignments, identification of adaptations, and due dates for each task:

Evaluation:

Original Grade Submitted to the Ministry of Education: \_\_\_\_\_

(place this form in the student's cumulative file and fill in the Mark Correction Form)

Teacher/Principal/Superintendent Name -

Signature:

BOARD APPROVED:

\_\_\_\_\_,  
NEW POLICY \_\_\_\_\_  
REPLACES POLICY \_\_\_\_\_  
LEGAL REFERENCE \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.4.4</b>
<b>REGULATION</b>	<b>CORRESPONDENCE AND ON-LINE COURSES</b>

The Creighton School Division will support student's academic programming through the approved use of Correspondence School and On-line courses.

Correspondence School and/or On-line courses will be provided to those students who require them, either to repeat a course that is required, or to enrich a student's program with a course that is not offered at Creighton Community School. Costs for such courses would be paid by the Board of Education, upon completion of the course.

Correspondence School and/or On-line courses will be provided to those students with timetabling conflicts and as a result are unable to take courses to complete his or her academic program. Costs for such courses would be paid by the Board of Education in advance.

Registration for Correspondence School and On-line courses shall be completed in accordance with the Division's Course Selection Policy and Saskatchewan Learning regulations.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.1</b>
<b>POLICY</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

1. The School Board believes that every student has the right to attend school and school related activities free from harassment and sexual harassment.
2. The School Board does not condone harassment or sexual harassment of any kind and expects its teachers, employees, students and any other individuals on school premises or at school sponsored events not to participate in nor to condone such behaviour.
3. The School Board has established this harassment and sexual harassment policy for the following reasons:
  - a) Every student is responsible for being sensitive to the impact as well as the intent of his or her actions.
  - b) Students, teachers, and others who work in the school have the right to protection from all forms of harassment.
  - c) Victims of harassment must have avenues of recourse available to them without fear of reprisal, and
  - d) All students who commit acts of harassment should be liable to disciplinary action, up to, and including, expulsion.

### **Objectives**

This policy is designed to:

- a) Increase student awareness of the issues
- b) Encourage complainants to report all incidents.

### **BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

### **Definitions**

**Harassment is any objectionable conduct, comment or display by a person that:**

- is directed at an individual or group; or
- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, physical size or weight, age nationality, ancestry or place of origin; or
- constitutes a threat to the health or safety of the individual.

**Sexual harassment is any sexually oriented practice that:**

- creates an offensive environment or interferes with learning, or
- undermines the individual's sense of personal dignity.

**Sexual harassment may include but is not limited to:**

- a demand for sexual favours by a person in a position of authority
- an indication by a person in a position of authority that sexual favours are a condition for advancement
- physical assault such as deliberate touching, grabbing, pushing or unsolicited physical contact including leaning over, pinching or patting
- repeated and unwanted sexual comments, suggestions which are found objectionable or offensive and cause discomfort
- persistent propositions, invitations or uninvited pressure for dates
- gender-based insults or taunting
- display of suggestive pictures or other material
- uninvited letters, telephone calls or other communications, or
- leering or whistling.

### **Prevention**

The School Board recognizes the importance of the prevention of harassment and sexual harassment and is committed to:

- clarifying its objectives with respect to harassment and sexual harassment through communication and consistent application of this policy, and
- supporting specific programs of education and awareness on harassment and sexual harassment.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

### **Rules concerning Harassment and Sexual Harassment**

No student shall harass in any way any student, teacher, or any other person while on school premises or while at school sponsored activities.

### **Harassment by a Student**

#### **A. Reporting**

1. Any person who has been harassed by a student is advised to immediately tell the harasser to stop.
2. If a student knows of or suspects harassment is happening to a fellow student, the student is encouraged to:
  - support the fellow student, and
  - encourage the fellow student to report the harassment as soon as possible to the appropriate authorities.
3. If a student cannot confront the harasser, or if the harassment continues, the student is advised to promptly report the incident to any one of the following persons:
  - a teacher
  - a school counsellor
  - the Principal of the school
  - a Vice-Principal of the school
  - or a trusted adult
4. If a teacher has been harassed by a student, and if the teacher cannot confront the harasser or if the harassment continues, the teacher shall promptly report the incident to the Principal.

#### **B. Investigation**

1. The person to whom a complaint of harassment is made shall:
  - speak directly with the alleged harasser and attempt to resolve the situation in an informal manner, or
  - advise the Principal of the school.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

2. The Principal shall:
  - a) Attempt to resolve the situation in an informal manner, or
  - b) If the matter is more serious or if it cannot be resolved in an informal manner:
    - notify the parents or guardians of the complainant
    - notify the parents or guardians of the alleged harasser, and
    - investigate and prepare a formal report on the complainant.
3. The formal report prepared by the Principal shall be based on the following information:
  - a) a statement from the complainant indicating:
    - where and when the incident occurred
    - what exactly was said and done
    - whether there were any witnesses
    - any other details of the situation.
  - b) statement from the alleged harasser
  - c) statements from any witnesses, and
  - d) any other information the Principal believes to be relevant.

### **C. Disciplinary Action**

1. If a student has violated the provisions of this policy, appropriate disciplinary action will be taken, up to and including expulsion.
2. Factors to be considered in determining the severity of the disciplinary action may include, but are not limited to:
  - the severity of the harassment
  - the persistence of the harassment, and
  - whether or not the harasser displays co-operation and willingness to change.

### **BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

3. If a transfer is an outcome of the incident, the harasser will be transferred, not the complainant.

**D. Records of Complaints**

1. Any person to whom alleged harassment is reported, and which is resolved in an informal manner, shall make a written note summarizing the complaint and its resolution.
2. The Principal shall provide the Director of Education with a copy of any formal report prepared as a result of an investigation and shall indicate the steps taken to resolve the complaint.
3. All records relating to any complaint or investigation shall be kept on file for five years and then shall be transferred to a secured confidential file in the School Board office.

**Harassment by a Teacher or Person Other than a Student**

**A. Reporting**

1. If a student has been harassed by a teacher, or someone other than a student, the student is advised to report the harassment to one of the following persons as soon as possible:
  - a teacher
  - a school counsellor
  - the Principal of the school, or
  - the Director of Education
2. The person to whom the complaint is made shall immediately notify the Director of Education.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

**B. Investigation**

1. The Director of Education or the person whom the Director may designate to act in his place shall:
  - a) notify the parents or guardians of the student of the incident
  - b) request the student to make a formal complaint which should be as detailed as possible and should include the following information:
    - where and when the incident occurred
    - what exactly was said and done
    - whether there were any witnesses
    - any other details of the situation.
  - c) assist the student in making the formal complaint and shall, if necessary, put the complaint into writing for the student, and
  - d) investigate the complaint, provided, however, that in the event the Director of Education is the subject of the complaint the School Board shall appoint another person to be in charge of the investigation.
2. The person who investigates the complaint shall:
  - a) notify the alleged harasser of the complaint and provide the alleged harasser with information concerning the circumstances of the complain, including a copy of the written complaint
  - b) request the alleged harasser to respond in writing to the complaint
  - c) interview the complainant, the alleged harasser, and any other persons who may have knowledge of the conduct complained of
  - d) make a written report of the complaint and the results of the investigation of the complaint to the School Board, and

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

- e) inform the student, the parents of the student and the alleged harasser of the results of the investigation in writing.
- 3. At any stage of the investigation the complainant and the alleged harasser may choose to be accompanied by a parent, friend, union representative, association representative or other person of their choice.
- 4. Either party may, after receiving the results of the investigation, make a further submission in writing and such written submission shall be placed in the file.
- 5. All records relating to the complaint and investigation shall be kept on file for five years and then shall be transferred to a secured confidential file in the School Board Office.

**C. Disciplinary Action**

- 1. If a teacher or other employee violates the provisions of this policy, appropriate disciplinary action will be taken, from verbal reprimands up to and including termination of employment.
- 2. Factors to be included in determining the severity of the disciplinary action may include, but are not limited to:
  - a) the severity of the harassment
  - b) persistence of the harassment, and
  - c) whether or not the harasser displays co-operation and willingness to change.
- 3. If a transfer is an outcome of the case, the harasser will be transferred, not the complainant.
- 4. If the harassment has been caused by a person who is not a student, teacher or other employee of the School Board, the Director of Education shall take whatever steps may be appropriate in the circumstances, up to and including banning the harasser from school premises and school activities.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.5.2 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – STUDENTS</b>

### **Other Proceedings**

Nothing in this policy shall be construed as preventing a student or the parents or guardians of the student from dealing with an incident of harassment or sexual harassment by:

- a) filing a complaint under The Saskatchewan Human Rights Code or any other applicable legislation, or
- b) reporting the incident to the police or other authorities if the circumstances so warrant.

### **Confidentiality**

Receipt of a complaint will be held in strict confidence and information regarding a complaint will be communicated only to those persons who require knowledge of the information for the purpose of investigation or the imposition of discipline.

### **Complaints Made in Good Faith**

Where harassment has not been substantiated, no action will be taken against a student who has made a complaint in good faith.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.0</b>
<b>POLICY</b>	<b>STUDENT DISCIPLINE</b>

The following pages represent the disciplinary policies of the Creighton School Division. These policies are the result of discussions and recommendations of students, parents/guardians, teachers, administration and the Creighton Board of Education, and are guidelines for the operation of the Division.

Students are also subject to school rules which are set by the teachers, administration and approved by the Creighton Board of Education.

It is the purpose of this policy to promote in the Creighton School Division an environment conducive to producing the greatest opportunity for the growth of all students and staff. It is not the intent of the policy to be a policy of limitations, but one of emphasis recognizing the rights, privileges, and responsibilities of all groups - students, parents/guardians, teachers and school personnel.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.1</b>
<b>Policy</b>	<b>Student Conduct: Goals and Vision</b>

### **I. Vision**

Creighton School Division 111 has incorporated a system-wide Code of Conduct that develops a culture of shared expectations and common understanding that all students, parents/guardians, and staff will use when dealing with behavior and conduct problems that may arise. This process will allow children to learn in a safe, challenging and responsive school setting. This code emphasizes a positive school climate, the general needs of society, and the rights, responsibilities, and duties of people.

The Code recognizes that there are necessary and relevant expectations for students in the school. The Code outlines realistic and effective consequences for behavior that does not meet expectations. The focus is on prevention (by understanding of inappropriate conduct) and restoration (by repairing relationships damaged by mistakes).

### **II. School Goals**

Creighton Community School is guided by the following principles as outlined in our Mission Statement. Education is a SHARED responsibility among students, staff, Board of Education, parents, and community. Students must be provided a comprehensive and relevant education based on individual needs with appropriate support so that all may learn to their maximum potential.

We are all responsible for making Creighton Community School an environment that is clean, safe, secure, and successful. Everyone must be treated with dignity, tolerance, respect and fairness within a framework of rights and responsibilities.

### **III. Processes and Procedures**

Students need to be encouraged to develop self-discipline and learn to make responsible decisions. Self-discipline can and should be encouraged in students on a daily basis by every staff member. However, there is also a need for systematic, school-wide processes to recognize proper behavior and to correct improper behavior.

The process will emphasize the recognition of positive behavior. This process will also emphasize the correcting of misbehavior and providing support for the student while maintaining the integrity and positive atmosphere of the school.

### **BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.2</b>
<b>Policy</b>	<b>Student Conduct: Rights and Expectations</b>

## **I. Student Rights/Expectations**

*Students have the right to:*

- The most appropriate education possible while being exposed to a variety of activities that will nurture and challenge for individual growth and maturity.
- Develop the skills, attitudes, understanding, and values necessary to become responsible citizens.
- Learn in a setting that is safe, non-threatening, and conducive to learning.
- Be treated with respect, dignity, and tolerance.
- Receive programming and support to meet each individual's specific need.
- Be informed of the rules, processes and procedures they are expected to abide by.

*Students shall be expected to:*

- Attend school regularly and punctually.
- Participate fully to the best of their ability
- Be prepared for all classes by bringing the required materials and completed assignments.
- Complete all schoolwork missed due to absence from school.
- Respect and treat others with dignity, tolerance, and courtesy.
- Show respect for school property and personal property of others.
- Accept responsibility for their actions and show self-discipline.
- Follow school rules and procedures.
- Resolve conflict in positive and non-violent ways.
- Be accountable to staff for their conduct during regular school hours and during school activities.

## **II. Staff Rights and Expectations**

*Staff members have the right to:*

- Perform their duties in an atmosphere of respect, dignity, tolerance and co-operation.
- Be able to communicate openly and honestly with students, parents, and other staff members.
- Expect support and leadership from Administration.
- Expect parents and community to contribute to the educational process.

*Staff members are expected to:*

- Diligently and faithfully perform all duties and functions assigned and assumed.
- View each student as unique and important to society.
- Plan and organize learning activities with due regard for individual differences, abilities, and needs.
- Assist students to achieve individual potential.
- Maintain firm but fair discipline to maximize learning for all.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.2 Continued</b>
<b>Policy</b>	<b>Student Conduct: Rights and Expectations</b>

### **III. Parent's/Guardian's Rights and Expectations**

*Parents have the right to:*

- Know that staff will teach the required curricula to the best of their ability.
- Receive timely and appropriate feedback from the staff regarding student behavior and progress.
- Expect that students will receive fair and consistent treatment.
- Expect the school to provide a positive learning environment that is orderly, safe, and challenging.
- Have school processes and relevant information clearly communicated to them.

*Parents shall be expected to:*

- Encourage regular and punctual attendance.
- Maintain open communication with staff.
- Monitor homework and attendance.
- Provide the student with the support so vital to their success.
- Become actively and directly involved in the educational process.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.3</b>
<b>Regulation</b>	<b>Student Conduct: Recognizing Proper Behaviour</b>

### **The Results of Proper Behavior**

Staff members use many strategies to encourage and recognize appropriate behavior among students. Our school-wide process seeks to emphasize that behaving appropriately is its own reward. However, we will also endeavor to recognize students who are working diligently and behaving appropriately. To that end, we do the following:

1. Catch students doing good

All staff members have an endless supply of “Caught Ya Doing Good” certificates that they use to recognize the occasions when students behave in an exceptionally positive way. All certificates are submitted to the office and posted for the month.

2. Recognize Students of the Month

At the end of each month, teachers submit the names of two students from their classroom who exhibited positive behavior for the month in relation to a designated theme. The nominees are announced over the intercom and published in the school newsletter and one name from each grade area is drawn for a prize.

3. Reward Excellence

The school recognizes positive behaviors (academic and social) through several different awards given out regularly. These include the Northern Saskatchewan Student Achievement Awards, The Lieutenant Governors Awards, and the Student Representative Councils awards for Academic Achievement, School Spirit and Diligence. Additionally, a wide variety of prizes and motivators are distributed at the elementary level.

4. Encourage students to Work Off Minor Incidents

Teachers will record incidences of incomplete assignments and minor behavior infractions. To encourage students to take responsibility for their actions, a student may approach the teacher within one school day of the incident to discuss and arrange a way to work off the recorded incident. The incident may remain on record, but a note will be included to indicate the student’s effort to take responsibility for the incident.

### **BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.4</b>
<b>Regulation</b>	<b>Student Conduct: Correcting Improper Behaviour</b>

### **The Consequences for Improper Behavior**

We believe that most of the time most of our students will behave in ways that are appropriate and reflect our community's standards of decency and respect. However, there are a few rules that must be followed to protect the well being of all and to maintain a positive school atmosphere. The students at Creighton School shall not:

1. Behave in a disobedient or defiant manner.
2. Behave in a way that may intimidate, threaten or injure self or others.
3. Use disruptive, profane, abusive, or offensive language or gestures.
4. Destroy, damage or deface school property or the property of others.
5. Invade the privacy of others.

When students behave in an unacceptable manner, consequences assigned will depend on whether the misbehavior is **Minor**, **Serious** or **Major**. In discerning the appropriate category of infraction, the staff member will use discretion and will consider the following:

**Activity**- what was the actual misbehavior?

**Target**- who, what, and to what extent did the misbehavior affect students, staff or property?

**Intensity**- how concentrated or intense was the misbehavior?

**Duration**- how long did the particular misbehavior last?

**Frequency**- how often does this student misbehave in this way?

**Circumstance**- why did the student misbehave in this way at this time?

**Minor Infractions** are behaviors which are disruptive but not necessarily harmful. These may include: lateness, missing or incomplete assignments, rudeness, teasing, pushing, running in halls, mild profanity, small messes or minor damage to property, rummaging through other's desks, or other similar misbehaviors.

**Serious Infractions** are those which are disruptive, disrespectful or potentially harmful infractions or of a minor nature that are repeated. These may include defiance of authority, smoking, vandalism, truancy, neglect of duties, fighting, using obscene words or gestures, bringing dangerous items to school, theft, harassment or other misbehavior.

**Major Infractions** are behaviors which are clearly contrary to the safety or well-being of others or the school. Major infractions are often serious infractions which have been repeated, but they may also include misbehavior such as overt opposition to authority, possession or consumption of alcohol or drugs, fights with weapons or where physical injury resulted, major vandalism, chronic truancy, severe profanity, mental, physical or sexual harassment or other misbehavior.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.4 Continued</b>
<b>Regulation</b>	<b>Student Conduct: Correcting Improper Behaviour</b>

**All infractions** will be dealt with using the best judgement of the staff members involved. If an incident warrants the involvement of administration, a student conduct referral form will be used to document the incident and then be forwarded to the office.

### **Consequences for Minor Infractions**

In order to further refine the student's skills of self-control, diligence and responsible decision making, several consequences may be employed when positive reinforcement has failed to encourage the student to behave appropriately. These consequences will be assigned by the teacher, documented, any may include:

1. Reminder of appropriate behavior.
2. Warning and reminder of possible consequences.
3. Seating change.
4. Removal of privileges.
5. Extra work (may be academic or physical).
6. Restitution.
7. Detention or time out.
8. Parent/Guardian contact.
9. Student/Parent/Guardian/Teacher meeting.
10. Creation of student/parent/guardian action plan.
11. Referral to the Administration with completed referral form.

If this is the third minor incident in the term, the consequences shall include:

1. Reminder of appropriate behavior and possible consequences.
2. Detention.
3. Parent/Guardian contact.
4. Loss of extracurricular privileges for that day.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.4 Continued</b>
<b>Regulation</b>	<b>Student Conduct: Correcting Improper Behaviour</b>

### **Consequences for Serious Infractions**

At this stage the student has either accumulated three minor infractions or has engaged in serious misconduct. In either case, the consequences still need to be as logical as possible but will be more severe. The consequences shall include:

1. Reminder of school expectations, rules and future consequences.
2. Meeting(s) of student, teacher and administrator to discuss reasons for misbehavior and to formulate a plan to avoid future incidents.
3. Loss of extracurricular privileges for that day.
4. Detention or work duties.
5. Parent/Guardian contact.

The consequences may also include

1. Restitution.
2. Loss of extracurricular privileges.
3. Meeting with parent/guardian, student and administrator.
4. In school suspension for .5 to 3 days.
5. Out of school suspension for 1 to 3 days.
6. Referral to support personnel (counselor, psychologist, etc.).
7. Involvement of outside agency (RCMP, Social Services, etc.).
8. Other appropriate action.

### **Consequences for Major Infractions**

At this stage of misbehavior the consequences can be very severe and long lasting. They shall include:

1. Meeting with administrator, parent/guardian and student to review past incidents, remind student of appropriate behavior and make a plan to avoid future incidents.
2. Referral to support personnel or outside agency.
3. Suspension for 1 to 10 days (in or out of school).

Consequences may also include

1. Implementation of a behavior/performance contract.
2. Restitution
3. Loss of extracurricular activities for the rest of the term.
4. Suspension beyond 10 days, up to and including expulsion, in accordance with The Education Act, 1995.

### **BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.5</b>
<b>Regulation</b>	<b>Student Conduct: General Rules</b>

A student has the right to pursue his/her own goals as long as his/her behavior does not interfere with, or reduce the learning opportunities of others. While common sense and common courtesy should be guide enough, certain regulations are necessary.

Students shall

1. Cooperate fully with all persons employed by the Board or others designated as chaperones.
2. Attend school regularly and punctually.
3. Obtain such supplies and materials not furnished by the Board of Education that the Principal considers necessary for the student's courses of study.
4. Observe acceptable standards approved by the Board of Education with respect to cleanliness and tidiness of person and general deportment.
5. Be diligent in his or her studies.
6. Follow the rules of the school approved by the Board of Education and accept such discipline as would be exercised by a kind, firm and judicious parent.
7. Gather and complete all schoolwork missed while he/she was absent.
8. Enter or leave the school through doors designated for their use.
9. Play in areas assigned to them.
10. Remove all outer footwear at the doors when appropriate and carry it to the classrooms or lockers.

Students shall not

1. Litter schoolrooms, halls and grounds.
2. Run inside the school building.
3. Create excessive noise in the halls or near the school.
4. Bring dangerous equipment to school. This includes but is not limited to lighters, matches, firearms, explosives, knives, and projective devices. These items will be confiscated.
5. Leave the schoolyard during school hours without written or verbal permission from the parents and permission from the teacher.
6. Play on the roadway or sidewalks near the school.
7. Loiter around the teachers' cars and students' bike racks.
8. Ride bicycles, roller blades or skateboards in the schoolyard.
9. Bounce balls against the stippled walls of the school, except for the designated wall.
10. Eat shell seeds (eg. sunflower) in the school, on school grounds, or on busses.
11. Disregard bells.
12. Engage in horseplay in the school.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.5 Continued</b>
<b>Regulation</b>	<b>Student Conduct: General Rules</b>

Students shall not

13. Throw snowballs or other objects which could cause injury.
14. Wear hats, caps, toques, hoods, **or** tinted or mirrored glasses in the classroom.
15. Smoke on school property or the road and areas adjacent to the school. Disciplinary action will be taken in the form of suspension for any students who disregard this rule.
16. Fight with others. Students fighting or instigating a fight may receive a suspension at first offense.
17. Possess, use or be under the influence of alcohol, drugs, or mind/mood altering drugs.

Note that a school hat policy may be in effect for grade 7-12 students

All of the General Rules apply to school related activities within the school and away from school.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_\_ **X** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.6</b>
<b>Regulation</b>	<b>Student Conduct: Bags and Locker Searches</b>

To help ensure the safety of all children and adherence to rules, students' bags may be checked at any time during the school year, particularly prior to and/or during any school activities. Also, lockers are the property of Creighton School Division 111 and may be searched as deemed necessary, without notice, to maintain good order in the school.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.6.7</b>
<b>REGULATION</b>	<b>STUDENT CONDUCT: DRESS CODE</b>

Students may express their individuality through fashion, but some clothing is not appropriate in a school setting. For example short shorts, halter or tube tops, and clothing that exposes midriffs or cleavage are not permitted at school. As well, clothing or accessories that show offensive images, slogans or logos that promote violence, racism, sexuality, alcohol, tobacco or illegal drugs are not to be worn at school.

Indoor footwear is required for health and safety reasons, so students must take outer footwear off at the door and need to have a second pair of shoes to wear solely in school. In the same way, outerwear such as jackets and headwear (hats, kerchiefs, caps, etc.) must be removed in school and stored in the student's locker or storage area.

As with other school rules, the dress code applies to all school-sponsored trips and activities; however exceptions to the dress code may be permitted during special school events. All dress code enforcement decisions will be based on the best standards reflected in our community.

As a final note, parents/guardians are expected to ensure that children are dressed properly for the conditions outside (warm jackets, ski-pants, mitts, toques, etc. for cold weather). Students in grades PreK-6 are expected to go outside for recess and noon hour, except under extreme conditions.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.8.1</b>
<b>POLICY</b>	<b>DISCIPLINE</b>

Good order in the school is extremely important to the school program. With good order, the school can fulfil its primary responsibility in the development of students.

In maintaining good order, teachers must be able to proceed with the assurance that support will be forthcoming from fellow teachers, the Vice-Principals, Principal, parents/guardians, Director of Education and the Creighton Board of Education.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.8.2</b>
<b>REGULATION</b>	<b>DISCIPLINE</b>

1. As a general rule, discipline in the classroom is the responsibility of the classroom teacher, but all staff have the responsibility to ensure that the rules of the school in general are observed. If staff feel that they need assistance in extreme cases, they should call a Vice-Principal or Principal. The parents or guardians may be contacted if necessary.
2.
  - a) Discipline problems of a minor nature should be resolved with the student at the classroom level.
  - b) Teachers are requested to contact the parents or guardians directly and to involve them in resolution of the problem as may be necessary.
3. Serious or persistent problems should be documented and may be referred by a staff member to a Vice-Principal or Principal. In such cases, an appropriate process will be employed to bring about the desired behaviour, in accordance with Creighton School Division policy.
4. In all disciplinary action, teachers should be mindful that good discipline is usually positive rather than negative in nature.
5. Good discipline is fair, dignified and in good temper. A student's personality, disposition and personal characteristics should be given consideration before prescribing treatment. Each student is deserving of each teacher's best thinking and deliberate judgement.
6. Teachers may reasonably exercise such discipline as would be exercised by a kind, firm and judicious parent.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>2.8.3</b>
<b>REGULATION</b>	<b>STUDENT DETENTION</b>

Students must be dismissed promptly at the designated noon hour dismissal time. Noon hour detentions must not begin until at least 15 minutes after that dismissal time and shall not last longer than 30 minutes.

Students may be kept in detention after school. However, parents/guardians of bus student must be informed of the detention.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.9.1</b>
<b>REGULATION</b>	<b>STUDENT SUSPENSION</b>

Student suspensions will be issued in accordance with the provisions of The Education Act, 1995.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.9.2</b>
<b>REGULATION</b>	<b>STUDENT EXPULSION</b>

Students may only be expelled from the Creighton School Division in accordance with the provisions of The Education Act, 1995.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.10.0</b>
<b>POLICY</b>	<b>CHILD ABUSE AND NEGLECT</b>

The Board of Education of the Creighton School Division recognizes that the identification, treatment, and prevention of child abuse and neglect requires the close collaboration of educators with agencies concerned with child care, and the Board of Education supports the provision and maintenance of services that contribute to the welfare of students in the Division.

Furthermore, the Board of Education is committed to the prevention of child abuse through the provision of prevention programs for students. Programs used for this purpose must be authorized by the Board of Education prior to their implementation. Parents shall be granted the right to exclude their children from participation in such programs.

Consequently, the Board of Education is committed to the provision of suitable inservice for teachers, as may be required to implement this policy effectively.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.10.1</b>
<b>REGULATION</b>	<b>CHILD ABUSE: REPORTING</b>

Any Creighton School Division employee who suspects that there has been physical, sexual, or emotional abuse or neglect of a child who is a student in the Creighton School Division, shall immediately report their grounds for suspicion to the principal of the school.

The principal shall be responsible for consulting with appropriate personnel regarding the matter and for reporting immediately all suspected cases of child abuse and/or neglect to the nearest Department of Community Resources and Employment office, First Nations Child and Family Services, or a peace officer. The principal shall also advise the Director of Education as soon as possible regarding all suspected cases of child abuse and/or neglect.

In this regard, employees shall treat as confidential all such grounds, reports, and discussions.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>2.10.2</b>
<b>REGULATION</b>	<b>CHILD ABUSE: INTERVIEWS</b>

In reported cases of suspected child abuse or neglect, the principal shall, when requested by the Department of Community Resources and Employment or First Nations Child and Family Services permit personnel to conduct interviews with children on school premises without parental notification.

Whether reported by a school official or not, it may be necessary for child protection services caseworkers to interview the child without parental consent. (This is done routinely in cases of sexual abuse where it is critical for a child's safety that he/she be interviewed first and receive protection from his/her parent, if that is required.)

Because the report may include allegations of assault, which is an offence under the criminal code of Canada, the child protection services caseworker may be accompanied by a peace officer. Therefore, direct access to the child is to be allowed in these matters.

A child protection worker wishing to interview a child shall make the request of the principal, and subsequently provide confirmation of the request in writing. The child protection worker's letter shall indicate that the interview is based on the need for the child's protection, confirm the meeting arrangements, acknowledge the assistance of the principal, and indicate the general outcome of the investigation with respect to the child.

The principal shall make the necessary arrangements for such confidential interviews, and shall retain the written confirmation from the child protection worker in his administrative files. Additionally, the principal shall provide the Director of Education with a copy of the written confirmation.

The principal may request to be present at such interviews in loco parentis. However, he/she should be aware that he/she may be subpoenaed to give testimony if the matter goes to court. Furthermore, he/she should be aware that his/her presence may also interfere with his relationship with the family.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.11.1</b>
<b>POLICY</b>	<b>STUDENT RECOGNITION – ABILITY AND ACHIEVEMENT</b>

The highest academic proficiency award presented annually to a Grade IX student shall be named the “Marv Panasiuk Memorial Award”.

### **Student Recognition – Grade XII**

The Creighton School Division shall provide the following scholarships to graduating students:

- one \$1,000 scholarship for Creighton School Division students only
- one \$1,000 scholarship open to all students

The successful students, chosen by the Hapnot Selection Committee, must be attending an institution for higher learning.

The student will receive a letter of congratulations while payment of the scholarship will be made directly to the institution.

The scholarship may be held off for a period of one year.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.12.1</b>
<b>REGULATION</b>	<b>STUDENT LEADERSHIP COUNCIL STUDENT DANCES</b>

Format for S.L.C. School Dances

1. **Guest Slips**  
Students may invite guests to dances. Guest must be enrolled students in good standing from grades 7 – 12. Guest slips are available at the office until 3:30 pm on the day previous to which the dance is held. Guests must be approved by Creighton Community School administration prior to attending the dance. Students sponsoring guests are responsible for their guest's behaviour at the dance and must attend the dance. Guests must present their guest slip at the door on the night of the dance.
2. Dances will be one of the two formats listed below.  
  
Format 1:
  - A) The dance will include all students from Grade 7 – 12.
  - B) The dance will run from 7:00 p.m. – 11:00 p.m.
  - C) Doors will be locked at 9:00 p.m. however once a student has entered the school they will not be permitted to leave and re-enter.  
Format 2:
  - A) Two separate dances will be held on the same day.
  - B) The first dance will be from 3:45 p.m. – 6:00 p.m. for Grade 6 – 8 and students from Grade 9 may be invited to this dance.
  - C) The second dance will be from 7:00 p.m. – 11:00 p.m. for Grade 9 – 12 and students from Grade 8 may be invited to this dance. Doors will be locked at 9:00 p.m. however once a student has entered the school they will not be permitted to leave and re-enter.
3. Lighting in the gym must be adequate.
4. Inappropriate physical contact is not allowed at school dances.
5. Chaperones teams of at least six will be formed from staff volunteers and will include at least one male and one female.



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.12.1 Continued</b>
<b>REGULATION</b>	<b>STUDENT LEADERSHIP COUNCIL STUDENT DANCES</b>

6. When chaperones have reason to believe students are under the influence of alcohol or other mind altering substances, such students will not be allowed to enter or remain on the premises.
7. Students who break these regulations will be excluded from the dance and may be referred to the Principal for further action.
8. Chaperones will contact the parents/guardian of any students removed from the dance for any reason.
9. Students who arrive on the bus from Denare Beach must enter the school immediately and return home on the bus unless arrangements have been made by the parents with school administration.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.14.1</b>
<b>REGULATION</b>	<b>SAFETY OF STUDENTS – SKATING PROGRAM</b>

The Board of Education supports the school skating program for Creighton Community School students, and in particular encourages the promotion of safety for students while skating.

The Board, therefore, has made the use of CSA approved helmets mandatory for all students in the Creighton Community School skating program.

Parents will be asked each fall to co-operate by providing helmets and elbow pads for their PreK-3 children when they take part in the skating program.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.16.1</b>
<b>REGULATION</b>	<b>STUDENT CUMULATIVE RECORDS</b>

Below is a list of information to be either entered on the folder or inserted:

1. Last name, first name, middle name, date of birth, sex;
2. Name of first school attended:  
Province – student's age;
3. Family data: Father's name – Mother's name or Guardians  
Sisters:        Number older – number younger  
Brothers:       Number older – number younger  
Father's employer – Mother's employer;
4. Health – Hearing – Vision;
5. Notes on illnesses, accidents, operations or other health problems;
6. Subjects in each grade, marks and year;
7. Attendance;
8. Pictures of student;
9. Name of various schools attended, address of school, grade and teacher's name;
10. Notes or comments from teachers regarding academic performance.
11. Marks from standardized achievement tests;
12. Copy of a Professional's report(s) if a referral and assessment has been made.

The cumulative record folders are accessible in accordance with the provision of The Education Act, 1995.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.18.1</b>
<b>REGULATION</b>	<b>STUDENT FEES</b>

Caution fees are set to cover lab fees, text book fees and fees for locks on the lockers. The fees shall not be construed as rental for the lock. Fees may also be charged for participation in extra-curricular or co-curricular activities.

The Board shall review these fees periodically.

A non-refundable set fee shall be charged to all Practical and Applied Arts students to cover materials used in projects during the year.

In some circumstances, students may be required to purchase additional supplies and material during the year.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.18.1.1</b>
<b>REGULATION</b>	<b>STUDENT FEES</b>

Several one-time fees are collected:

1. \$5.00 for all grade 3-10 students to offset the cost of the agenda.
2. \$15.00 for all grade 7 students to pay some of the cost of materials used in PAA.
3. \$25.00 for all grade 8-10 students for each PAA course taken.
4. \$40.00 refundable fee for textbook protection will be collected as students enter gr. 8.  
This fee will be refunded (minus any deductions for lost or damaged books) when the student leaves the school. At the beginning of each year, students must replenish their fund if any deductions were made during the previous year.
5. \$25.00 refundable uniform deposit for all students who participate in an extracurricular sport. The fee will be returned to the student when the cleaned uniform is returned to the school.

Payments should be made at the general school office at the beginning of the school year; receipts will be issued at time of payment. Fees will be reviewed annually and are subject to change.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.18.2</b>
<b>REGULATION</b>	<b>STUDENT SUPPLIES</b>

All students in this Division shall supply their own materials as requested in the lists sent home with the June reports.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.18.4</b>
<b>REGULATION</b>	<b>SCHOOL AGENDA BOOKS</b>

All students from grades 2 to 6 are required to purchase school agenda books. At the start of the school year, students will take the agendas home and after reviewing the school information with their parents/guardians, the students and the parents/guardians will sign the appropriate line on the first page. During the year, each teacher will arrange a system for agenda use in the classroom on a daily or weekly basis.

Students from grades 7-12 will be encouraged to purchase and use school agendas school agendas. Students can order agendas for the upcoming school year by placing an order in June of each year.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.22.1</b>
<b>REGULATION</b>	<b>SAFETY PATROLS</b>

The Board of Education shall undertake to provide cross-walk safety patrol(s). Such patrol(s) shall be organized, implemented and supervised by administration.

Participation in the program shall be recognized by the Creighton Board of Education through the awarding of certificates and tokens of appreciation.

Adults performing Safety Patrol duty shall be given appropriate remuneration.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.22.2</b>
<b>POLICY</b>	<b>ADMINISTRATION OF MEDICATIONS TO STUDENT</b>

In providing for the safety of the students entrusted to its care, the board recognizes that the health needs of certain individual students may require the administration of such things as prescribed medications, treatment for such things as anaphylactic reaction, and so forth. On the other hand, the board recognizes that schools are not medical facilities.

Consequently, the board authorizes the administration of medications and other health-related services in the Creighton School, by members of the Creighton School staff, in accordance with the regulations established under this policy.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.22.3</b>
<b>REGULATION</b>	<b>ADMINISTRATION OF MEDICATIONS TO STUDENT</b>

Parents must request that the school administer any necessary medications for their children. This request must be supported in writing by a medical Doctor.

The medication must be brought from home by a reliable adult. The medication container must have the dispensing instructions noted on it, and it must have the official label of the pharmacy. This container of medication should be strictly for use of school, and should not be shunted back and forth between the home and the school.

All medications in the school, which are to be administered to specific students, must be kept under lock. If refrigeration is required, the medication must be placed in a locked container in the refrigerator.

The principal shall designate a staff member who must take the responsibility of keeping the schedule and maintaining the "DAILY MEDICATION RECORD". This responsibility must be assigned to another person in the event that the designated individual is absent.

The principal shall be responsible for ensuring that appropriate forms are developed for the administration of this policy and regulations.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.22.4</b>
<b>Policy</b>	<b>Students with Severe (Anaphylactic) Allergies</b>

Anaphylaxis – sometimes called “allergic shock” – is a severe allergic reaction that can be life threatening, if untreated.

The Board of Education recognizes the dangers faced by students with severe or anaphylactic reactions (allergies) and seeks to provide an educational environment that is safe and responsive to all students’ needs.

Therefore, the Board of Education declares that any allergen which may induce anaphylaxis in any of its students shall not be permitted at Creighton Community School or at school sponsored activities where a student with anaphylactic reactions may be present.

While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to ensure a safe environment for children with life-threatening allergies.

Parents are responsible for communicating to the Principal any concerns, information and physician-prescribed treatment protocols regarding their children who may have severe or anaphylactic reactions to allergens. However, schools have a supportive role to play in helping parents of students with severe allergies avoid exposure to pre-identified allergens while the student is at school and school-sponsored events.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.22.5</b>
<b>Regulations</b>	<b>Students with Severe (Anaphylactic) Allergies</b>

### **Description**

Anaphylactic reactions are those severe allergy reactions that are life threatening and require immediate medical attention.

Anaphylactic reactions can be triggered by only a minute amount of an allergen ingested, inhaled or absorbed into the body and reactions can begin within seconds of exposure. The reaction may begin with itching, hives, vomiting, diarrhea, or swelling of the lips or face; within moments, the throat may begin to close, choking off breathing and leading to unconsciousness and death.

The **treatment protocol must be prescribed by the student's physician**, but the plan of action usually calls for the administration of epinephrine immediately at the first indication of a reaction followed by immediate transportation to the hospital.

### **Procedures**

1. It is the responsibility of the principal to request that parents of children with anaphylactic reactions provide written information that:
  - a. Identifies their children who have anaphylactic allergies;
  - b. Identifies the food or other allergens which trigger an anaphylactic reaction;
  - c. Describes the signs of their child's anaphylactic reaction;
  - d. Provides a treatment protocol signed by the child's physician; and
  - e. Permits the school to post/distribute necessary photographs and medical information of the child to assist in prevention and treatment of an anaphylactic reaction.
2. The Principal and staff shall establish and monitor procedures to prevent the identified anaphylactic allergens from entering the school and create procedures to treat anaphylactic students in the event of a reaction.
3. The Principal shall ensure that all staff members are made aware of which students have anaphylactic reactions, which allergens are likely to induce anaphylaxis and what procedures should be followed to monitor students with anaphylactic reactions and provide assistance in the event of an anaphylactic reaction. Training in the operation of an auto-injector such as the Epi-Pen must be provided to all staff.

4. The Principal shall regularly distribute to staff, students and parents information that is designed to increase their understanding of anaphylaxis issues; their awareness of problematic foods or other allergens; and their compliance with the school procedures in place to protect anaphylactic students.
5. The staff shall teach all students, in developmentally-appropriate ways, about anaphylaxis issues and school procedures.
6. The staff shall ensure that they learn about anaphylaxis issues and that they monitor and encourage all students to follow the school procedures in place to protect students with anaphylactic reactions.
7. Parents of students with anaphylactic reactions are encouraged to:
  - a. Identify their child's allergies and needs to the school principal;
  - b. Ensure that their child has and wears a medical identification bracelet;
  - c. Provide the school with current written medical instructions from the child's physician;
  - d. Provide the school with epinephrine auto-injectors (pre-expiry date);
  - e. Teach their child about their anaphylactic condition in developmentally appropriate ways; and
  - f. Provide support and information to the school and teachers as required.
8. Students with anaphylactic reactions are responsible for taking as much responsibility as they are developmentally able to avoid the risk of an anaphylactic reaction and manage their allergic condition.
9. All students are responsible for learning about anaphylactic issues and for following school rules and procedures.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCES:**

Education Act, 1995

Canadian Pediatrics Society Position Statement (1994)

Canadian School Boards & Health Canada Anaphylaxis Handbook for School Boards (1996)

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.24.0</b>
<b>POLICY</b>	<b>STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES</b>

The Board and Staff recognize that an extra-curricular program will positively enhance the school experience of students and provide unique educational, physical and cultural learning experiences. The acquisition of behavioural traits such as sportsmanship, co-operation and tolerance should be the goals of any extra-curricular activity.

An extra-curricular activity is one which is participated in outside of regular school hours and is not a direct extension of a school program.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>2.24.1</b>
<b>REGULATION</b>	<b>STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES</b>

The selection of students who will be allowed to participate in an activity shall be made by the coach or activity supervisor who may consult with the Physical Education Supervisor, The Principal or his/her designate, and other staff members.

Whereas students and staff who engage in extra-curricular activities represent Creighton Community School, the conduct of participants must be appropriate, reflecting the values of the school.

All participants shall:

- Regularly attend practices, games, or functions related to the activity;
- Exhibit responsible and appropriate school and activity conduct;
- Maintain satisfactory academic performance.

Coaches or chaperones supervising activities shall manage situations in accordance with the Code of Conduct in the manner of a kind, firm, and judicial parent/guardian. Any participant who conducts himself in any way that contravenes the intent of this policy may be referred to the Principal or his/her designate

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.25.1</b>
<b>REGULATION</b>	<b>STUDENT INSURANCE</b>

The Creighton School Division No. 111 shall pay the premium for the Student Accident Insurance Policy on behalf of all students enrolled in Creighton Community School.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.0</b>
<b>POLICY</b>	<b>TRANSPORTATION OF STUDENTS- RESPONSIBILITIES OF THE BOARD OF EDUCATION</b>

The Board of Education shall approve policies, regulations, and procedures to ensure the safe and timely transportation of all authorized persons in accordance with the Education Act (1995), and the regulations thereunder, and any other laws or regulations that may apply to the transportation of students or the operation of school buses.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.0.1</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – RESPONSIBILITIES OF THE BOARD OF EDUCATION</b>

The Board shall exercise its responsibilities regarding transportation in a variety of ways that may include, but shall not be limited to:

- a) Entering into an agreement with a contractor for the provision of school bus transportation services.
- b) Authorizing transportation of students by other means than by bus, when, in the opinion of the Board, circumstances warrant it.
- c) Approving all bus routes and time schedules.
- d) Making certain that adequate insurance coverage for student transportation is in place.
- e) Ensuring that proper procedures are in place for making a determination as to when buses should not be operated due to inclement weather or other danger and properly communicating that decision to students and parents.
- f) Providing a process for the resolution of problems, disputes or concerns regarding student bussing.
- g) Granting a hearing to individuals whose concerns have not been resolved by the ordinary process.
- h) Assigning duties and responsibilities to:
  - Students and others authorized to be transported;
  - Employees or others authorized to supervise students who are being transported;
  - The contractor and the drivers authorized to transport students; and
  - The Principals of the receiving schools in regard to the supervision of the students.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.1</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – BUS ROUTES</b>

The bussing supervisor and school administration shall meet when required, but at least once annually to review bus routes, bus stops and time schedules.

Changes in bus routes will be communicated to parents in the spring term prior to being implemented in the fall of the following year when at all possible or practical.

The Board of Education shall approve all bus routes.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.2</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – INCLEMENT WEATHER</b>

It will be the responsibility of the bus drivers and/or the contracted transportation supervisor, in consultation with the Principal or designate, to determine when and if bus runs will be cancelled (or run at times other than the ordinary) due to inclement weather and/or unsafe road conditions.

If any changes to normal bus operations necessary, it is the responsibility of the Principal or designate and the contracted transportation supervisor to communicate those changes to parents as soon as possible through the media or other channels.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.3.1</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – SCHOOL BUS DRIVER RESPONSIBILITIES – GENERAL</b>

1. Students shall not be allowed to leave the bus except at the school they attend or at their home stopping point, unless permission to the contrary has been given by the parents concerned and is also authorized by the Administration of the school the student attends.
2. School bus drivers shall not leave the designated bus stop in the morning before the proper time and wait for up to 10 minutes after school to allow time for the students to board. The bus driver will not be required to wait for anyone who is late.
3. School bus drivers shall maintain firm and reasonable discipline of students. In dealing with unacceptable student behaviour, each time an offence occurs, the driver shall document the incident in writing on the appropriate form and report the incident to the bussing supervisor.
4. At all times school bus drivers shall insure that the bus is operated safely, lawfully and punctually, and in compliance with the agreement between the Contractor and the Board of Education.
5. School bus drivers shall accept as passengers on the bus only those students or other persons who are authorized to ride on that bus by the Board of Education.
6. School bus drivers engaged by the contractor must be fully qualified as required by The Vehicles Act (Sask) and Regulations (Sask).

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.3.2</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – SCHOOL BUS DRIVER RESPONSIBILITIES – SPECIFIC</b>

- 1.a) Parental permission (in written form) for a student to leave the bus at places other than the school or their home stopping point, that is received by a bus driver, shall be turned over to the school immediately.
- b) Upon School Administration approval, students will be allowed to disembark in accordance with the wishes of the parents.
2. Students, who through their misbehaviour, delay the departure of their bus past the 10 minute waiting period after school, will be removed by the bus driver. These students are to be turned over to the staff bus supervisor for appropriate disciplinary action.
3. In maintaining firm and reasonable discipline, the bus driver has the same rights and responsibilities as a teacher. (The Education Act, 1995).
4. Breach of the agreement between the Contractor and the Board of Education that is caused by a bus driver may result in the termination of that driver.
5. The bus supervisor will be notified of newly authorized passengers by the Principal. The bus supervisor will notify drivers, who then will have the authorization to transport these passengers.
6. Prior to submitting an Unsatisfactory Bus conduct Report for minor offences, school bus drivers must ensure that the student is made aware of the type of inappropriate conduct and the fact that an Unsatisfactory Bus Conduct Report will be submitted.
7. Unsatisfactory Bus Conduct Reports must be completed without delay by school bus drivers, and given to the transportation supervisor, who shall forward this report to the appropriate Principal.
8. When the bus drivers in consultation with the transportation supervisor determine that their buses will not run (or will run at times other than the usual) due to inclement weather or unsafe road conditions, they will immediately inform the Principals of the receiving schools.
9. Bus drivers shall maintain a student seating plan and assign students to seats on the bus.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.4</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – RESPONSIBILITIES OF THE PRINCIPALS OF THE RECEIVING SCHOOLS</b>

The Principal shall:

1. exercise general supervision over the work of the bus drivers and the operation of the school buses;
2. administer any disciplinary measures appropriate to the correction of student misbehaviours that may occur on the bus;
3. act in liaison with students, parents, drivers, the Contractor, the Director and the Board of Education in order to provide efficient and safe transportation to the students of the Creighton School Division. Principals will seek to solve problems and report concerns to the appropriate parties; and
4. enforce the Code of Conduct for student passengers.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.5</b>
<b>POLICY</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES</b>

1. The School Board endorses a code of conduct relevant to the appropriate behaviour of student passengers to ensure the safety of all students on our school buses.
2. By analogy, the school bus is deemed to be a classroom and the bus driver is deemed to be a teacher.
3. It is to be understood that by Principal, is also meant Vice-Principal or Acting Principal.
4. **Please note:** When a student has bus privileges suspended it will be the sole responsibility of the student's parent/guardian to transport the student to and from school, arrange for and pick-up homework, or arrange for a Home Study Program.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.6</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES – CONSEQUENCES</b>

The Principal must ensure that all students, parents, teachers and bus drivers are aware of this policy regarding the Code of Conduct of passengers, which applies to all bus passengers at all times.

In instances where a student's behaviour is not appropriate, the Principal may, but shall not be limited to applying the following consequences.

# **1. Minor Offences**

After being warned verbally **ONCE** by the driver, a repeat of any of the following actions shall be deemed to be **Minor Offences**:

- eating/drinking on the bus
- standing while bus is in motion
- shouting
- talking back to the driver
- not sitting properly
- obstructing the aisle
- swearing and/or offensive or obscene language
- refusing to take an assigned seat
- sitting in a seat other than that assigned by the bus driver
- littering
- horseplay
- pushing/shoving
- hitting others
- tripping others
- throwing objects

## **Report #1**

- Principal calls an interview with the **student**.
- Student is counseled and warned of future consequences.
- Student reviews rules and regulations.
- Principal notifies parents/guardians verbally or in writing and they, along with the student, prepare a written plan of action to avoid Report #2 being received by that student.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.6 Continued</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES – CONSEQUENCES</b>

#### **Report #2**

- Principal calls an interview session with **parents and student**.
- Student advised of 1 to 3 day suspension from riding the bus.
- Student warned of future consequences.
- Student reviews rules and regulations.
- Principal confirms the disciplinary actions in writing with parents/guardians and they, along with the student prepare a written plan of action to avoid Report #3 being received by that student.

#### **Report #3**

- Principal calls an interview session with **parents and student**.
- Student advised of 5 to 10 day suspension from riding the bus.
- Student warned of future consequences.
- Student reviews rules and regulations.
- Principal confirms the disciplinary actions in writing with parents/guardians and they, along with the student prepare a written plan of action to avoid Report #4 being received by that student.

#### **Report #4**

- Principal calls an interview session with **parents, transportation supervisor, and student**.
- Student advised of **one-month** suspension from riding the bus.
- Student advised of future consequences.
- Student reviews rules and regulations.
- Principal confirms the disciplinary actions in writing with parents/guardians and they, along with the student prepare a written plan of action to avoid Report #5 being received by that student.

#### **Report #5**

- Principal calls an interview session with **parents, transportation supervisor, and student**.
- Student advised of a minimum of **three months** suspension from riding the bus **or the balance of the school year**, which ever comes first.
- Principal confirms the disciplinary actions in writing with parents/guardians and they, along with the student, prepare a written plan of action to ensure appropriate behaviour upon return. This is to be submitted to the Principal and the transportation supervisor.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.6 Continued</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES – CONSEQUENCES</b>

## 2. **Major Offences**

In keeping with the normal rules of the school, the following actions shall be deemed **Major Offences**:

- Fighting
- Intimidation/threats
- Smoking
- Profane/abusive/offensive language
- Sexual harassment
- Vaulting over seats
- Destruction of property/vandalism
- Possession or use of weapons
- Possession or use of drugs
- Possession or use of alcohol
- Any other actions which, deemed by the driver, reduces the ability to operate the bus safely.

The above examples (minor and major) are not limiting clauses; nor are they intended to be an exhaustive list.

Depending upon the severity of an offence, an immediate suspension may occur while the case is under investigation. The length of the suspension will vary and be set according to the results and recommendations of the investigation.

### **Report #1**

- Principal calls an interview session with **student and parents**.
- Student advised of **three to ten** day suspension from riding the bus.
- Student warned of future consequences.
- Student reviews rules and regulations.
- Principal confirms the disciplinary actions in writing with parents/guardians.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.6 Continued</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES – CONSEQUENCES</b>

### **Report #2**

- Principal calls an interview session with **student, transportation supervisor, and parents/guardians.**
- Student advised of suspension from riding the bus ranging from **ten days to one month.**
- Student warned of future consequences.
- Student and parents prepare a plan of action to ensure appropriate behaviour upon return and submits it to the Principal and transportation supervisor.
- Principal confirms the disciplinary actions in writing with parents/guardians.

### **Report #3**

- Principal calls an interview session with **student, transportation supervisor and parents/guardians.**
- Student advised of suspension from riding the bus for **balance of the school year or six months**, which ever comes first.
- Student and parents prepare a plan of action to ensure appropriate behaviour upon return and submit it to Principal and the transportation supervisor.
- Principal confirms the disciplinary actions in writing with parents/guardians.

### **Other**

- For incidents of littering (sunflower seeds etc.) the student will be responsible for cleaning the bus.
  - For incidents of property damage (cutting seats, vandalism etc.) the student will be responsible for total restitution costs within a specific time frame.
3. In addition to the above consequences, the bus driver, the Principal, or the transportation supervisor may reassign seats or transfer a student to another bus.
  4. School bus drivers, Principals and the transportation supervisor must adhere to the process and guidelines established by Board of Education policy and must ensure that each case is processed without delay.
  5. Parents must receive verbal or written notification of the submission of an Unsatisfactory Bus Conduct Report. Principals must document whether contact with parents was verbal or written. When parents are contacted in writing, a copy of the letter must be attached to the Unsatisfactory Bus Conduct Report in the student's file in both the school and the transportation supervisor's office.

### **BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.6 Continued</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – CONDUCT OF PASSENGERS ON SCHOOL BUSES – CONSEQUENCES</b>

6. For consequences other than a warning to a student, **written** confirmation to parents must follow.
7. Student suspensions will be reported to the School Board by the Principal.
8. Combined minor and major offences will be considered when determining the duration of suspensions.
9. Upon receiving notification that buses will not be running due to inclement weather or unsafe road conditions, the Principal will notify radio station CFAR to broadcast the notice as a public service announcement. Prior to students being sent home early on the bus for the above reasons, the parents of bus students will be phoned to ensure that someone will be home when the student arrives. Only those students who have access to their home or an alternate dwelling will be allowed to board the bus.
10. **Merit System**  
Each student's record of Unsatisfactory Bus Conduct remains active for the following school year. Students will, however, be given the opportunity to **clear** their records as follows:
  - Every full month of satisfactory bus conduct will clear **one minor offence** from their record.
  - Four months of satisfactory bus conduct will be required to clear a student's first **major offence**. Every subsequent month of satisfactory bus conduct will clear a student's next **major offence(s)**.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<p align="center"><b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b></p>	<p align="center"><b>2.30.9</b></p>
<p align="center"><b>REGULATION</b></p>	<p align="center"><b>TRANSPORTATION OF STUDENTS – STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b></p>

Ordinarily, the Board authorizes transportation of students by means of school buses, school vans or taxis. However, student transportation in private vehicles shall be regulated by the regulations and administrative procedures as outlined in this policy manual.

1. **Transportation of students to/from school by parents**

The Board of Education may authorize the use of private vehicles in circumstances where bus service is not feasible or available, or in such cases where it might be more reasonable or preferable to transport students by private vehicle.

Prior approval must be obtained from the Board of Education in each circumstance. Requests shall be submitted in writing.

- a) Proof of attendance must be obtained by the Secretary-Treasurer before payment is made.
- b) Payment will be on a monthly basis.
- c) Mileage rates, as recognized by Saskatchewan Education, shall be paid on the basis of one or two round trips for each school day in attendance. If a request for two round trips per day is made, the Board will honour the request. However, this will be monitored.

2. **Transportation of students for participation in school programs, extra-curricular or other school-sponsored activities**

The Board may authorize the use of private vehicles to transport students. The Board shall pay mileage at the same rate as above. Alternatively, the Board may pay an honorarium, the amount of which shall, from time to time, be set by a motion of the Board and shall be pro-rated in accordance with the amount of usage of each private vehicle, if requested. The Board authorizes the Principal to approve transportation of students for participation in school programs, extra-curricular or other school-sponsored activities. Extended trips beyond the local area must include at least two approved drivers.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_X\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.10</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF STUDENTS – MISCELLANEOUS STUDENT TRANSPORTATION</b>

If a student is sick, suspended, or in the school or on the grounds during the school day or after dismissal time and in the opinion of Administration, they feel the well-being or safety of the student is in jeopardy, following notification of the parent/guardian, the student will be sent to their home in a taxi. The charge for the taxi will be included in the operating costs of the Division.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.11</b>
<b>REGULATION</b>	<b>STUDENT USE AND PARKING OF VEHICLES</b>

We encourage students to walk, bike, or use the school bus or public transit, but we recognize that occasions may arise where students need to drive to or from school.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.11.1</b>
<b>REGULATION</b>	<b>STUDENT USE AND PARKING OF VEHICLES</b>

1. Students who possess a valid driver's license may, with parent/guardian approval, drive to and from school in a private vehicle. Parents/guardians and students assume all responsibilities when a student travels by a student-driven vehicle both to and from school and during school hours.
  - a. Students and parents/guardians must sign a permission form to grant the student permission to drive, transport or be a passenger in a student-driven vehicle. Eligible students receive the permission form at school and extra copies are available at the main office.
  - b. Students will drive in a proper manner and follow all school rules and traffic laws and regulations.
  
2. The School Division recognizes that safe transportation for students who drive private vehicles is the responsibility of the driver and his or her parents/guardians and the Division seeks student and parent/guardian cooperation in ensuring the safety of everyone. Enforcement of strict regulations is difficult if not impossible to monitor, but school administration will conduct random checks for student compliance with the following:
  - a. Students should not transport other students except for appropriate reason and only after obtaining the signed permission form which indicates written approval of the driver's parent/guardian, the passenger's parent/guardian, and the school Principal.
  - b. Students should not ride as a passenger in a student-driven vehicle unless the driver has obtained appropriate permission (as above) and the passenger has obtained the signed permission form from his or her parent/guardian.
  - c. Students will not use the vehicle during school hours (9:00 AM-3:30 PM inclusive of lunch hour) unless the driver has obtained the written approval of his/her parent/guardian and the Principal or designate on the designated form described in 1.a.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.30.11.1 continued</b>
<b>REGULATION</b>	<b>STUDENT USE AND PARKING OF VEHICLES</b>

- d. If students comply with these requirements and intend to transport other students to or from a school-sponsored activity, permission of the coach/supervisor is also required. In addition, the Principal or his/her designate may appoint an appropriate person to travel in the front passenger seat of the student's vehicle.
  - e. Students who need to leave the school for any reason during regularly scheduled class time must sign out at the main office and sign in upon returning to school.
  - f. Students are encouraged to park in areas near the Sportex or Spray Pool. Parking in the staff parking lot is not permitted.
3. Failure to comply with the expectations contained in this policy will result in consequences according to the school's Code of Conduct and may result in restrictions on vehicle use at school or in the towing/removal of the vehicle from school property.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>2.30.12</b>
<b>REGULATION</b>	<b>TRANSPORTATION OF NON-STUDENTS</b>

All requests from non-students, such as parents, relatives or others, to travel as non-chaperones with a school group on a division-approved activity shall be referred to the principal. The principal is authorized to approve or deny each request, to a maximum of 4 individuals per trip.

For each request, the principal shall determine the:

- a) benefits (to the students, the school and its programs) of granting the request;
- b) potential problems that may arise from granting the request;
- c) availability of seating space on the school-provided transportation; and
- d) amount of transportation fee, as long as the minimum fee charged is no less than the transportation fee charged to students for that trip.

All individuals who are approved to travel with a school group are required to abide by school division policy for the duration for the trip.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY   X**

**REPLACES POLICY \_\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.35.0</b>
<b>POLICY</b>	<b>SCHOOL VAN</b>

In order to provide reliable and convenient transportation at an economical cost the School Division provides a 15 passenger van for School Division use. It is intended to be used when the number of passengers or the needs of the group cannot be met effectively by a taxi cab or a school bus.

The registration/insurance of the van and paying driver honorariums will be coordinated by the Secretary-Treasurer and van maintenance will be the responsibility of the maintenance supervisor. The school administration will coordinate the use of the van and arrange drivers.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.35.1</b>
<b>REGULATION</b>	<b>SCHOOL VAN</b>

### Drivers and Trips

1. Prior to transporting students, all drivers must
  - be approved by the principal or designate,
  - attend a safe driving course approved by the Creighton School Division, and
  - practice driving the van.
2. All van drivers must abide by the regulations in the Highway Traffic Act.
3. Drivers will only drive to and from the school sponsored activity. Personal trips while the school group is engaged in their activity are not permitted.
4. Extended trips beyond the local area must include at least two approved drivers.
5. A travel log book will stay in the van and be completed by the driver for each trip
  - Log book will indicate date, driver, destination, departure time, return time, initial, odometer reading, final odometer reading and total kms traveled.
6. The Maintenance Supervisor will take the page out of the log book regularly and submit it to the Assistant Secretary Treasurer who will pay honorariums for round trips based on the following scale:
  - Trips in local area.....\$10.00
  - Full day trips beyond local area .....\$60.00
  - Half-day trips beyond local area .....\$30.00
7. Honorariums or mileage rates according to policy 2.30.9 shall be paid for the driver of each vehicle (School Division owned, School Division rented or private) that transports students on school-approved activities.

### Booking the Van

1. Staff will sign out the van in a calendar-based book in the school office
  - Record on the date(s) the staff supervisors name, the destination and the drivers name (if known)
2. If staff supervisor does not want to drive, and does not have another staff person willing to drive, they will take a **Driver Needed** form from the folder on the cover of the book, fill it out and submit it to the Transportation Supervisor.
  - Form will indicate date needed, destination, departure & return time, staff supervisor, and driver name (to be added when determined)

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.35.1 continued</b>
<b>REGULATION</b>	<b>SCHOOL VAN</b>

### **Booking Drivers**

1. If supervisor is driving, he/she signs his/her name in the van sign-out book.
2. If supervisor is not driving, he/she submits "Driver Needed" form to the transportation supervisor.
3. The 9:00/1:00 announcements will include a call for driver needed and dates so staff can sign up to drive if they wish.
4. If no staff are interested, the transportation supervisor will call the people on the approved list of drivers

### **Keys**

1. Keys are provided to the 3 in-school administrators, the Phys. Ed. Coordinator, the Maintenance Supervisor
2. A multi-use key is stored in the office key cabinet
3. Keys will be signed out by drivers through the office staff
4. Staff supervisor of the activity will be responsible to return the keys to the office as soon as possible after the activity.

### **Maintenance**

1. Each supervisor who uses the van will be responsible for completing a security checklist when to using the van and for ensuring their group removes garbage and mess from inside the van
2. The van will be added to the Maintenance Supervisor's preventative maintenance schedule to ensure it is filled with gas regularly, has oil checked regularly, is washed and waxed regularly and that regular service checks are done.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>2.35.2</b>
<b>REGULATION</b>	<b>SHARING THE SCHOOL VAN</b>

When other groups share the van with groups of staff and/or students from the Creighton Community School, in order to travel to a common destination, the group that is sharing the van will be expected to pay twenty five cents per kilometer, return, for this privilege. Moreover, they will be expected to pay half of the costs associated with paying drivers. There will be no other charges or fees associated with sharing the school van, other than for vandalism or abuse. This policy will be reviewed from time to time.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.0.1</b>
<b>REGULATION</b>	<b>SCHOOL YEAR</b>

The Board of Education shall, on or before the first day of May in each year, notify its employees and publish information for parents and pupils, with respect to opening and closing dates of the Creighton Community School for the next following school year.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.0.2</b>
<b>REGULATION</b>	<b>KINDERGARTEN</b>

**Hours of Instruction**

Hours of instruction for Kindergarten shall be set as follows:

9:00 – 11:30 am

1:00 – 3:30 pm

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.0</b>
<b>POLICY</b>	<b>PHILOSOPHY OF SPECIAL EDUCATION</b>

The Board of Education of the Creighton School Division No. 111 believes that every child has an inherent worth.

The Board of Education also believes that the purpose of education is to maximize the development of the whole child, and that every student has the right to an educational program based on his/her individual strengths and weaknesses.

Every child can learn, and individuals learn at different rates and in different ways. Therefore, the Board of Education of the Creighton School Division No. 111 is committed to meet its responsibilities to its students through the provision of necessary consultative services, staff and resources to assist with all aspects of special needs programming. Such programming is to be delivered in the least restrictive/most enabling environment.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION: ACCESS TO SERVICES</b>

Referrals for formal educational assessment of students should be made through the Principal to the Special Needs Consultant, or to another appropriate person or agency. A referral may be made by a student, parent, guardian, teacher, or other agency. The Principal shall ensure that all such referral forms are signed by a parent or guardian of the student on whose behalf the referral is made.

In making educational assessments, formal strategies - including group and/or individual achievement and aptitude tests, as well as measures designed to assess such things as adaptive behaviour, specific learning abilities, and classroom behaviour - may be used. Informal strategies may also be used in the assessment process. These could include, but are not limited to, such things as observations, curriculum-based assessment, work sample analysis, task analysis, informal inventories, criterion-referenced tests, check lists and rating scales, interviews and questionnaires.

The placement of students in special programs, except as referred to below, shall be made by the Principal, after appropriate consultation with students, parents, teachers, the Special Needs Consultant, and other persons, as deemed necessary by the Principal.

The placement of students with disabilities, as defined in The Education Act, 1995, and the Regulations thereunder, in special needs programs will be made by the Director of Education, after consultation with students, parents, teachers, the principal, the Special Needs Consultant and other persons, as deemed necessary by the Director of Education.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1.1</b>
<b>REGULATION</b>	<b>ASSESSMENT OF STUDENTS WITH SPECIAL NEEDS</b>

Informal discussions at the staff level between classroom teachers and the resource teachers regarding students experiencing difficulties are welcomed. The Resource Teacher is intended to be a "resource" for classroom teachers.

Resource teachers may perform diagnostic achievement tests on individual students at the request of classroom teachers, provided that such assessments are warranted.

All individual assessments, other than those which measure student achievement, shall be administered only with the permission of the parent(s) or guardian(s). A standardized form will be used for obtaining the required consent.

In the event that parents refuse permission for the assessment, they will be asked to sign a "Refusal of Service" form.

A MAPS/Wrap-around assessment will be used to determine program for a student with special needs when it is deemed necessary by the Principal, in consultation with the Special Needs Consultant, the Resource/Special Education Teacher, and the Classroom Teacher. The MAPS/Wrap-around will involve as many persons as possible who are significant in meeting the child's needs, including parent(s)/guardian(s), medical personnel, and other persons as deemed necessary by the Principal. The Principal will obtain parental permission to do the MAPS/Wrap-around, as would be done in the case of all other non-achievement assessments.

Assessment reports generated through the individual testing of students by Resource teachers will be kept in the Resource teacher's files and a copy of the assessment report will be sent to the Principal and the Special Needs Consultant. Additionally, a copy of the report will be presented to the classroom teacher, and the parent(s) or guardian(s) if appropriate in conference. This report will be placed in the student's cumulative record file. The classroom teacher may have a copy of the report if they so desire.

In any situation where a formal assessment is done on a student, where parental consent is obtained prior to the assessment, the Special Needs Consultant will hold a conference involving the resource teacher, the classroom teacher, the Principal, and the parent(s)/guardian(s) to discuss the results of the assessment. This conference will deal with the program intentions that the school has, and will also explain to the parent(s)/guardian(s) what they can do to assist their child.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1.2</b>
<b>REGULATION</b>	<b>PRE-REFERRAL SERVICES</b>

Teachers are encouraged and expected to adapt classroom instruction, curriculum, materials, and instructional strategies to meet the individual needs of their students within the classroom. This should be done after appropriate consultation with staff, as well as with parent(s)/guardian(s).

If the student's needs are such that they cannot be handled in this manner, a referral for assessment should be made through the Principal, who will then determine the appropriate action(s) to take.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_X\_\_\_

**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1.3</b>
<b>POLICY</b>	<b>PROGRAM DEVELOPMENT</b>

The information obtained during the assessment of a referred student should be used to develop appropriate programming, which is to be based on the student's strengths and needs.

This program development process shall be based on the MAPS/Wrap-around process, and shall address such questions as program content, personnel required to deliver the program, the appropriate location for the delivery of individual components of the program, instructional strategies, required materials, and time-lines.

The details of the program shall be set out in a Pupil Personal Program Plan, one copy of which shall be maintained in the Resource Teacher's files, and another copy of which shall be sent to the Principal. The Personal Program Plan shall include all the components and contents that are required by Saskatchewan Learning.

Evaluation of the program shall be continuous on the part of the personnel delivering it. Provisions shall be made by the Principal for periodic formal reviews of the program. The review of Pupil Personal Program Plans (PPP's) shall be primarily the responsibility of the Principal, in consultation with the classroom teachers, other staff, the Special Needs Consultant, the pupil, parent(s)/guardian(s), and other persons, as appropriate.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_\_ **X** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1.4</b>
<b>REGULATION</b>	<b>PROGRAM PROVISION FOR STUDENTS WITH SPECIAL NEEDS</b>

In general, if significant adaptation is being made to a student's program, involving either content or the delivery process, parents are to be consulted. However, in accordance with The Education Act, 1995 and the Regulations thereunder, the professional staff, in conjunction with the Director of Education, are responsible for making final decisions regarding student placements.

In the event that parent(s)/guardian(s) refuse permission for the school to deliver a significantly adapted, or alternative, program to their child, they will be asked to sign a "Refusal of Service" form. If they refuse to sign the form, the Principal will make an appropriate notation to that effect in the child's cumulative record file, which will include the date of refusal, a brief description of the parent(s)/guardian(s) reasons for the refusal, and the signature of the Principal.

Student referrals to agencies outside of the school shall be made using the appropriate referral form, fully completed, and sent by the Principal.

Where the amount of Resource teacher time available in a school is restricted, resource help will be provided to students on a prioritized basis. The guidelines for such prioritization shall include standardised test scores (both aptitude and achievement), academic achievement, student behavioural and/or emotional needs, age, and qualified staff availability.

Resource help will be provided to students as early as possible in their school career. Thus, where prioritization of caseloads is required, priority will be given to younger students first. Additionally, when prioritization of case loads is required, first priority will be given to students with problems that can be rectified, as opposed to situations in which the Resource Teacher is expected to deliver significantly adapted or alternative programming.

Students with severe intellectual disabilities should generally have their needs met through the delivery of adapted programming under the direction of the classroom teacher. Such individuals are not high priority cases for resource help, unless there is sufficient Resource Teacher time available.

**BOARD APPROVED:**

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**NEW POLICY  
REPLACES POLICY  
LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.1.5</b>
<b>REGULATION</b>	<b>ALTERNATIVE SCHOOL PROGRAMS</b>

The Board of Education will attempt to accommodate the needs of and provide programs for all students within the boundaries of the School Division. However, the Board of Education may co-operate with other educational jurisdictions or agencies to provide educational services to students who require special programs. In exceptional cases, when the Board of Education is unable to provide the necessary program, the Board of Education is prepared to contract services from another educational jurisdiction.

The Principal, after consultation with staff, parent(s)/guardian(s), the Special Needs Consultant, and the Director of Education, and with the approval of the Board of Education, is authorized to make arrangements for a student with special needs to participate in an appropriate program offered by another educational jurisdiction or agency, if such a program is not available within the Division.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.2</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION: ENRICHMENT</b>

Enrichment is considered to be one aspect of programming on a continuum of educational services provided to maximize the potential of each child. Enrichment activities are provided by teachers within the regular classroom.

However, students who demonstrate superiority of a specific academic aptitude, advanced thinking ability, visual or performing arts ability, psychomotor ability, and/or psychosocial and cultural leadership ability, may be provided with access to additional enrichment programming. Such programming is designed to assist students in developing and extending special talents in an environment that is both motivating and challenging. Students are encouraged to develop those skills that promote self-directed, life-long learning. Emphasis will be placed on critical and creative thinking, problem solving, co-operative learning, adaptability, task commitment, and self-evaluation.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.1.3</b>
<b>POLICY</b>	<b>EARLY CHILDHOOD INTERVENTION</b>

The Board of Education recognizes the desirability of providing support for appropriate early childhood intervention programming for certain special needs students prior to their eligibility for entry into Kindergarten. The purpose of this support is to assist the parents to ready their child for entry into the school system with improved prospects for success.

Consequently, the Board will offer Pre-kindergarten programming to 3-year old and 4-year old children in the Creighton Community School.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.1.4</b>
<b>REGULATION</b>	<b>EARLY CHILDHOOD INTERVENTION</b>

This support would be applicable to children resident within the School Division who qualify for level two intensive supports in accordance with the criteria of the Special Education branch of Saskatchewan Learning. Such support will be limited to the two school years prior to the school year in which the child would be eligible, by virtue of chronological age, to enter the Kindergarten program.

Board support will be limited to appropriate programming available within the Creighton School Division or within a reasonable distance.

On a case-by-case basis, the Board of Education reserves the right to support, wholly or partially, appropriate early childhood students ages 3 to 4 years. A Board decision to do so will only occur after the development of an appropriate educational plan for each child which, in the opinion of the Board, includes sufficient commitment of support from the parents/guardians and other community agencies.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.5.1</b>
<b>POLICY</b>	<b>TRANSFER OF STUDENTS WITH SPECIAL NEEDS</b>

The transfer of special needs students shall be accomplished so that the transition for the student is as smooth as possible. Ideally, staff and Principals from the sending and receiving schools shall meet to convey appropriate information regarding the student.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.5.2</b>
<b>REGULATION</b>	<b>TRANSFER OF STUDENTS WITHIN THE SCHOOL</b>

In order to provide a continuity of program for students who were placed on an adapted or alternative program during the previous year, as well as to inform parents of educational decisions made in regard to their children, the following procedures shall be followed regarding the transfer of students from one teacher to another within the school.

On or before June 30th, the Principal of the school shall ensure that the sending and receiving teachers, as well as other appropriate persons, meet to discuss the student's program needs. The Special Needs Consultant may also attend these meetings if requested.

On or before June 30th, parent(s)/guardian(s) of students to be transferred within a school are to be notified, in writing, about the program placement for their child for the fall term.

Before the end of the school year, the Principal shall ensure that the appropriate form (either "Permission for Educational Placement" or "Refusal of Service") is signed by the parent/guardian, and returned to the school.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.5.3</b>
<b>REGULATION</b>	<b>TRANSFER OF STUDENTS BETWEEN SCHOOLS</b>

In order to provide a continuity of program for students who are placed on an adapted or alternative program during the previous year, as well as to inform parents of educational decisions made in regard to their children, the following procedures shall be followed regarding the transfer of students from one school to another.

Where a student is being transferred to a school outside of the Creighton School Division, the Principal shall, on or before May 31, arrange for a conference between appropriate personnel from the Creighton School Division and the receiving school. Such a conference will enable the Creighton Community School to provide the receiving school with complete and detailed information regarding adapted or alternative programs which the transfer student has been involved in during the previous year. The Creighton Community School will also provide the receiving school with appropriate documentation of such programs. Similar procedures would be followed for students transferring during the year.

In the case of a student being transferred to a school outside of the Creighton School Division, the Principal shall ensure that a detailed letter is sent to the receiving principal via the postal service, by facsimile, or by email. A copy of this letter shall also be given to the parents of the student being transferred. The letter will provide a detailed description of program adaptations or alternative programs that the student has participated in during the previous year. This letter shall be sent to the receiving Principal in advance of the transfer, if possible.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_\_\_**X**\_\_\_\_\_

**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.6</b>
<b>REGULATION</b>	<b>SPEECH AND LANGUAGE PATHOLOGY</b>

In the fall, the Speech and Language Pathologist will assess all new Kindergarten students who are referred by the Kindergarten teacher, in consultation with the Resource/Special Education teacher, Community Health Services, or other health professionals. Parents who wish to refer their children should do so through their Principal.

At the start of the school year, the Speech and Language Pathologist will begin programming for students on a prioritized basis, using her case load from previous years. If a new Kindergarten student has a need for service with a high enough priority, he/she will be added to the Speech and Language Pathologist's case load, and a student with the lowest priority will be dropped, if necessary.

Language disabilities are to be the primary focus of programming for the Speech and Language Pathologist. However, severe speech disorders may also be included on the case load of the Speech and Language Pathologist.

Changes in the case load of the Speech and Language Pathologist are to be made only after consultation with the Principal.

Teachers are to make referrals to the Speech and Language Pathologist through the Principal. The Principal will ensure that parental consent forms, if required, are completed before giving the referral to the Speech and Language Pathologist.

The Speech and Language Pathologist will use a combination of direct and consultative models for providing service.

The Speech and Language Pathologist shall be responsible for supervising the work of the Speech Educational Assistant.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.7</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION: EQUIPMENT</b>

Equipment and/or material for special needs students is to be purchased on the recommendation of trained professionals in the area of need.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>3.1.8</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION PROGRAM EVALUATION</b>

Program evaluation is an integral part of any educational system. Continuous, informal, formative evaluation should be undertaken by all school personnel involved in program delivery.

When circumstances require formal program evaluation, a team approach will be used. The team will consist of administrators and teachers and may include other stakeholders and/or professionals as required. The results of such an evaluation will be made available to all appropriate persons.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.1.12</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION: REVIEW</b>

Where, in accordance with section 186.1(1) of The Education Act, 1995, a pupil, or the parent or guardian of a pupil disagrees with the decision concerning the designation, placement or program of the pupil, the pupil or the parent or guardian of the pupil may request a review of the decision.

This request shall:

- a) be made in writing and shall be addressed to the Director of Education;
- b) set out the reasons for the disagreement with the decision; and
- c) shall be made within 15 days of the decision.

Upon the receipt of such a request, the Director of Education, or if he/she participated in the making of the decision under review, another person appointed by the Chairman of the Board shall undertake a review of the decision.

The person conducting the review of the decision shall:

- a) notify the school personnel involved in making the decision under review, and shall provide them with information concerning the circumstances of the review, including a copy of the written request for the review;
- b) investigate the circumstances surrounding the decision and in so doing may speak with students, teachers, and any other party he/she deems advisable; and
- c) meet with the pupil and/or the parent or guardian of the pupil, and shall:
  - i) provide them with opportunity to receive and examine all the pupils' school records within a reasonable time prior to the review; and
  - ii) allow them to present information concerning the decision under review.

After making the required investigation and consultation, the person conducting the review may confirm the initial decision, modify it, or make a new decision concerning the designation, placement, or program of the pupil.

The person conducting the review shall, within 30 days of receiving the written request for a review:

- a) prepare a written report to the Board of education regarding the disposition of the review; and
- b) inform the pupil and/or the parent or guardian of the results of the review and provide them with a copy of the report to the Board of Education.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.1.12 Continued</b>
<b>REGULATION</b>	<b>SPECIAL EDUCATION: REVIEW</b>

At any stage of the review process, the pupil and/or the parent or guardian of the pupil may choose to be accompanied by another person of their choice.

Any party may, after receiving the results of the review, make a further submission in writing and such written submission shall be placed in the review file. All records pertaining to the review shall be kept on file for five years..

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>3.2.2</b>
<b>REGULATION</b>	<b>CORE FRENCH/CREE LANGUAGE AND CULTURE</b>

All students in Grades 4 and 5 shall take both Core French and Cree Language and Culture.

All students in Grades 6 to 8 inclusive shall take either Core French or Cree Language and Culture. Students in Grade 9 take Core French, Cree Language and Culture, or PAA.

The choice of language students make in Grade 6 will be the one they follow for Grades 7 through 12. Core French/Cree Language and Culture are optional in Grades 9 through 12.

The principal may make exceptions to these requirements only after consultation with anyone he deems appropriate and only for sound academic reasons.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>3.3.1</b>
<b>POLICY</b>	<b>INTERNET ACCEPTABLE USE</b>

The Internet is available to students and staff in Creighton Community School. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal to use computers and other technologies as tools for teaching and learning in all grades and subject areas is enhanced by providing this service. Excellence in both teaching and learning is promoted in the schools by facilitating resource sharing, innovation, and communication.

The Internet can provide the students with access to the most recent research and the most up-to-date statistics, on-line resources, and opinions. However, the interconnected world-wide web of computers can also provide the students with access to less than desirable information. While it is in fact impossible to completely protect the students from accidental exposure to inappropriate materials, it is important that the division have an acceptable use policy to provide guidelines for the use of this important informational resource by its students.

It is expected that students and staff will conduct themselves according to the social and cultural norms of their community and this acceptable use policy.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.2</b>
<b>POLICY</b>	<b>GOALS AND EXPECTATIONS</b>

Student use of the Internet is under the direction and supervision of the teacher or support staff. Parents/Guardians may also play a part in supervising appropriate uses outside of the school. Under school supervision, the rationale for student use is based on the importance of achieving the following goals.

1. Learn the basic procedures and skills to log onto a host computer.
2. Demonstrate a knowledge of telecommunications technology and how it may be used to enhance classroom activities and learning.
3. Practice good net-skills by being polite and considerate, and closing unneeded Internet connections.
4. Learn to participate in discussion forums, listservs, conferences and so on where appropriate.
5. Learn to use search tools to locate and research curriculum related activities, assignments, and projects.
6. Learn to utilize e-mail for individual or group use.
7. Respect the rights of others and adhere to the laws of Saskatchewan and Canada.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.3</b>
<b>REGULATION</b>	<b>INTERNET ACCEPTABLE USE RESPONSIBILITIES</b>

**It is the responsibility of the Board to:**

1. Review and update this policy periodically and.
2. Provide a procedure for investigating any allegations of communications which may be defamatory, commercial, abusive, obscene, racially or sexually oriented, or which may contain illegal material and to take appropriate action.

**It is the responsibility of the school to:**

1. Inform parents/guardians of the educational benefits as well as the potential risks involved in communications with persons outside of the jurisdiction of the school.
2. Ensure that parents/guardians have signed a standard informed consent form before any Internet access is granted.
3. Include in its parent handbook a statement about the appropriate use of computer and network access that adhere to the Board policy
4. Include in its staff handbook a statement about the appropriate use of computer and network access that adheres to the Board policy.
5. Review and update the above policies periodically.
6. Provide a statement of consequences of inappropriate use, including loss of computer privileges and disciplinary action, and,
7. Provide a mechanism for staff or parents/guardians for inquiry of Internet related concerns.

**It is the responsibility of the teacher to:**

1. Review and comply with the School Board's and the School's Internet and computer use policy.
2. Instruct all students in the nature of the risks involved in communicating with others through this medium.
3. Give students guidelines for minimizing risks (similar to safety instruction, meeting strangers, etc.).
4. Provide and ensure compliance with the parent/guardian informed consent form, and
5. Monitor student use of the computer and the Internet.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.3 Continued</b>
<b>REGULATION</b>	<b>INTERNET ACCEPTABLE USE RESPONSIBILITIES</b>

**It is the responsibility of the parent/guardian to:**

1. Read the acceptable use guidelines and the School Division policies as they apply to computer/Internet access and permit their son/daughter access by signing the informed consent form.
2. Be aware of the consequences set out by the school and the Division for unacceptable and inappropriate use, and
3. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.

**It is the responsibility of the student to:**

1. Sign the consent form and understand that following guidelines with this is a condition of access to school computer and electronic resources, and that not following guidelines may have other consequences as well.
2. Conduct all of his/her activities in accordance with the guidelines and policies set out for the use of computer and electronic resources related to the school, and,
3. Conduct all activities in a responsible, ethical, legal and courteous manner, especially when contacting others on the Internet network.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.4</b>
<b>REGULATION</b>	<b>ACCEPTABLE USE RULES AND REGULATIONS</b>

The Internet Account is free to users.

It is a privilege to receive an Internet address.

A responsible user of the Internet may keep a Creighton Community School Internet Access Account as long as the user is a staff member or student in Creighton Community School.

A responsible user may, under certain limitations and restrictions, use the Internet to engage in school sanctioned educational activities such as:

- using the Internet to research assigned classroom project
- using the Internet to send electronic mail (e-mail) to other users
- using the Internet to explore other computer systems.

A responsible user will:

- use the Internet only for legal purposes
- use polite and appropriate language
- use the rules of common sense and etiquette
- only change computer files that belong to the user
- send or receive copyrighted material only with permission
- use only the user's password
- adhere to laws of Saskatchewan and Canada.

Note that Creighton Community School Internet Access System Operators will have access to all user accounts, including e-mail. By signing the consent form users acknowledge that they understand the rules and regulations of the Creighton Community School Internet Access Acceptable Use Policy. Users also understand that, if the rules are violated, the Creighton Community School Internet Access Account will be cancelled or suspended for a period of time or permanently.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.5</b>
<b>REGULATION</b>	<b>ACCEPTABLE USE RULES AND REGULATIONS</b>

The use of the Creighton School Division information resources for purposes other than Sask. Learning or School Division business is deemed acceptable so long as that use occurs primarily during non-school hours, and does not become an imposition on others. Acceptable personal use includes:

- Using the Internet to research a project outside of regular working or school hours;
- Sending a personal email on a user's own time;
- Browsing the Internet outside of school hours for personal purposes, such as keeping up with world events, sports events, news, and so forth;
- Using the Internet during school hours for professional activities and career development activities; and
- Playing a computer game that comes with the operating system on the user's own time outside of school hours.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.6</b>
<b>REGULATION</b>	<b>UNACCEPTABLE USE RULES AND REGULATIONS</b>

Authorized users of the Creighton School Division's computer resources and their Internet access capabilities are expected to exercise good judgment in determining whether or not a particular activity is an acceptable use of school division information resources. In general, the following activities are considered unacceptable:

1. Any activity that compromises or has the potential to compromise the privacy of users and their personal data, or which might result in the unauthorized destruction, modification or disclosure of sensitive or confidential Saskatchewan Learning or School Division data, including:
  - Disclosing sensitive or confidential Sask. Learning or School Division information to individuals with no authority to possess that information;
  - Viewing or distributing data files belonging to another user unless specifically authorized to do so, regardless of whether a security weakness in the system might permit this. The ability to access information does not implicitly grant permission to view that information;
  - Reading another user's information files from a display terminal, as printed output, or from magnetic media without that user's explicit permission;
  - Requesting or attempting to learn another individual's password;
  - Using or attempting to use another individual's account;
  - Using school division computer systems as a conduit for unauthorized access attempts on remote computer systems; and
  - Attempting to intercept, block, encrypt, or eavesdrop on any electronic message addressed to another individual.
  
2. Any activity that damages or has the potential to damage the integrity of Saskatchewan Learning or the Creighton School Division computing systems, or to impede an authorized user's ability to perform his/her duties is considered unacceptable. These types of activities include:
  - Developing, downloading, or using programs that attempt to bypass security mechanisms or uncover security weaknesses;
  - Creating, installing or knowingly distributing a computer virus or any other potentially destructive software;
  - Unauthorized modification or removal of operating systems software, applications software, data files, configuration files, or log files;

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.6 Continued</b>
<b>REGULATION</b>	<b>UNACCEPTABLE USE RULES AND REGULATIONS</b>

- Degrading system performance through frivolous or excessive consumption of available resources;
  - Intentionally damaging computer hardware or peripherals;
  - Unauthorized removal of school division owned hardware, peripherals, or digital storage media;
  - Unauthorized removal of school division owned software media; and
  - Connecting to a foreign network while connected to the school division's network.
3. Any activity that can be considered a violation of copyright law.
4. Any activity that is considered to be within the domain of the school division computer system operational staff (SYSOPS), when carried out by someone who is not a SYSOP. Members of this group include those who are so designated by the Principal. Prohibited activities include:
- Installation, de-installation or modification of any computer hardware component;
  - Installation, de-installation or modification of application software;
  - Modification of operating systems parameters or configuration files;
  - Moving of computers from one location to another, with the exception of portable computer devices;
  - Users may not connect any computers to the internal network without the expressed consent of the Principal;
  - Swapping of computer peripherals; and
  - Modifications to the network cabling system in the school division.
5. Any activity not specifically related to school division business, including:
- Use of the school division's systems for personal financial gain or for any commercial or political purpose not directly related to the school divisions functions;
  - Accessing, retrieving, publishing, posting, displaying or distributing material, which is offensive or perceived to be offensive: this includes pornography, hate literature and any other material which defames or demeans an individual or group of individuals; and

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.3.6 Continued</b>
<b>REGULATION</b>	<b>UNACCEPTABLE USE RULES AND REGULATIONS</b>

- Personal use such as playing games or listening to music. Questions about personal use should be directed to the Principal.
6. Authorized users of the Creighton School Division information resources should have no expectation of privacy in terms of email transmitted, received or stored on any of the school division's computer resources. An email is the property of the school division, and is not a private user communication (whether created or received). The following email practices are considered unacceptable:
- Personnel use, except for those personal uses identified as permissible in regulation 3.3.5;
  - Distributing pornography, hate literature and any other material which defames or demeans an individual or a group of individuals;
  - Intentionally distributing viruses or other destructive programs;
  - Using the medium for personal financial gain;
  - Sending excessively large files such as Christmas cards or animated valentines greetings;
  - Mass broadcasting of personal messages;
  - Email is intended for communication between individuals, and clearly identified groups for school division purposes;
  - Deliberately interfering with the ability of other users to send or receive email;
  - Intercepting, redirecting or otherwise interfering or attempting to interfere with email intended for other persons; and
  - Impersonating another user or otherwise attempting to conceal the true origin of an email message.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.5.1</b>
<b>POLICY</b>	<b>SELECTION OF INSTRUCTIONAL MATERIALS</b>

The Board of Education is responsible for all matters relating to the operation of its schools, including the selection of all instructional materials and equipment. The selection of such materials and equipment shall be made in accordance with the criteria and objectives as found in the Regulations pursuant to this policy.

The primary objective in the selection of materials is to implement, enrich and support the educational program of the school.

To this end, the Creighton Board of Education upholds these objectives and asserts that the responsibilities of the school, with respect to the provision of books and materials, shall include:

1. The provision of materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. The provision of materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Providing pupils with a background of information which will enable them to make intelligent judgements in their daily life.
4. The provision of materials that assist pupils to develop under guidance the practice of critical analysis of all print and non-print material.
5. The provision of materials representative of the many groups which contribute to the Canadian heritage.
6. The placement of principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to provide a comprehensive collection of materials appropriate for the users of our school library.
7. The provision of materials that do not portray groups of people in a discriminatory fashion.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.5.2</b>
<b>REGULATION</b>	<b>SELECTION OF INSTRUCTIONAL MATERIALS</b>

### **Responsibility for Selection of Materials and Equipment**

The responsibility for the judicious selection and judicious use of instructional materials for use in the school is delegated to the professionally-trained personnel employed by the school system. These persons shall be guided by the lists of instructional materials authorized by Saskatchewan Learning and the Director of Education.

### **Criteria for Selection of Materials**

The criteria for the selection of materials shall be:

1. Needs of the school, based on knowledge of the curriculum and the existing collection, shall be given first consideration.
2. Materials for purchase shall be considered on the basis of overall purpose, importance of the subject matter, quality of the writing and production, readability and popular appeal, authoritativeness and reputation of the author, reputation of the publisher, format and price.

### **Challenged Materials Committee**

1. The Director of Education shall establish a Challenged Materials Committee to which he may refer challenges and objections concerning specific materials.

The Committee shall consist of:

- The chair of the Policy, Program and Curriculum committee
  - One other Trustee
  - Three teachers
  - The Principal
  - One School Community Council member
2. The Challenged Materials Committee shall review the complaint or objection and make a decision concerning the suitability of material for use in schools.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.7.1</b>
<b>REGULATION</b>	<b>ADMINISTRATION OF HOME-BASED EDUCATION PROGRAMS</b>

The Board delegates to the Director of Education, or to a person authorized by the Director to act in place of the Director, the duty and authority to carry out all duties and responsibilities given to or imposed on the Board in regard to home-based education program for eligible residents of this school division.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.7.2</b>
<b>REGULATION</b>	<b>HOME-BASED EDUCATION SUPPORT SERVICES</b>

Upon request of a parent who is directing a home-based education program, the Creighton School Division may provide services, in addition to monitoring, for the purpose of enhancing the home-based education program. Such services might include:

1. The payment of tuition to the Saskatchewan Correspondence School for programs originating with Saskatchewan Education.
2. Facilitating access to common educational resources such as the school Resource Center in the school where the students taking part in a home-based education program would normally attend.
3. Facilitating access to curriculum guides, texts, and resource books currently available in the Creighton School Division, and approved by the Minister, and,
4. Facilitating access to consultative services for special needs students.

Parents are encouraged to identify all support services that they would be requesting at the time of the initial registration of the home-based education program, which they will be directing.

Additionally, the Principal may approve or deny the access of students to other programs, services, and activities of a co-curricular or extra-curricular nature. Parents shall make requests for such access directly to the Principal, stating their reasons for making the request. After consulting with such staff, as he/she feels appropriate, the Principal shall make a decision regarding the request, and this decision shall be final.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.9.1</b>
<b>POLICY</b>	<b>MULTI-GRADE CLASSROOMS</b>

The Board of Education believes that quality education can be achieved in either single grade or multi-grade classrooms.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.9.2</b>
<b>REGULATION</b>	<b>MULTI-GRADE CLASSROOMS</b>

Where multi-grade classrooms are considered in Grades One to Six, there would be a limit of two grades per classroom and the size of the multi-grade classroom will not exceed twenty-five.

When multi-grade classrooms are considered necessary at the Grade One level, very close attention will be paid to low enrolment and the groupings of the students.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.11.0</b>
<b>REGULATION</b>	<b>CREIGHTON COMMUNITY SCHOOL FITNESS ROOM</b>

The Fitness Room is located in the Southeast corner of the gymnasium equipment room. The facility is to be available to:

- i) all Grade 10 – 12 students attending Creighton School.
- ii) any students involved with Senior Extra-Curricular sports.
- iii) students involved with appropriate Physical Education/Health courses.
- iv) all adult staff members.

Students who intend to make use of the facility must successfully complete a training session provided by Physical Education Staff. They must also fill out and return a Parent Permission form. Students must also be supervised by an adult staff member at all times.

The fitness room will be available for use throughout the day, as long as it does not interfere with any school activity. The key to open the facility will be kept in the Staff Room. Individuals must sign the key out before working out and must return it after completion of their workout.

All people using the facility must follow the basic rules which will be posted in the fitness room.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.0</b>
<b>POLICY</b>	<b>OUT OF SCHOOL EXPERIENCES</b>

The Board believes that at times the pursuit of meaningful learning makes it profitable to take students out of the school. To this end, the Board will approve out of school experiences that are conducted in accordance with the guidelines as set out in the Creighton School Division Policy Manual.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.1</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – REQUESTS</b>

Requests for out of school experiences which involve both day trips and overnight accommodations and/or transportation must be made through the Principal.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.2</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – GENERAL GUIDELINES</b>

1. Out of school experiences must be designed to achieve certain specific learning goals that are in accordance with the broad educational objectives of the school. It is important that these goals be developed by the staff and/or pupils involved. Efforts are to be made to inform the parents of the goals of the activity. Such experiences should also be related to curriculum objectives.
2. Long-range planning is essential if students are to derive full benefit from the experience. This planning involves necessary preparatory instruction and follow-up activities.
3. The out of school experience programs may be conducted at any time during the school year except during periods of regular school examinations.
4. Meaningful educational experiences must be provided for those students who remain in the school while their teachers are participating in out of school experiences. Lessons are to be prepared in advance by the classroom teacher(s) and left for the substitute teacher to deliver.
5. Depending on its resources and the need expressed, the Board will attempt to provide some financial support to out of school experiences requiring financial assistance through the Principal's budget.
6. The Principal will ensure that the Board receives adequate recommendations regarding the following:
  - a) that the trip or activity has sufficient educational value to justify the time and expense involved.
  - b) that there will be integration of the experience with the curriculum and that adequate follow-up will be provided.
  - c) That for each out of school activity one teacher, at minimum, is designated as project leader with overall responsibility for directing the activities of staff, students and volunteers involved.
7. Students may be required to pay a participation fee to be determined by the activity leader in consultation with the Principal.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.2 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – GENERAL GUIDELINES</b>

8. Parents and/or students may conduct fundraising activities to help defray costs associated with some out-of-school experiences, in consultation with the activity leader and the Principal.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.1</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - FUNDING</b>

The Creighton Community School will provide funding under the appropriate budget category for out of school experiences, at the discretion of the Principal.

Additional factors to be considered for funding will include:

1. efforts of the field/trip group in raising funds
2. total cost of the trip which may require additional funding.

There shall be no sale of alcoholic beverages for fund raising projects for school sponsored trips.

Any teacher/chaperone accompanying students on any Board approved out of school experience shall be paid a daily meal allowance of \$30.00. If a group fund for meals has been established, then this allowance shall be paid into such fund.

It is understood that in all cases adequate accounting procedures and records will be maintained in terms of revenue and expenditures for any approved and funded out of school experience.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.2</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – AUTHORIZATION AND PREPLANNING</b>

The teacher organizer is advised to follow the steps outlined:

1. **Responsibility of and to the Principal**

- a) Any teacher taking a class on a walking out of school experience within the community should notify the Principal of the time and place. The Principal may request the teacher to contact parents in some situations.
- b) Proposals for out of school experiences of one day or less must be submitted sufficiently in advance to arrange for transportation, substitutes, staff scheduling, planning, etc..
- c) Proposals for out of school experiences which involve overnight preparations are to be discussed with the Principal before proceeding with detailed planning and preparations.
- d) After all details are finalized for overnight out of school experiences, a detailed plan must be presented to the Principal for his approval and signature.

2. **Formal Request to the Board**

- a) The Principal may include out of school experience proposals in his report to the Board, or
- b) The teacher organizer may accompany the Principal to present the proposal.
- c) The Board shall make a decision on all proposals put forward.
- d) Out of school experiences for a particular grade which go beyond the guidelines established in the program because of extenuating circumstances, may be considered upon written referral to the Board.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.2 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – AUTHORIZATION AND PREPLANNING</b>

3. **Inform Parents/Guardians and Students**

- a) The teacher/organizer in charge shall notify parents in a written statement of the destination, planned activities, time and date for departure and return, mode of transportation, necessary expenditures, safety precautions, supervisors, and any other pertinent information.
- b) A Parent/Guardian Authorization form and explanatory letter is required whenever a class is taken on an overnight or out of town school experience. This Parent/Guardian Authorization form will include a health form, listing special health problems and disabilities of a student.
- c) An overnight out of school experience of an outdoor nature involving extensive activities may require a meeting with the parents of the students involved to discuss equipment, meals, clothing, etc..

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.3</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – SUPERVISION AND CONTROL</b>

Teachers who have the task of supervising the program obviously cannot be as familiar with individual limitations of a child as is the parent/guardian. However, a teacher should attempt to put himself/herself, as closely as possible, into that position. Where an activity is viewed as somewhat out of the ordinary, a parent/guardian should be advised of the general nature of the activity and some indication given of the reasonably foreseeable risks. This can best be done at an informative meeting with the parents/guardians of the students involved in the program.

A parent/guardian should also be asked to consent in writing for the participation of the child. Such consent gives the parent the opportunity of drawing to the attention of the teacher any individual limitations of a child of which the teacher might not otherwise be aware.

The importance of supervision and control cannot be stressed too greatly. The following guidelines will assist teachers and administrators.

1. Plan all phases of the activity thoroughly.
2. Determine what adult/student ratio would best provide adequate supervision and safety.
  - a) Two adults per class, one of whom is a teacher in charge, are minimal for any out of school experience outside the community.
  - b) There must be both male and female supervisor(s) for overnight out of school experiences with boys and girls.
  - c) At least one of the supervisors must be experienced in the activity being conducted (i.e. water safety, orienteering, camping, canoeing, snowshoeing, etc.)
3. Provide each student with a set of rules for safety and conduct and discuss them thoroughly.
4. Brief other supervisors on the general nature of the out of school excursion, and their role in it.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.3 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – SUPERVISION AND CONTROL</b>

5. Assign a partner to each student. Throughout the program, a student should always know where his/her partner is. It is recommended that the group be prevented from spreading out, so that at any time, a student is within sight or shouting distance of a supervisor, unless specific arrangements have been made prior to the event or activity. All canoes must use the “buddy system” (i.e. one canoe is buddy for the other and they stay together in pairs).
6. Check students at each boarding and departure, and periodically during the activity.
7. A contact person should be designated to inform parents/guardians of any delays enroute. In wilderness areas, two-way radio communication may be desirable and should be encouraged.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.4</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – STUDENT RESPONSIBILITIES</b>

Teachers should hold preparatory classes where necessary to enable students to assume their responsibilities during the out of school experience.

The student should:

- a) Be aware of his/her physical abilities and limitations.
- b) Know how to choose proper clothing for the activity.
- c) Know how to plan well-balanced meals.
- d) Understand the necessity for obtaining sufficient rest and sleep.
- e) Know how to prepare for any problems caused by weather, insects, plants, etc..
- f) Maintain reasonable standards of personal hygiene. Direct contact with the natural environment and the close association necessitated by living together on a twenty-four hour basis, serve to emphasize the need for the practice of good personal health habits.
  - body cleanliness (brushing one's teeth, washing hands and face, etc.)
  - proper sanitation practices (food care and preparation, building of outdoor latrines, etc.)
  - keeping living accommodation clean (tents, cabins, etc.)
- g) Realize that an accident or injury affects not only the individual but the whole group. He/she should understand the balance between personal freedom and the rights and welfare of others or the group.
- h) Prevent unnecessary noise.
- i) Know where his/her partner is. The student should also let his/her partner know where he is.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.4 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – STUDENT RESPONSIBILITIES</b>

- j) Let the supervisor know whenever he/she wishes to do anything that the rest of the group is not doing.
- k) Be aware of the potential problems and dangers in making a transition from urban living to outdoor living.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.5</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES – ENVIRONMENTAL STANDARDS</b>

All outdoor activities should attempt to develop feelings of love and personal responsibility for the natural world.

Environmental protection is preservation of the natural integrity of the environment.

1. In rustic camps and extended trips, non-degradable refuse (cans, tin foil) should be returned to base camp. It should not be buried.
2. Natural flora and fauna should be preserved as much as possible. (Collection of specimens should be kept at a minimum).
3. The sod should be removed and preserved when digging fire pits, dishwashing pits and toilet pits, and the earth and sod should be replaced when breaking camp. Trenches should not be dug around tents.
4. The cutting down of live trees for any purpose should be strongly discouraged.
5. Fresh boughs should not be used for bivouacs if plastic or canvas is available to be used for shelters.
6. Stripping of bark from trees should be discouraged for any reason (marking trails, crafts, etc.).
7. All students should be discouraged from washing clothes, self, dishes, etc. in lake, stream or river. Waste water from these activities should be disposed of in pits.
8. Food scrapings should be placed in a slop pit or burned and not scraped into lake, stream or river.
9. Any litter encountered on a trip should be picked up and carried to the nearest garbage disposal.
10. Camping sites should be left looking cleaner than on arrival.
11. Department of Tourism and Renewable Resources established campsites, trails and water routes should be utilized whenever suitable and possible.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

All preparation and safety requirements for any out of school experience shall be observed. Proper health and safety practices protect the child when participating in out of school experiences. This participation will help the child to realize that proper self-protection works hand-in-hand with environmental protection.

In case of an accident involving an injury on any out of school experience, the supervisor in charge must write an accident report listing the pertinent details and submit it to the Principal upon returning to school.

**A. Safety Responsibilities of Supervisor(s)**

1. Activities should be geared to the students' capabilities.
2. Each student must receive proper instruction in the use of all equipment and related skills. The use of hatchets should be discouraged, and axes should only be used under supervision.
3. Each student must have adequate and safe equipment, and appropriate clothing and footwear for the out of school experience.
4. Students and supervisors should be in adequate physical condition.
5. At least one supervisor must be experienced and qualified for the out of school experience being conducted.
6. At least one supervisor must be knowledgeable in first aid. A record must be kept of all first aid treatments.
7. Supervisors should make regular equipment safety checks.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

8. Depending on the type of out of school experience, the supervisor(s) should:
  - a) have a complete list of emergency resources, i.e. policy, ambulance, parents, doctor's phone number, nearest hospital phone number, location of the nearest telephone and emergency transportation.
  - b) leave a schedule and route with the nearest office of the RCMP.

**B. Safety in Skill Areas**

Each skill area, whether it be archery, bait casting or canoeing, has its own unique set of safety procedures.

It is the instructor's responsibility to:

- Ensure that the students are aware of the particular safety procedures associated with the out of school experience being undertaken, and understand their significance.
- Demand practical application of the safety precautions.

**C. Waterfront Safety**

Prudent provision must be made for the safety and supervision of students during all waterfront activities (i.e. swimming, fishing, canoeing, etc.).

1. A knowledgeable person or persons (depending on group size and activity) must be in charge. A knowledge of artificial respiration is necessary.
2. Areas should be clearly designated for particular activities (i.e. canoeing, fishing, etc.).
3. Cold water and wind are important factors to be considered. Water activities may have to be modified or cancelled to ensure that adequate student safety is maintained.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

4. Rules of acceptable behaviour should be agreed upon beforehand and then enforced.
  - non-swimmers and weak swimmers should be identified and instruction provided for them.
  - students may swim only with permission and under supervision.
  - people should never swim alone (buddy system should be used).
  - swimming or any vigorous activity is not advisable immediately after eating.
  - the number of students swimming at one time should be limited according to available area and supervision.
  - people should never indulge in horse-play.
  - people should never fake trouble – cry “wolf”.
  - no one should swim after dark nor during electrical storms.
  - everyone should realize that floating objects are not substitutes for learning how to swim.

#### **D. Canoeing Safety**

When teaching canoeing in school, it must be remembered that the student is being prepared for a lifetime of recreational enjoyment. Whether or not the student’s life is shortened by an accident in this activity could depend on an adequate safety program fully integrated with other aspects of canoe training.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

a) **Swimming Ability**

While it is not essential that a novice canoeist in a supervised situation on sheltered waters must be able to swim, it is essential that all members of that group wear life-jackets and that the instructor be proficient in artificial respiration. In a more hazardous situation, the instructor must also be sure that each canoeist has swimming endurance and can float or tread water without panic.

b) **Safety Training**

Safety training, emphasizing the following skills, plays an important part in all but the most basic canoeing programs:

1. turning around in a canoe
2. jumping out
3. entering a floating canoe off shore and in open waters
4. righting and washing out a canoe
5. exchanging places
6. canoe-over-canoe rescue
7. paddling a swamped canoe

c) **Canoeing Code of Safety Rules**

The following rules, posted prominently, explained and continually referred to, will serve as an excellent reminder that safety goes hand in hand with pleasure.

1.
  - a) always tell someone the trip route
  - b) wear clothing that could be taken off quickly in an emergency
  - c) always carry an extra paddle, life jacket, first aid kit, survival kit, canoe repair kit, bailer tied to the gunwale or thwart, sponge and 20 ft ropes tied to both bow and stern
  - d) never overload the canoe
  - e) check weather conditions.

**Note:** Canoeing after dark is not recommended, but if you must, be sure to carry a light.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

2.
  - a) know your own skill level and stay within these limits
  - b) always remember that a canoe is not to play with as a toy but a valuable piece of equipment and a means of transportation.
  - c) never “show off”. Play it safe, especially in unknown waters.
  - d) always paddle close to shore. During windy conditions, paddle near the sheltered shore.
  - e) do not lean out of a canoe for any reason; keep your weight centered and low.
  - f) know the storm warnings of your area. If a storm is approaching, land on the nearest shore while conditions are still favourable.
  - g) never paddle near bathers.
  - h) if upset, **NEVER LEAVE THE CANOE**. Right it and climb in. Although full of water, it will sustain the weight of more than its normal load.

**E. Cross Country Skiing and Snowshoeing**

1. Pre-trip planning should include instruction on:
  - a) care of equipment
  - b) proper dress
  - c) basic outdoor survival skills, first aid, frost bite, shelter building, fire building
2. The length of the trail should not exceed the capabilities of individual students.
3. Sheltered trails should be used for novices.
4. All cross country skiing and snowshoeing should be done in conditions where the temperature is greater than –20 degrees.

**F. Hiking Safety**

The following factors specific to hiking should be remembered:

1. Packs should not be too heavy; items carried should be reduced to the minimum compatible with safety. Recommended maximum pack weight for adult students is 10 kg for women and 18 kg for men. Frameless packs are light loads only.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.3.6 Continued</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – SPECIFIC GUIDELINES - SAFETY</b>

2. Age, experience, type of trail, weather and fitness of the student will determine distances to be walked and weight to be carried.
3. Boots should support the ankle and be a good fit. Blisters should be taped with moleskin as soon as possible or plans may have to be altered.
4. Ensure safe drinking water.
5. Stops should be adequate; they should be scheduled to maintain the rhythm which makes walking easy.
6. Caution should be exercised when descending hills.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.5</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – FLIN FLON AQUA CENTRE</b>

The Centre will be used for AquaQuest instruction.

There shall be two instructors and a lifeguard on duty for a fee charged to the Board of Education.

A maximum of 30 students can be accommodated for instruction.

Classes will be divided into two groups according to skill and ability.

The program will offer beginner lessons and also an AquaQuest program to more advanced swimmers.

The swimming program will include Grades 4 and 5.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.6</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – CANOE EXCURSIONS</b>

The Board is endorsing in principle the continuation of this program.

The Board of Education grants permission for students to be granted time off to participate in the canoe trip.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.7</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – OUTDOOR EDUCATION PROGRAM</b>

Students will participate in the Outdoor Education program with instruction and field experience in the following areas:

Canoeing, camping, orienteering, cross country skiing, hiking, nature study, outdoor cookery, survival skills, mountain biking, snow shoeing, fishing.

and other areas designated by the Outdoor Education Program Committee, with Principal and Board approval, as per out of school experience policy.

Excursions for a particular grade which go beyond the guidelines established in the program for Pre-K to 12 because of extenuating circumstances may be considered on referral to the Board, after being reviewed by the Principal.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.12.8</b>
<b>REGULATION</b>	<b>OUT OF SCHOOL EXPERIENCES – BICYCLE SAFETY PROGRAM</b>

The Bicycle Safety Program shall be incorporated into the curriculum.

The practical part of the program will commence in April.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>3.13.0</b>
<b>Regulation</b>	<b>Graduation Exercises</b>

### **Definition**

The term “graduation exercises” refers to the ceremony, banquet and/or other events planned by the school and held in recognition of formal graduation from Grade 12 in accordance with Saskatchewan Learning and school division requirements.

### **Regulations**

1. The Board endorses graduation exercises for pupils in a position to complete the provincial and school division high school requirements. Graduation exercises should be sensitive to family socio-economic, cultural, and personal situations.
2. Creighton Community School shall develop and conduct graduation exercises to celebrate the achievements of its graduates.
  - a. The exercises will emphasize pupil safety in all school-sponsored activities related to graduation
  - b. All activities must be lawful and cannot include the use of alcohol.
3. Only those graduation activities that meet with policy requirements can receive the endorsement or support of the school. If staff members wish to participate in activities that do not meet with policy requirements they must do so at their own risk and not as employees of the board.
4. In order to participate in graduation exercises pupils must have met credit requirements as outlined by Saskatchewan Learning and the division or completing coursework that will fulfill credit requirements, in a manner satisfactory to the principal.
5. The principal shall inform graduating pupils and their parents of this policy and provide them with information regarding the graduation exercises that are part of the school's planned program

### **BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.1.1</b>
<b>REGULATION</b>	<b>MEETINGS OF THE BOARD OF EDUCATION</b>

A Board of Education may, at any meeting at which all the members are present, decide by resolution to hold regular meetings, and the resolution shall state the date, hour and place of every regular meeting and no further or other notice of those meetings, shall be necessary.

Every meeting of the Board of Education shall be open to attendance by the public and no person shall be excluded except for improper conduct.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.1.2</b>
<b>REGULATION</b>	<b>SPECIAL MEETINGS OF THE BOARD OF EDUCATION</b>

Special Meetings may be held in accordance with the provisions of the Education Act, 1995.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.1.2.1</b>
<b>REGULATION</b>	<b>ELECTRONIC BOARD MEETINGS</b>

Where some or all Board members or the Director of Education are not able to be present for a regular or special meeting of the Board of Education, the Board may arrange an electronic meeting. This meeting will be conducted in accordance with the regulations under the Education Act.

Each Creighton School Division No. 111 Board member, Administrator, as well as the Director of Education participating in the meeting must be able to hear all of the other participants at all times during the meeting, and they all must be able to follow any votes taken at the meeting.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.1.3</b>
<b>REGULATION</b>	<b>ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION</b>

A Board of Education shall hold an organizational meeting in every year not later than November 30 and at each such meeting shall appoint a Chair and a Vice-Chair who shall act in the absence, death, resignation or disability of the Chairman.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.2.1</b>
<b>REGULATION</b>	<b>ANNUAL MEETINGS OF THE BOARD OF EDUCATION</b>

The Board of Education shall convene an annual meeting of the electors of the division after the receipt of the audited financial statement of the Board. In the year in which a general election of members of the Board is held, the annual meeting shall be held before the general election.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.3.1</b>
<b>REGULATION</b>	<b>MINUTES OF MEETINGS</b>

The minutes of all regular and special Creighton Board of Education meetings, once formally reviewed and adopted by the Board, shall be made available upon request to the Secretary-Treasurer, for perusal by any elector of the Creighton School Division.

A copy of the minutes of all regular Board meetings shall be posted in the Staff Room.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.1</b>
<b>REGULATION</b>	<b>MEMBERS OF THE BOARD OF EDUCATION</b>

Every person who is elected a member of the Board of Education shall, before undertaking any of the duties of that office and before taking his seat as a member of the Board, make a declaration before a Commissioner for Oaths in the prescribed form.

The Commissioner for Oaths before whom the declaration of office is made shall endorse upon or attach to the declaration a certificate in the prescribed form.

Every member of the Board of Education shall deliver the declaration and certificate required by this section to the Secretary-Treasurer of the division at the first meeting of the Board attended by him/her, and the Secretary-Treasurer shall enter the fact of the delivery in the minutes of that meeting and shall retain the declaration and certificate on file.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.2</b>
<b>REGULATION</b>	<b>CHAIRPERSON OF THE BOARD</b>

### **Chairperson**

The Chairperson of the Board will be elected at the organizational meeting. The Secretary-Treasurer will call for nominations for Chairperson. Nominations will remain open until a motion that nominations cease is duly moved, seconded and passed. If more than one nomination is received, a secret ballot will be conducted and the person who receives the majority of votes shall be declared Chairperson and shall take the chair immediately.

### **Duties of the Chairperson**

The Chairperson shall hold office for one year, but shall be eligible for re-election.

The Chairperson shall preside over all regular and special meetings of the Board, but may appoint a member of the Board to act as temporary chairperson during any part of the meeting.

The Chairperson of the Board of Education shall:

- a) keep current and knowledgeable about the affairs of the Division
- b) execute agreements authorized by and on behalf of the Board.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.2.2</b>
<b>REGULATION</b>	<b>VICE CHAIRPERSON</b>

The Vice Chairperson shall certify all accounts against the Division passed by the Board for payment, except where another member of the Board is authorized by resolution of the Board to act on behalf of the Vice Chairperson.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.3</b>
<b>REGULATION</b>	<b>SIGNING OFFICERS</b>

The Chairperson or Vice-Chairperson and Secretary-Treasurer or Assistant to the Secretary-Treasurer shall be authorized to sign cheques on behalf of the Creighton School Division. On special circumstances, where neither the Chairperson nor the Vice Chairperson is readily available to sign cheques, the Secretary-Treasurer and the Assistant to the Secretary-Treasurer may sign cheques.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.4</b>
<b>REGULATION</b>	<b>BOARD MEMBER RESIGNATION OR DEATH</b>

The number of members on the Board shall be in accordance with the provisions of the Education Act, 1995, as amended from time to time.

A member elected in a by-election to fill a vacancy on the Board of Education holds office for the unexpired term of the person in respect of whom the vacancy occurs.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.8.0</b>
<b>POLICY</b>	<b>BOARD OF EDUCATION MEMBER CONFLICT OF INTEREST</b>

The Creighton School Division Board of Education is responsible for carrying out its duties in an ethical manner while also protecting the integrity of the Board of Education as a whole. Trust and confidence in the school division can be strengthened if conflicts of interest are identified, disclosed and resolved to protect the integrity of the Board and its ethical standards.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.8.1</b>
<b>REGULATION</b>	<b>BOARD OF EDUCATION MEMBER CONFLICT OF INTEREST</b>

**Guidelines:**

1. A Board member must not use his/her membership on the Board of Education for personal or private benefit, financial or otherwise.
2. Conflict of interest solely for the purposes of this policy is defined as:
  - any situation where a Board Member's private interests may be incompatible or in conflict with their duties and responsibilities as a Member of the Board; or
  - any situation where a Board Member's membership in another organization may influence his/her carrying out of duties and responsibilities as a Member of the Board.
3. A careful review of the facts in each situation is required in order to determine whether a conflict of interest exists.

**Procedures:**

1. If a Board Member perceives a conflict of interest on any matter related to his/her role on the Board, he/she should bring the matter to the attention of the Board Chairperson prior to the meeting at which the issue is to be discussed. If the Chairperson of the Board is unable to resolve the issue of conflict of interest with the Board Member who presented it, the Chairperson will bring the matter to the Board as a whole for resolution.
2. If the Member perceiving the conflict of interest is the Board Chairman, he/she should bring the matter to the attention of the whole Board for resolution, prior to discussion of the issue at the Board table.
3. If an issue arises in which there may be a conflict of interest, the Chairperson of the Board should ask, and have recorded in the minutes, whether or not any Board Member has a conflict of interest to declare. A Board Member should declare a conflict of interest and the general nature of the conflict at the earliest opportunity.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.4.8.1 Continued</b>
<b>REGULATION</b>	<b>BOARD OF EDUCATION MEMBER CONFLICT OF INTEREST</b>

4. If a Board Member is unsure whether he/she is in a conflict of interest position, he/she should raise the issue with the Board, and the Board should determine by majority vote whether or not a conflict of interest exists; the Board Member involved should be asked to refrain from voting.
5. Any Board Member who perceives another Board Member to be in a conflict of interest position must raise the matter with the Board Chairperson. The Board Chairperson must then discuss the matter with the Board Member perceived to be in a conflict of interest position. If this discussion does not lead to a resolution, the matter shall be addressed by the whole Board, as in 1. and 4. above.
6. Any Board Member who perceives the Board Chairman to be in a conflict of interest position must raise the matter with the Board. The matter shall be addressed by the whole Board, and resolved, as in 4. above.
7. If a Board Member has declared himself/herself to be – or been found by the Board to be – in a conflict of interest position regarding a given issue, he/she should:
  - leave the Board or Committee meeting while the matter is being discussed and/or voted upon, in order to ensure that he/she does not participate in, or influence in any way, the discussion or the outcome of the vote on the issue; and
  - not attempt in any way before, during or after the meeting to influence the outcome on the issue.
8. If a Board member has been declared or found to be in a conflict of interest position and does not follow these guidelines, then the matter should be tabled until the Board member who is in a conflict of interest position does withdraw.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. III</b>	<b>4.6.1</b>
<b>REGULATION</b>	<b>BOARD OF EDUCATION POLICY DEVELOPMENT</b>

1. The adoption of new policies, or changing existing policies, is solely the responsibility of the Board of Education.
2. Policy statements will become official only after they have been formally adopted by the Board of Education at a regular or special meeting.
3. Proposals for new policies or changes to existing policies may be initiated in writing by any member of the Board of Education or by any employee of the Board of Education.
4. The Director of Education shall be responsible for the implementation of policies of the Division once they have been approved by the Board of Education.
5. The policy manual shall be developed and kept current for the information of the Board of Education members and for use by the staff.
6. When new policies or policy changes affect the day to day working conditions of the teachers and these policies are not specifically legislated in The Education Act, 1995 and Regulations or in the Teacher Local Agreement, the Board of Education shall consult with the teachers.
7. A Policy Manual shall be placed in the following locations: Division Office, Director's Office, Principal's Office, Vice-Principal's Offices, and Staff Room. Any revisions or amendments to the policy which have been adopted shall be placed in these manuals forthwith.
8. It shall be the responsibility of the Director of Education's Secretary to ensure that the Policy Manual(s) in the school and Divisions office are kept current by inserting new and revised policies as they are received.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.6.3</b>
<b>REGULATION</b>	<b>BOARD POLICY MANUAL – REVIEW</b>

It shall be the policy of the Creighton School Division to undertake a review of the policies within our Policy Manual every 3 years or as the Board deems necessary, with a view to maintaining current and relevant policies for the governing of the School Division.

All employees of the Creighton School Division will be invited to provide input with regard to any revisions or new policies they may wish to see implemented prior to this policy review.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.7.1</b>
<b>REGULATION</b>	<b>HONORARIUM, EXPENSES – BOARD OF EDUCATION</b>

1. Transportation allowance shall be paid to all members of the Creighton School Division including Board of Education members, Administration, Teachers, Support Staff, Maintenance Staff and Caretakers for attendance at Board approved out-of-town meetings or activities. Actual mileage shall be paid at the approved Board rate.
2. Accommodation costs shall be paid at actual cost.
3. A per diem allowance for meals and incidentals shall be paid to all members of the Creighton School Division as listed above for attendance at Board approved out-of-town meetings or activities. The per diem shall also apply to the required travelling time to/from an out-of-town meeting or activity.
4. The above policy does not apply when expenses are provided by another agency.
5. Teachers and school administration attending out-of-town meetings or activities as recommended by the Professional Development Committee, shall be paid at the rates as set by that Committee.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_X\_\_\_

**LEGAL REFERENC**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.8.1</b>
<b>REGULATION</b>	<b>RECOGNITION OF SERVICE – BOARD OF EDUCATION</b>

A Board member, to be eligible for a ring or comparable gift, must complete two full terms on the Board with the exception that when a Trustee leaves the Flin Flon-Creighton area before the second term is completed, the Board member may receive a ring or comparable gift at the discretion of the Board. The said presentation is to be made on an appropriate occasion.

Board members serving one year or more shall be recognized at their termination of service with a gift of appreciation.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>4.8.2</b>
<b>REGULATION</b>	<b>PUBLIC RELATIONS – RECOGNITION OF SIGNIFICANT LIFE-EVENTS</b>

The Board approves recognizing significant events in the lives of employees and Board members, both those events to celebrate and those events which **are** involve difficulties and challenges.

**Initial Hiring:** Every member of the staff shall be given a school pin accompanied by a card with the school logo and accompanying description

**Retirement:** Gifts presented to staff upon retirement

**Long Service:**

All staff with ten years or more of service will receive a gift when leaving Creighton School Division employment.

Employees of the Creighton School Division will be presented with a gold ring or comparable gift on completion of 15 years of actual service and a watch after 25 years of actual service.

**Births and Adoptions:** Gift basket or other gift for the Board or Staff member who becomes a new parent.

**Marriages:** Gift basket to the staff or board member (and new spouse) who are newly married

**Serious Injury or Surgery or Hospitalization for 5 days or more:** Gift basket to any staff or board member who experience this significant difficulty

**Deaths:** Gift basket to any staff or board member who experience the death of a spouse, children, parents, parents-in-law, siblings, siblings-in-law, grandparents, grandparents-in-law

The distribution of gifts and cards will be coordinated by the Board's committee who will provide a cost guideline for the various gifts to be approved at the annual Organizational Meeting of the Board.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** **6.10.1** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.2</b>
<b>POLICY</b>	<b>COMMUNICATION</b>

### **Overview**

Communications includes public relations, community relations, government advocacy and media relations. The goals of this policy and the related regulations are to:

- promote and enhance student learning through effective communication;
- ensure the various publics are well informed about all aspects of the Creighton School Division; and
- Ensure the School Division is a regular and credible source of reliable and valuable information.

Effective communication is open, honest, and consistent. It is also proactive and ongoing. All administration and staff need to implement this policy and its regulations on a regular basis to minimize the possibility for communication problems and to promote effective communications.

### **Audiences**

The school division recognizes and seeks to provide information to the following audiences:

- School staff members including administrators, teachers, educational assistants, community school staff, janitors, and consultants.
- School Community Councils and other school-based organizations
- Students, parents, community members, and partners and stakeholders.
- The media
- Elected members of the local, provincial, federal governments and Band Councils and their staffs

### **Messages**

- The content of messages will vary depending on the audience and the objective.
- The prevailing messages consistent in all communications will be that we have confidence in the board, administration and staff and that the Creighton School Division is a place of caring and excellence
- At budget time, the board will convey the message of its fiscal responsibility.
- In the time of a crisis, the board and staff will ensure it is doing everything it can to protect the well-being of the students and staff, and to prevent future incidents and convey that message clearly in all communication.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** ☒ **X**

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.2.1</b>
<b>REGULATION</b>	<b>COMMUNICATION</b>

There are many methods of communication that can provide valuable information. The Principal must approve all school-based communication to the public while the Director must approve all Division-based communication.

## **1. Means of Communicating**

- a) Board Minutes
  - Approved minutes of the division board meetings or a summary of the meeting will be distributed to all Board members and administrators, posted in the staff room and provided to those who request it.
- b) School Newsletter
  - The school will distribute school newsletters to parents and the general public.
  - The school will place copies in common community gathering places such as the Town Office, Post Office, Alpine, Coutts, Di's, or other locations.
- c) Division Newsletter
  - The Division will publish a newsletter in October, March and May each year to highlight school and school division activities. The newsletter will be mailed to all residents and placed in common community gathering places.
- d) School Website
  - The school will maintain its website as a current source of information and will publish school newsletters and other appropriate information.
- e) Media Releases
  - The Division or school may from time to time provide media releases to provide information or promote specific events. See Regulation 5.2.1.5 (Media Interaction) for details.
- f) Other
  - The school or division may provide information to all households through mail-outs or publication on the local radio station or in local newspapers.
  - School-based groups may produce brochures, flyers or purchase advertisements for special purposes after seeking the Principal's approval.
  - Interpersonal communications (letters, memos, emails, phone calls, meetings etc.) are a valuable method of communicating situation-specific information and to reinforce the prevailing messages of the division.

## **2. Distribution of Externally Provided Material**

Generally, distribution only includes materials from non-profit organizations, charities and division-related organizations or associations. The inclusion of these and other materials in school newsletters, or the decision to promote any activity related to these materials, is solely at the discretion of the Principal, who may refer requests to distribute sensitive or controversial material to the Board for its decision.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.2.1 Continued</b>
<b>REGULATION</b>	<b>COMMUNICATION</b>

### 3. External Surveys

The Principal may approve a group's request to survey students or staff if that survey has the potential to improve education or the general welfare of youth.

### 4. Information Requests

In many instances, receptionists may respond to request for information from the public and/or parents of prospective students. The receptionist may provide or mail the various materials or make referrals to the web site. Receptionists may also refer requests for specific information to the appropriate staff member such as teacher, principal or director.

All requests of a sensitive nature will be referred to the Principal or Director and managed according to the Freedom of Information and Privacy Act and the Education Act.

### 5. Media Interaction

The Creighton School Division believes in providing accurate information to the public in a timely manner that is not disruptive to students or to the learning environment. However, it is essential to follow a consistent process as follows:

- a) Media requests must come through the board office to the Director of Education.
- b) The Chairperson or Director shall be the spokesperson for the Division, but in consultation, they may delegate that responsibility to another spokesperson.
- c) **Media Interviews with staff** must come through the Director of Education. If the principal receives a request, it must be directed to the Director of Education. Interviews with cameras are allowed in the school only with the permission of the Director.
- d) **Media Interviews with students** may not take place on school property unless the request has been made as outlined in item 5.a and the school has obtained the permission from the parent for media to interview students. School groups who wish to provide the media with opportunities to interview students must also have the permission of the parent and of the Principal.
- e) **Media filming, videotaping or photographing** students is not permitted unless the request has been made as outlined in item 5.a and the school has obtained the permission from the parent for media to film/tape/photograph the images of students.
- f) **Media who wish to enter a building or grounds** and who are given permission by the Director to do so, shall be given an appointment with the Principal or designate. School administration will escort the media during the time within the building to prevent disruptions to the teaching/learning environment.
- g) **Media Invitations** are encouraged whenever a newsworthy event occurs. Consider student, staff, or school special accomplishments, visits of dignitaries or high-profile guests, innovative projects as well as special school events.
- h) **Advertisements** are used in a limited way and should be planned strategically and must be approved by the Principal or Director.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.2.1 Continued</b>
<b>REGULATION</b>	<b>COMMUNICATION</b>

## 6. Crisis Events

The Chairperson of the Board of Education, or designate, will serve as the spokesperson.

The board members, staff and administration will follow the guidelines described in the Creighton Community School's Tragic Events Procedural Guidelines.

In a crisis, a committee consisting of Chairman of the Board, the Director of Education, the Principal, and the school counselor will manage all communications aspects of the crisis, including preparing the spokesperson, the information flow, and possibly a phone-in-line.

- The committee will prepare fact sheets to distribute to all members of the Board of Education, the staff, and others as appropriate (media, students, parents, etc.) to provide the known facts as appropriate and to establish the channels of communication.
- The committee may also communicate information using advertisements, media releases, staff meetings, public meetings, a communication centre, a phone-in hotline, or the internet and email.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY**   X  

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.3.1</b>
<b>REGULATION</b>	<b>DIRECTOR OF EDUCATION</b>

In accordance with provisions of the Education Act (1995) the Board shall appoint a Director of Education and shall designate the Director to be the Chief Executive Officer of the Board of Education.

The Board shall maintain a role description for the Director which shall include all duties and responsibilities specified in the Education Act (1995) as well as any other duties or responsibilities assigned to the Director by the Board.

All communications to and from this school division or within this division related to any aspect of the Director's role description shall be promptly brought to the attention of the Director.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>5.3.2</b>
<b>REGULATION</b>	<b>DUTIES OF THE DIRECTOR OF EDUCATION</b>

- I. The Director of Education shall be the chief executive officer of the Creighton School Division No. 111. In this position, as authorized by the Board of Education, he or she shall have responsibility for the organization, management and supervision of the school division.
- II. In addition to powers and responsibilities vested in him or her by The Education Act, 1995, and related Acts and regulations pertaining thereto, the Board of Education assigns the following duties:
  1. manage and direct the affairs of the Creighton School Division under policies and regulations established by the Board of Education of the division;
  2. attend all Board of Education meetings and Board of Education committee meetings whenever possible;
  3. advise the Board of Education on matters arising in all areas of Board of Education jurisdiction, and recommend actions and appropriate policies to the Board of Education in these areas;
  4. implement or facilitate the implementation of the actions and policies adopted by the Board of Education;
  5. co-ordinate and integrate educational programs, physical facilities, and financial and human resources within the School Division;
  6. provide leadership and foster conditions which will ensure the improvement of the educational program, the efficient use of resources, and effective performance of personnel;
  7. determine present and future educational needs of the School Division and take appropriate action to meet those needs;
  8. provide for the evaluation of all School Division personnel and other aspects of the educational system, and provide reports to the Board of Education which will keep it informed on school system operations and developments;

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>5.3.2 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE DIRECTOR OF EDUCATION</b>

9. establish supervision and evaluation procedures for personnel, and make recommendations to the Board of Education regarding appointments, dismissals, demotions, suspensions, retirements, leaves of absence, transfers, and promotions;
10. communicate personally, or through delegation, all decisions of the Board of Education relating to personnel;
11. direct the preparation of the School Division budget and ensure that the Board of Education is provided with adequate background information so as to facilitate its adoption;
12. administer the budget, as adopted by the Board of Education, in accordance with legal requirements and Board of Education policies; more specifically the Director will provide financial oversight by:
  - a) collaborating with the Secretary Treasurer to establish the school division budget
  - b) collaborating with the Principal to establish the school budget
  - c) monitoring school and division budget expenditures
13. establish and maintain open and reliable channels of communication for the Board of Education, its employees, the public, Saskatchewan Learning, and other agencies and groups that may be affected by decisions of the Board of Education;
14. assume responsibility for curriculum and program implementation, supervision and evaluation; more specifically the Director will perform the following duties:
  - a) evaluate teacher performance in accordance with and for the purposes as outlined in Board of Education policy;
  - b) study and consider new programs and materials and advise teachers and principals on current curriculum and program development;

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.3.2 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE DIRECTOR OF EDUCATION</b>

- c) ensure that the implementation of new programs is effected and that existing programs are maintained in accordance with Saskatchewan Learning requirements and regulations;
  - d) ensure that authorized textbooks are utilized for all Saskatchewan Learning programs;
  - e) provide direction and guidance to administrators and teachers so as to facilitate the delivery of curriculum, program and services to students within the school system;
  - f) initiate and participate in professional development activities designed to improve the teaching-learning process within the School Division;
15. Coordinate the staff development of all school division staff including:
- a) Collaborating with the Professional Development Committee to establish direction and goals for staff development.
  - b) Integrating the staff supervision process with professional development.
16. Manage and direct the school division's maintenance program by:
- a) Providing direct supervision of maintenance and custodial staff
  - b) Establishing and continually prioritizing a list of maintenance items
  - c) Receiving and managing tenders and estimates for contracted services
17. Establish bus routes and provide ongoing communication with bus contractor to maintain and /or negotiate changes to transportation contract.
18. Administer the special education program of the School Division by:
- a) Organizing regular special education review (MAPS) meetings

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.3.2 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE DIRECTOR OF EDUCATION</b>

- b) Monitoring special education programs and revising them as needed
  - c) Maintain accurate and current School Division and Saskatchewan Government Special Education records of designated students.
- 19. Participate in the hiring process for all school division staff.
- 20. Provide for procedures to enable the effective implementation of the initiatives related to the provincial Continuous Improvement Framework (CIF); specifically
  - a) Board strategic planning, monitoring and reporting
  - b) School Continuous Improvement Plan Cycle
  - c) School Community Council
  - d) Assessment for Learning Program
- 21. Perform such other tasks and duties as may be assigned by the Board of Education, in keeping with The Education Act, 1995, the Regulations thereto, and other pertinent legislation, within the administrative scope of the position.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.3.5</b>
<b>REGULATION</b>	<b>DIRECTOR'S ROLE – HIRING STAFF</b>

The Director shall establish a procedure for the appointment of all personnel.

### **Recruitment**

- a) The Director shall determine and administer the candidate recruitment and selection procedures.
- b) After preparation of a screened short-list of candidates, the Director and/or his designates may conduct interviews of these candidates. Members of the Personnel Committee or other Board members who wish to attend shall be designates of the Director.
- c) After all short-listed candidates have been interviewed, the Director or his designate shall make an offer to the choice of the best candidate, in accordance with the provisions of the Education Act, 1995.

**BOARD APPROVED:**

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**NEW POLICY  
REPLACES POLICY  
LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.5.1</b>
<b>REGULATION</b>	<b>DUTIES OF THE SECRETARY- TREASURER</b>

In addition to those duties assigned under The Education Act, 1995, the Secretary-Treasurer of the Creighton School Division shall:

1. receive, deposit, and disburse all School Division funds;
2. maintain current records of financial transactions in the School Division, in accordance with accepted accounting practice;
3. prepare and submit tuition fee billings to other divisions, review and approve tuition fee payments to other school divisions, and maintain an accurate record of students placed in other school divisions;
4. examine and prepare a list of all accounts for authorization for payment by the Board of Education at its meetings and proceed with the payment of accounts after they have been approved;
5. prepare, in consultation with the Director of Education, Agendas for Board of Education meetings and Board of Education Committee meetings, as well as record the proceedings of all such meetings;
6. prepare, in consultation with the Director of Education, a draft budget for the consideration of the Board of Education;
7. administer, in consultation with the Director of Education, budget control after the budget has been finalized and approved by the Board of Education;
8. prepare financial statements from time to time for the Board of Education, as well as such other reports as they may require;
9. prepare and submit such reports and forms as are required by the Board, Saskatchewan Learning and other agencies;
10. proceed with the general management of the School Division's maintenance program;

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.5.1 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE SECRETARY- TREASURER</b>

11. prepare and implement contracts with other agencies;
12. exercise general management, in consultation with the Director of Education and the Principal or his/her designate, of the conveyance of school children on behalf of the School Division;
13. act as the purchasing agent for the Board of Education;
14. participate, on behalf of the Board of Education, in wage and contract negotiations, as required;
15. exercise complete responsibility for all School Division payrolls;
16. assist in the maintenance of good public relations on behalf of the Board of Education;
17. supervise all matters with respect to the acquisition or disposal of all real property of the School Division;
18. assume responsibility for the overall control of inventory in the School Division;
19. maintain a computerized data processing system to meet the needs of the School Division;
20. administer and supervise the School Division's insurance program;
21. maintain an appropriate, updated filing system for the School Division, and store in a safe place all Board minutes, titles, personnel records, and all other legal documents of the School Division;
22. assume responsibility, in consultation with the Director of Education, for School Division Office management;
23. prepare all money by-laws as required by the School Division;
24. develop financial forecasts as required;

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.5.1 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE SECRETARY- TREASURER</b>

25. advise the Board on all matters pertaining to the business affairs of the Division;
26. notify, by the deadline set annually by the Minister of Education, the Town of Creighton, the Northern Village of Denare Beach, and Saskatchewan Community Services, of the mill rate;
27. forward by mail, on or before June 1 in each year, a certified copy of the auditor's report and the financial statement of the Division to the Town of Creighton, the Northern Village of Denare Beach, and Saskatchewan Community Services;
28. prepare an annual statement of public accounts;
29. obtain and maintain copies of legislative materials pertaining to the operation of the division, and become familiar with their provisions;
30. ensure the continuity of Board office operations; and
31. assume other duties as may be assigned by the Board of Education or the Director of Education, in keeping with The Education Act, 1995, the Regulations thereto, and other pertinent legislation, within the administrative scope of the position.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.5.3</b>
<b>REGULATION</b>	<b>ACCUMULATED TIME – SECRETARY-TREASURER</b>

As the position of Secretary-Treasurer requires from time to time working beyond set office hours, such extra hours worked will be considered regular working hours of the employee and the hours so worked will not be accumulated for time off with pay.

When the Secretary-Treasurer is requested by the Board of Education to attend out-of-town weekend meetings, the employee shall be entitled to take that number of days involved in being in attendance at the meeting as days off.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.5.4</b>
<b>REGULATION</b>	<b>TIME OFF – BOARD OF EDUCATION OFFICE STAFF</b>

With regards to requests from the Secretary-Treasurer and the Administrative Assistant for time off which are deemed by the Board as not applicable to sections in the agreement covering time off, the Board reserves the right to consider each request on its own merit as to granting of time off.

A decision may result in the granting of time off or not, and at a deduction of full salary, or if deemed appropriate by the Board, at no loss of salary for up to two (2) days per year, or at a deduction of 50% of daily salary for up to two (2) days per year.

The Board would like to clarify that under this regulation a decision to grant time off, regardless of salary deduction, will ordinarily be limited to a maximum of four (4) days, per calendar year per employee.

The Board Chairman or the Chairman of the Personnel Committee shall be able to give employees in the Board Office permission to be absent from duty, with the Board dealing with the situation at the next meeting, as to the employee receiving the time off, with or without pay.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**\_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.6.0</b>
<b>POLICY</b>	<b>CONCERNS &amp; COMPLAINTS</b>

In general, when individuals associated with the Creighton School Division community have a concern or a complaint, it is best dealt with through direct communication, which should include all persons involved with the issue.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.6.1</b>
<b>REGULATION</b>	<b>CONCERNS &amp; COMPLAINTS</b>

In general, concerns and complaints are best dealt with if the person who has the concern or complaint speaks directly with the other person whose action(s) have given rise to the concern or complaint. For example, if one staff member has a concern involving another staff member, they should speak directly to that other staff member. Teachers should speak directly with students when they have concerns. Parents should communicate directly with Teachers when they have concerns about their child's performance in school.

In most instances, when a concern or a complaint is brought to an individual, such as the Director of Education, the Principal, a Division Board Member, or other staff member, the person who is raising the issue should be referred to the person whose action(s) have given rise to the concern or complaint. In the event that the person is reluctant to speak directly to that person, they should be referred to the level of administration that is immediately above the person whose action(s) have given rise to the concern or complaint. That person should then attempt to resolve the matter. For example, if a parent is concerned about an action that a Teacher has taken with regard to their child, and brings this concern to the Director of Education, the Director should refer the parent to the Teacher. In the event that the parent is reluctant to speak to the Teacher about the concern, the Director should then refer them to the Principal, who is the person at the next highest administrative level. The Principal should then undertake to resolve the issue.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.0</b>
<b>POLICY</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

**Compliance with the provisions of this policy is a condition of employment or continuation of contract.**

The Board of Education believes that every individual has the right to perform his or her duties of employment free from harassment and sexual harassment in the workplace.

1. The Board of Education does not condone harassment or sexual harassment of any kind and expects its employees and any other individuals on school premises or at school sponsored events not to participate in, nor to condone such behavior.
2. The Board of Education has established this harassment and sexual harassment policy for the following reasons:
  - a) Every employee is responsible for being sensitive to the impact as well as the intent of his or her actions.
  - b) Students, teachers, and others who work in the school have the right to protection from all forms of harassment.
  - c) Victims of harassment must have avenues of recourse available to them without fear of reprisal.
  - d) All employees of the Board of Education who commit acts of harassment should be liable to disciplinary action, up to, and including, dismissal without notice, and
  - e) The Board of Education is committed to make every reasonable practicable effort to ensure that no employee is subjected to harassment.

This policy is designed to:

- a) increase employee awareness of the issues
- b) encourage complainants to report all incidents
- c) assure all employees of protection from reprisal
- d) provide a redress mechanism for complaint investigation, and
- e) guarantee employees a fair investigation of any complaints.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.0 Continued</b>
<b>POLICY</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

The Board of Education is committed to:

- a) making every reasonable effort to ensure that no employee is subject to harassment
- b) taking corrective action respecting any person under the Board's direction who subjects any employee or other person to harassment.

**Application of this Policy**

In the event of a conflict between any provisions of this policy and applicable law, the applicable law shall apply:

- 1. This policy may be modified at any time by the Board of Education. Notice of any changes to this policy shall be communicated to employees.
- 2. The Secretary Treasurer, upon initiation of contract services, shall provide a copy of Policy 5.7.0 and Regulation 5.7.1 to the Contractor.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

### **Definitions**

Harassment is any objectionable conduct, comment or display by a person that:

- is directed at an individual
- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, physical size or weight, age, nationality, ancestry or place of origin, and constitutes a threat to the health or safety of the individual.

Sexual harassment is any sexually oriented practice that:

- endangers an individual's continued employment
- negatively affects an individual's work performance
- creates an employment consequence
- creates an offensive working environment or interferes with job performance, or
- undermines the individual's sense of personal dignity.

Sexual harassment may include but is not limited to:

- a demand for sexual favors from an employee by a person in a position of authority
- indication by a person in a position of authority that sexual favors are a condition of employment or advancement in employment
- physical assault such as deliberate touching, grabbing, pushing or unsolicited physical contact including leaning over, pinching or patting,
- repeated and unwanted sexual comments, suggestions which are found objectionable or offensive and cause discomfort on the job
- persistent propositions, invitations or uninvited pressure for dates
- gender based insults and taunting
- display of suggestive pictures or other material
- uninvited letters, telephone calls or other communications, or
- leering or whistling.

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

### **Prevention**

The Board of Education recognizes the importance of the prevention of harassment and sexual harassment and is committed to:

- clarifying its objectives with respect to harassment and sexual harassment through communication and consistent application of this policy, and
- supporting specific programs of education and awareness on harassment and sexual harassment.

The school is encouraged to set up a committee composed of teaching and non-teaching staff who will undertake to become informed concerning harassment issues and to provide support and information to persons in the school who may be subject of harassment.

The Board of Education may establish a committee composed of the following representatives:

- the Director of Education
- a Board member
- an in-school Administrator
- two teaching staff members
- two members of the non-teaching staff.

The committee shall:

- gather information concerning developments in the areas of preventing harassment and methods of dealing with complaints of harassment at schools and in the workplace
- gather and circulate up-to-date information concerning community resources available to deal with harassment
- make recommendations to the Board concerning inservice needs in the school division for students, teaching, administrators and non-teaching staff
- provide support and encouragement to school committees set up to deal with harassment issues
- provide support and expertise to school personnel involved in the investigation of complaints of harassment.

**BOARD APPROVED:**

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**NEW POLICY  
REPLACES POLICY  
LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

### **Work Rules Concerning Harassment and Sexual Harassment**

**No employee shall harass in any way any person while in the employ of the Board of Education.**

### **Procedures for Complaints**

#### **A. Reporting**

Any employee who has been harassed is advised to immediately tell the harasser to stop. If an employee knows or suspects harassment is happening to a co-worker the employee is encouraged to:

- support the co-worker, and
- encourage the co-worker to report the harassment as soon as possible to the appropriate authorities

If an employee cannot confront the harasser, or if the harassment continues, the employee is advised to promptly report the conduct by:

- making an informal complaint to the employee's supervisor, or
- making a complaint in writing to any one of the following persons:
  - the employee's supervisor
  - the Principal of the school
  - the Secretary-Treasurer, or
  - the Director of Education

#### **B. Informal Complaint**

If an employee makes an informal complaint, the supervisor may:

- speak directly with the alleged harasser and attempt to resolve the situation in an informal manner
- advise the complainant to contact the alleged harasser by letter in order to discourage the alleged harasser from further harassment, or

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

- if either party requests mediation and if both parties are willing, arrange for mediation of the complaint, or
- if no other alternative way of dealing with the complaint appears to be reasonable, advise the employee to make a formal written complaint.

The supervisor or person to whom the alleged harassment is reported shall make a written record summarising the complaint and its resolution.

### **C. Formal Complaint and Investigation**

1. If an employee chooses to make a formal complaint, the written complaint should be as detailed as possible and should include the following information:
  - where and when the incident occurred
  - what exactly was said and done
  - whether there were any witnesses
  - any other details of the situation
2.
  - a) The person receiving the complaint, if other than the Director of Education, shall immediately report the complaint to the Director of Education.
  - b) In the event the Director of Education is the subject of the complaint or is the complainant, the person receiving the complaint shall report it directly to the Chairperson of the Board of Education who shall immediately bring it to the attention of the Board of Education.
3.
  - a) Immediately upon receipt of the complaint, an investigation of the complaint will be undertaken by the Director of Education or another person whom the Director may designate to act in his place
  - b) In the event the Director of Education is the subject of the complaint or is the complainant, the Board of Education shall appoint another person to be in charge of the investigation.

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

The person who investigates the complaint shall:

- a) Notify the alleged harasser of the complaint and provide the alleged harasser with information concerning the circumstances of the complaint including a copy of the written complaint.
- b) Request the alleged harasser to respond in writing to the complaint.
- c) Interview the complainant, the alleged harasser, and any other persons who may have knowledge of the conduct complained of.
- d) Make a written record of the complaint and the results of the investigation of the complaint to the Board of Education, and
- e) Inform the employee and the alleged harasser in writing of the results of the investigation.

At any stage of the investigation the complainant and the alleged harasser may choose to be accompanied by a friend, union representative, association representative or other person of their choice.

Either party may, after receiving the results of the investigation, make a further submission in writing and such written submission shall be placed in the file.

All records relating to the complaint and investigation shall be kept on file for five years and then shall be transferred to a secured confidential file in the Board of Education office.

#### **D. Other Proceedings**

Nothing in this policy shall be construed as preventing an employee from dealing with an incident of harassment or sexual harassment by:

**BOARD APPROVED:**

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**NEW POLICY  
REPLACES POLICY  
LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

- a) Filing a complaint with a professional organization or through a union as a grievance.
- b) Filing a complaint under **The Saskatchewan Human Rights** code, which provides in Section 9 and 16 that persons shall not be discriminated against in business or employment.
- c) Filing a complaint with an occupational health officer pursuant to **The Occupational Health and Safety Act, 1993** which provides in Section 3 that employers shall ensure so far as reasonably practicable that employees are not exposed to harassment.
- d) Reporting the incident to the police or other authorities if the circumstances so warrant, or
- e) Taking any other steps available under any other statute or law.

### **Corrective Action**

Where harassment or sexual harassment has been substantiated, the Board of Education shall take appropriate corrective action to resolve the complaint, which may include compensation to the complainant for loss of benefits. If a loss has been incurred by a complainant such as demotion or denial of a promotion, the complainant shall be restored to his or her rightful position.

### **Disciplinary Action**

If an employee violates the provisions of this policy, appropriate disciplinary action will be taken, from verbal reprimands up to and including termination of employment.

- a) Factors to be considered in determining the severity of the disciplinary action may include, but are not limited to:
  - the severity of the harassment
  - the persistence of the harassment, and
  - whether or not the harasser displays co-operation and willingness to change.

**BOARD APPROVED:**

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**NEW POLICY  
 REPLACES POLICY  
 LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.1 Continued</b>
<b>REGULATION</b>	<b>HARASSMENT AND SEXUAL HARASSMENT – EMPLOYEES AND CONTRACTORS</b>

- b) If retaliation has occurred the disciplinary action will be more severe than if retaliation had not occurred. If a work transfer is an outcome of the case, the harasser will be transferred, not the complainant.

### **Confidentiality**

Receipt of a complaint will be held in strict confidence. The Board of Education will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective or disciplinary action with respect to the complaint, or required by law.

### **Complaints Made in Good Faith**

Where harassment has not been substantiated, no action will be taken against an employee who has made a complaint in good faith.

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**NEW POLICY  
REPLACES POLICY  
LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.2</b>
<b>POLICY</b>	<b>VIOLENCE</b>

**Compliance with this policy is a condition of employment or contracting.**

The Board of Education of the Creighton School Division 111 of Saskatchewan has, pursuant to section 14 of *The Occupational Health and Safety Act, 1993* developed this policy, in consultation with its staff members and students, to deal with violence against staff members and students in the school. This policy will be reviewed every three years or when required by changing circumstances.

#### **A. Purposes**

1. The Board of Education believes that every staff member and student has the right to perform his or her functions in a school that is safe.
2. The Board of Education is committed to making every reasonable effort to minimize or eliminate the risk of violence against all staff members and students.

#### **B. Objectives**

The Board of Education recognizes that its staff members and students may, in certain circumstances, be at risk of acts of violence by fellow workers, pupils, parents of pupils, or others. The Board of Education implements this policy to foster and maintain a safe environment for its students and employees. This policy demonstrates the Board's commitment to:

1. increase the awareness of staff members and students of potentially violent situations;
2. encourage staff members and students to report all incidents of violence against staff members and students in the school;
3. provide for prompt investigation into complaints;
4. take effective measures to minimize or eliminate the risk of violence against all staff members and students in the school; and
5. administer fair and consistent disciplinary or corrective action in response to violent incidents.

#### **C. Definitions**

This policy uses the following definition of violence developed in 1997 by Irene Macdonald of the University of Alberta's Department of Educational Policy Studies:

"Violence is the actual or threatened use of physical, verbal, sexual or emotional power, intimidation or harassment, by or against individuals or groups which results in physical and/or psychological harm or is harmful to the social well-being of an individual or group."

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.3</b>
<b>REGULATION</b>	<b>INFORMING STAFF AND STUDENTS ABOUT VIOLENCE</b>

The following procedures have been developed to inform staff members and students who may be at risk of violence about those risks. These risks were identified during the risk assessment conducted by the Board of Education in December 1998.

1. This policy will be made available to all staff members and students of the Division.
2. In-service training will be provided on an ongoing basis to all staff members and students who may be at risk of violence.

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.4</b>
<b>REGULATION</b>	<b>REPORTING VIOLENT INCIDENTS</b>

1. All staff members and students have a responsibility to assist the Board in providing a safe school environment. To achieve this objective, all staff members and students shall promptly communicate issues relating to the risk of violence and related problems to the Principal or his or her designate.
2. Staff members and students must immediately report all incidents of violence to the Principal of the school or his or her designate, as the case may be.
3. Every staff member or student who has been the victim of a violent incident shall complete a Violent Incident Report Form.
4. The Principal shall inform appropriate persons of reports of violent incidents.

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.5</b>
<b>REGULATION</b>	<b>INVESTIGATING VIOLENT INCIDENTS</b>

Nothing in this policy shall be construed as preventing an employee from dealing with the violent incident by filing a complaint with a professional organization or union, reporting the incident to the police or other authorities, or taking any other steps available under any other statute or law. However, all violent incidents and complaints of violence will be investigated using the following procedures.

**1. Informal Complaints**

If a student or staff member makes an informal complaint the supervisor may:

- a) Speak directly with the alleged perpetrator and attempt to resolve the situation in an informal manner;
- b) advise the complainant to contact the alleged perpetrator by letter in order to discourage the alleged perpetrator from further harassment;
- c) if either or both parties request mediation, arrange for mediation of the complaint; or
- d) if no other alternative way of dealing with the complaint appears to be reasonable, advise the complainant to make a formal written complaint

The supervisor or person to whom the informal complaint was made shall make a written record summarizing the complaint and its resolution.

**2. Formal Complaint**

- a) The formal complaint shall be made using the violent incident report form and should be as detailed as possible.
- b) The person receiving the complaint, if other than the Director of Education, shall immediately report the complaint to the Director of Education. In the event that the Director of Education is the subject of the complaint or is the complainant, the person receiving the complaint shall report it directly to the Chairperson of the Board of Education who shall immediately bring it to the attention of the Board of Education.
- c) Immediately upon receipt of the complaint, the Principal shall investigate the complaint or designate a person to investigate in his or her place. The Principal shall:

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.5 Continued</b>
<b>REGULATION</b>	<b>INVESTIGATING VIOLENT INCIDENTS</b>

- i) notify the alleged perpetrator(s) of the complaint and provide him or her with information concerning the circumstances of the complaint, including a copy of the written complaint;
  - ii) request the alleged perpetrator to respond in writing to the complaint
  - iii) interview the complainant, alleged perpetrator, and any others who may have knowledge of the incident;
  - iv) make a written record of the complaint and the ensuing investigation, and if he or she deems it necessary, report it to the Director of Education for referral to the Board; and
  - v) inform the complainant and the alleged perpetrator in writing of the results of the investigation.
- d) If the Director of Education is the subject or complainant in the complaint, the Board of Education shall appoint another person to be in charge of the investigation.

At any stage of the investigation the complainant and alleged perpetrator may choose to be accompanied by a friend, union representative, association representative or other person of their choice.

Either party may, after receiving the results of the investigation, make a further submission in writing and that submission shall be placed in the file.

All records relating to the complaint and investigation shall be kept on file for five years and then shall be transferred to a secured confidential file in the Board of Education office.

### **3. Action**

If the perpetrator is a staff member or student, the Principal or Board shall:

- a) take disciplinary action appropriate to the severity of the incident;
- b) take corrective action which may include counseling or other assistance;
- c) take all reasonable measures available to minimize the risk of the staff member or student being exposed to a recurrence of the incident; and
- d) if the incident warrants, report the incident to the police.

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.5 Continued</b>
<b>REGULATION</b>	<b>INVESTIGATING VIOLENT INCIDENTS</b>

If the perpetrator is a person other than a person mentioned in Section 1, the Principal or Board shall:

- a) if the incident warrants, report the incident to the police; and
- b) take all reasonable measures necessary to minimize the risk of the student or staff member being exposed to a recurrence of the incident.

**BOARD APPROVED:**

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.6</b>
<b>REGULATION</b>	<b>MINIMIZING AND PREVENTING RISKS OF VIOLENCE</b>

The Board of Education recognizes the importance of preventing violence and is committed to providing resources and programs to reduce the risk of violence in its schools. The building and sustaining of safe schools has included activity in the following areas:

**1. Promoting a Positive School Environment**

Staff members and students under the Principal's leadership will design, implement and participate in activities that promote a positive atmosphere and pride in the school.

**2. Student Conduct**

- a) violence prevention curricula will be offered to all students.
- b) students will be encouraged to participate in developing a code of conduct
- c) students will be made aware of the ill effects of violence and possible consequences if they engage in violent acts

**3. Staff Awareness:**

- a) System-wide in service programs will be offered on an ongoing basis as required for staff members about the variety and complexity of violence-related problems in schools.
- b) Training programs shall be offered to staff members and students who are regularly in contact with students who have a history of or propensity for violent behavior so that those staff members and students will develop skills to deal with situations they may encounter in performing their duties related to those students.
- c) Staff members shall be notified of any potentially violent Young Offenders attending Creighton Community School, in accordance with the regulations of the *Youth Justice Criminal Act*.

**4. Threat Assessment and Response Plan**

The principal, in consultation with staff and others with expertise, shall develop a plan for a school-wide response to a significant threat (violence, chemical spill, extreme weather, etc.) The plan will be communicated appropriately to staff and reviewed regularly for effectiveness.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.7.7</b>
<b>REGULATION</b>	<b>Harassment of Staff by Community Member</b>

## 1. Overview

- 1.1 At Creighton School Division, we believe that our community members have a right to be heard, understood and respected.
- 1.2 We also believe that our staff and teachers have the right to work in a safe environment, free from any abuse or harm caused by others.
- 1.3 We expect all community members to treat our staff and teachers with courtesy and respect at all times.
- 1.4 In a small number of cases the actions of some community members become unacceptable because they involve abuse of our staff and teachers and/or our processes.
- 1.5 We do not view an action as unacceptable, just because a person is forceful or determined. However, we do consider actions that result in unreasonable demands and/or abusive behaviour to be unacceptable.
- 1.6 There are a range of actions we consider to be unacceptable, which can be best grouped as follows:
  - Aggressive or abusive behaviour; and
  - Unreasonable demands and/or unreasonable levels of contact.

## 2. Aggressive or abusive behavior

- 2.1 We understand that people can become angry when they feel that matters about which they feel strongly are not being dealt with as they wish. If that anger escalates into aggression or abuse towards our staff or teachers, we consider that unacceptable.

2.2 Aggressive or abusive behavior includes language (either verbal or written) that may cause staff or teachers to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness. We also consider inflammatory statements, remarks of a discriminatory nature and unsubstantiated allegations, to be abusive behaviour. Where a community member is aggressive or abusive, we may decide to:

- Advise the community member that we consider their actions offensive, unnecessary and unhelpful and ask them to stop;
- End telephone calls / appointments / meetings;
- Terminate all direct contact with the community member;
- Notify the police. This will always be the case if physical violence is used or threatened; and
- Take any other action that we consider appropriate to the circumstances.

### 3. Unreasonable demands and / or unreasonable levels of contact

3.1 A demand becomes unacceptable when it starts to impact excessively on the work of our staff and teachers, or when dealing with the matter takes up an excessive amount of time.

3.2 Where a community member is unreasonably demanding, repeatedly contacts us in person, by phone, email etc., contacts various persons about the same issue, raises the same issue repeatedly, or sends us large numbers of documents about which the relevance is not clear, we may decide to:

- Limit contact to telephone calls from the person at set times on set days;
- Restrict contact to a nominated member of staff who will deal with future calls or correspondence;
- See the person by appointment only;
- Restrict contact to written correspondence only;
- Refuse to deal with further correspondence and return any documents;
- Advise the person that further irrelevant documentation will be destroyed; and
- Take any other action that we consider appropriate to the circumstances.

#### 4. Taking action

4.1 Before we take any action, we will give the community member the opportunity to modify their behaviour. If the behaviour continues, we will take action as set out in this document.

4.2 Community Members will be told why a decision has been made, what the alternative arrangements will be and the length of time that these restrictions will be in place.

BOARD APPROVED:

NEW POLICY \_\_\_X\_\_\_

REPLACES POLICY \_\_\_\_\_

LEGAL REFERENCE \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.8.1</b>
<b>REGULATION</b>	<b>COMPUTER PURCHASE ASSISTANCE PLAN</b>

As a means of facilitating the broader support for multi-media computer use in the school curricula, the Board of Education agrees to provide interest-free loans to assist in the purchase of appropriate computers and peripherals in accordance with the following conditions:

1. Any regular employee or Board member of the school division shall be eligible for participation in the plan.
2. Any plan member shall be eligible for an interest-free loan to be used solely for the purchase of a multi-media type computer and peripherals (e.g. monitor, printer).
3. This loan shall be not more than \$3,000 and shall be repaid by equal regular installments with provision of payroll deductions over a period of 24 months.
4. As a further condition for receiving the loan, the plan member must agree to a promissory note setting out the amounts and schedule for repayment installments and agreeing to monthly payroll deductions. The member must also agree that in the event that the employment of the member with this school division ends, the outstanding balance of the loan shall be repaid immediately and any outstanding wages or salary may be withheld by the school division and applied to the outstanding balance. Any remaining unpaid balance shall be payable with an additional interest of Royal Bank prime plus 2 per cent per annum.
5. The Board resolves to complete a review of this policy on a regular basis.

The following procedures are intended to allow plan members greater flexibility and freedom to purchase products, which will most closely satisfy the desire of each plan member, given the wide variation in products and vendors available.

1. While plan members are encouraged to purchase locally, they may choose to purchase from any vendor of their choice to satisfy their selection of products and prices. However, each plan member is required to purchase the computer and peripherals on not more than three invoices from one or more vendors.

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**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.8.1 Continued</b>
<b>REGULATION</b>	<b>COMPUTER PURCHASE ASSISTANCE PLAN</b>

2. Upon signing of the required promissory note and submission of a properly itemized invoice from the vendor of the plan member's choice, the school division will issue to the plan member the loan amount as set out in the purchase invoice(s), including any taxes and shipping costs payable by the plan member. The plan member will have to provide proof of purchase within thirty days.

**BOARD APPROVED:**

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<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.9</b>
<b>Regulation</b>	<b>Leave for Jury or Witness</b>

**Jury Or Witness Duty Leave**

An employee who is absent from work as a result of being subpoenaed to be a witness in court or of being required to serve on a jury will be paid his/her normal salary while absent subject to the following conditions:

- 1) The employee shall pay to the Board any remuneration other than expenses, which he/she receives, for such absence. With respect to the Court of Queen's Bench, the employee, if appearing as a witness, shall make application in accordance with "The Queen's Bench Fees Regulations" for witness fees; and
- 2) The employee shall notify the Board as soon as possible after receipt of notice for such absence.
- 3) This provision does not apply to an employee:
  - a) who has a direct interest in the outcome of any proceedings; or
  - b) who appears as an accused in any proceedings.

**BOARD APPROVED: November 7, 2007**

**NEW POLICY \_\_X\_\_**

**REPLACES POLICY \_\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.10.1</b>
<b>REGULATION</b>	<b>DISTRIBUTION OF EMPLOYMENT INFORMATION</b>

On appointment to staff, an employee shall be given copy(ies) of current applicable contract(s).

**BOARD APPROVED:**

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**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.12.0</b>
<b>POLICY</b>	<b>COMMUNICABLE DISEASE</b>

The well-being and rights of pupils and employees shall be duly considered in all educational work environments. It is the policy of the Board of Education to protect students and employees from risk of contagion by communicable diseases in this division.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.12.1</b>
<b>REGULATION</b>	<b>COMMUNICABLE DISEASE - PUPILS</b>

In a case where the health of a pupil is suspect:

- a) The teacher may exclude from his/her classroom any pupil suspected to be suffering from, or of being convalescent from or in contact with, a communicable disease. Any teacher who suspects any of the above shall immediately inform the Principal who will advise the Public Health Office and Director of Education.
- b) Upon receipt of information that a pupil infected with a communicable disease is enrolled in the school system, the Principal shall consult with and follow the advice of the Medical Health Officer. The Medical Health Officer shall be requested to consult with the pupil's parent/guardian, the attending physician, the school Principal and Director of Education. Such consultation should concern the care of the infected student and the other students at school.
- c) Upon recommendation of the Medical Health Officer, the pupil will be readmitted to school.
- d) An infected pupil shall not be excluded from the regular educational program except on the recommendation of the Medical Health Officer.
- e) Where an infected pupil is excluded from the school, a reasonable attempt shall be made to provide an alternate education program.
- f) Dissemination of information regarding the infected pupil shall be restricted to those who need to know, as determined by the Principal and Director of Education.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.12.1.1</b>
<b>REGULATION</b>	<b>COVID-19</b>

## **COVID-19**

### **Background**

On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, provincial guidelines have been developed to inform local planning. This procedure has been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

### **Procedures**

#### **1. General Guidelines**

- 1.1 When practical, physical distancing between individuals should be maintained. If this is not possible, other measures should be used, such as self-monitoring of personal health.
- 1.2 Proper hand hygiene is expected from all employees. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose and eyes.
- 1.3 Employees are encouraged to bring their own hand sanitizer for personal use to supplement what the school division will be providing.
- 1.4 Except when in close contact with a sick student, masks and eye protection are not required. However, if an employee feels more comfortable wearing a mask while at work, they are permitted to bring their own.
- 1.5 Employees shall limit physical contact throughout the school day and avoid close greetings such as handshakes.
- 1.6 Employees are expected to keep workspaces clean and free from clutter.
- 1.7 Employees are expected to keep their own desk space clean and sanitized. Disinfectants will be provided by the school division.
- 1.8 Sharing food, drinks or other personal items is to be avoided.
- 1.9 Employees shall not enter private residences or provide personal transportation to students.
- 1.10 Employees shall avoid unnecessary travel.

## **2. Guidelines for Illness (Staff)**

- 3.1 All employees are expected to self-monitor for COVID-19 symptoms. It is recommended employees use the online Saskatchewan COVID-19 Self-Assessment Tool at <https://public.ehealthsask.ca/sites/COVID-19/>.

Common symptoms include:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing

- 3.1 If an employee has symptoms of COVID-19 illness they are to stay home. The employee must request their absence using the normal process established at the school level and enter the absence into Atrieve. If the employee does not have sufficient sick leave they are to contact the Superintendent of Human Resources for direction.
- 3.1 If an employee has symptoms unrelated to COVID-19 they are to report to work.
- 3.1 If an employee feels well but is at a high risk of severe illness from COVID-19 the employee is to contact their principal/supervisor and the Superintendent of Human Resources.

## **3. Guidelines for Illness (Student)**

- 3.1 If a student is found to be presenting with the common symptoms of COVID-19 (see 2.1):
- The staff member that first identifies the symptoms must maintain appropriate distancing of themselves and others and contact school administration immediately.
  - School administration, while wearing appropriate medical masks and eye protection is to escort the student to the isolated cubical in the main office of the school.
    - In a respectful manner that protects the privacy of the student; and,
    - In a manner that is as safe as possible for the staff members and other students and staff.

- In all interactions with the student, staff members shall
  - Maintain physical distancing from the student as much as possible
  - Wear a medical mask and face shield;
  - Avoid contact with the student's respiratory secretions;
  - Provide the student with a face shield and request the student to wear it;
  - Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;
  - Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and,
  - Dispose of disposable PPE and arrange for non-disposable PPE (i.e., face shield) to be cleaned and disinfected.
- Parents or guardians should be contacted immediately to pick up their child and instructed to call 811 as soon as possible.
- Any office staff that is required to be in close distance to the student must wear appropriate medial masks and eye protection. This equipment will be provided by the school.
- Custodians will be contacted to sanitize the area the student was working in before it was known they had symptoms. Any materials that the student was using must be removed and isolated in a plastic bag for at least three days.
- After parents have taken the student home, custodians are to sanitize the room completely following the sanitation guidelines.
- If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.
- Any and all communications regarding the student or further action that might need to be taken by the staff, students, or school must be done only by or with the approval of the Director or designate in consultation with Public Health.

#### 4. Public Health Order

- 3.1 All employees will follow the directives outlined in the most recent Public Health Order available at [www.saskatchewan.ca/coronavirus](http://www.saskatchewan.ca/coronavirus).
- 3.1.1 Employees that have been identified by a Medical Health Officer as **having COVID-19** shall immediately go into mandatory self-isolation until such time as the Medical Health Officer determines that they no longer pose a public health threat;
- 3.1.2 Employees that have been identified by a Medical Health Officer as **a close contact of a person or persons with COVID-19** shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19;
- 3.1.3 Employees that have **traveled internationally** shall go into mandatory self-isolation for 14 days from date of arrival back into Canada;
- 3.1.4 Employees **who are household members or contacts of a person with COVID-19** shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic.

#### 5. Additional Health Supports

- 4.1 Healthline 811 (All Staff)
- 4.2 Member and Family Assistance Program (STF members) 1-833-485-4245

#### 6. Guidelines for Work Refusal Due to COVID-19

- 5.1 Section 3-31 of *The Saskatchewan Employment Act* states that an employee may refuse to perform any particular act or series of acts at a place of employment if the employee has reasonable grounds to believe that the act or series of acts is unusually dangerous to the employee's health or safety or the health or safety of any other person at the place of employment until:
  - 5.1.1 Sufficient steps have been taken to satisfy the employee otherwise; or
  - 5.1.2 The occupational health committee has investigated the matter and advised the employee otherwise.
- 5.2 An employee's right to refuse to perform work as a result of COVID-19 will be contingent upon factors including (but not limited to) the following:
  - 5.2.1 the state of the COVID-19 situation in the employee's particular community and workplace at the time the refusal to work is being exercised;
  - 5.2.2 the age and health of the specific employee;

- 5.2.3 the type of workplace where the employee usually performs their functions;
  - 5.2.4 the specific field of work and their normal duties or tasks;
  - 5.2.5 the measures adopted by the Prairie South Schools to prevent the transmission of COVID-19, including workplace hygiene and personal protective equipment (PPE), where applicable;
  - 5.2.6 whether or not an employee has been diagnosed with COVID-19;
  - 5.2.7 whether the employee or the circumstances fall in one of the legislative exceptions to the right to refuse unsafe work; and
  - 5.2.8 any other factually relevant considerations in assessing whether there is a hazard, a risk or a danger.
- 5.3 If an employee has reasonable grounds to believe they have been asked to perform an unusually dangerous act, the employee shall notify their principal/supervisor, the applicable Superintendent of School Operations and the Superintendent of Human Resources.
- 5.4 Following notification, the school OHS committee will investigate the concern and communicate the decision to the above noted central office staff.

Reference: Re-Open Saskatchewan: A plan to re-open the provincial economy updated June 16, 2020  
 Primary and Secondary Educational Institution Guidelines June 18, 2020  
 The Saskatchewan Employment Act  
 AP 159 Health and Safety  
 AP 160 Student and Staff Safety  
 AP 164 Communicable Diseases  
 AP 403 Duty to Accommodate

June 23, 2020

## BOARD APPROVED:

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**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.12.2</b>
<b>REGULATION</b>	<b>COMMUNICABLE DISEASE - EMPLOYEES</b>

In a case where the health of an employee is suspect:

- a) The Director of Education, in consultation with school administration, the Medical Health Officer and the employee, shall determine whether or not there are reasonable and probable grounds to believe that the employee may be suffering from a communicable disease or medical condition that would pose a threat to the health and safety of students or other employees of the School Division.
- b) If such reasonable grounds exist, the Director and/or his designate shall immediately consult with the employee to consider and effect appropriate and immediate measures to ensure the health and safety of that employee, the students and the other employees of the School Division. The Director is authorized to ask the employee to obtain a medical examination by a physician of the employee's choice and to submit a medical certificate from the attending physician to the Director and Medical Health Officer.

Until the medical certificate is produced, the Director may authorize temporary reassignment of the employee's duties or may recommend that the Board grant immediate sick leave, release or suspension from duties.

- c) Upon receipt of the medical certificate and upon recommendation of the Medical Health Officer, the Director shall authorize reinstatement of the employee to regular duties if no grounds exist for concern. If, in the opinion of the Medical Health Officer, the employee suffers from a communicable disease or medical condition that does represent a threat to the health or safety of students or other employees and until such time as the Medical Health Officer confirms to the Director that the threat no longer exists, the Director shall recommend and the Board shall authorize continued measures for protecting the health and safety of that employee, the students and the other employees. These measures may include:
  1. reassignment of the employee to other duties
  2. release from duties with whatever sick leave or disability benefits that may apply.
- d) In all cases, the Board reserves the right to require a second medical opinion/examination from a physician of the Board's choice and at the Board's expense.
- e) All information regarding any such employee shall be confidential and dealt with as provided in this policy and otherwise on a need-to-know basis only.

**BOARD APPROVED:**

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**NEW POLICY** \_\_\_\_\_  
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**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.13</b>
<b>REGULATION</b>	<b>Sharing of Division Information and Privacy</b>

No surveys, questionnaires, or other documents that require the sharing of information pertaining to students will be completed by any staff without the expressed permission of the board.

**BOARD APPROVED:**

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**NEW POLICY**   X    
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>5.14</b>
<b>REGULATION</b>	<b>Use of Inflatable Play Structures</b>

The use of bounce houses, slides, or other inflatable play structures are not permitted on school property or within its facilities.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**   X    
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.3.1</b>
<b>REGULATION</b>	<b>DUTIES OF THE PRINCIPAL</b>

The Principal of the school shall be responsible for all duties and responsibilities defined in The Education Act, 1995. To enhance his/her effectiveness in the school and community, the Principal shall also ensure that the following functions are performed:

1. Provide instructional leadership to teachers in fostering effective instructional skills and strategies by striving to remain current regarding developments in education and by encouraging and monitoring the achievement of the instructional expectations of the Creighton School Division, as outlined in this Policy Manual;
2. Work towards the development of a collaborative/consultative administrative style by:
  - a) establishing procedures for staff participation and decision making concerning school policies;
  - b) assigning decision making tasks to staff commensurate with their interest, expertise, and organizational ability; and
  - c) by attending meetings as called by the Director of Education;
3. Make the development of a positive school climate an important priority by:
  - a) encouraging the recognition of outstanding accomplishments of students and staff;
  - b) establishing and maintaining good working relationships with and among staff, students, parents, and the general public;
  - c) encouraging extra-curricular programs to help foster a high level of school moral;
  - d) being accessible to and supportive of staff, students, and parents;
  - e) encouraging staff to be accessible to students, parents, and other staff, before and after formal class times; and
  - f) encouraging student participation in school affairs.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.3.1 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE PRINCIPAL</b>

4. Place the development of effective communications at the school level as an important priority by:
  - a) accurately interpreting system priorities, policies, regulations, and procedures to persons at the school level;
  - b) ensuring regular and effective staff meetings at the school level; and
  - c) encouraging the exchange of professional ideas among staff;
5. Develop and evaluate school goals collaboratively with the staff;
6. Actively encourage long range planning and evaluation at the classroom, school and system level;
7. Actively identify and support professional development opportunities and activities for staff;
8. Consider the interests and needs of students, as well as teacher strengths, in adapting curriculum and/or organising for instructional effectiveness;
9. Support divisional implementation and professional development activities in the planning for the implementation, adoption, and use of new curricula;
10. Communicate to staff the importance of professional ethics and behaviour in their department and development as professionals;
11. Provide active support as appropriate for teachers and paraprofessional staff with regard to student discipline;
12. Develop and monitor school procedures and policies within the general framework of The Education Act, 1995, and the Creighton School Division Policy Manual;
13. Ensure that the supervision and evaluation policies, as contained within the Division Policy Manual, are appropriately implemented;

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.3.1 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF THE PRINCIPAL</b>

14. Co-operate with the Director of Education or his/her designate in providing consultation and support for the recruitment and selection of school staff;
15. Supervise and ensure that procedures exist for student registration, attendance, access to cumulative records, and other administrative matters related to monitoring student activity within the school;
16. Ensure that the identification and referral of students consistently experiencing difficulty in regular classroom instruction occurs;
17. Supervise existing school division procedures for reporting pupil progress to parents;
18. Do whatever is reasonably possible to encourage attendance at school by students;
19. Work in co-ordination with Division Office personnel to help ensure the effective orientation of new staff to the school and the division;
20. Ensure the effective orientation of new students and their parents to the school;
21. Promote a positive school image within the community through the development of effective communication strategies;
22. Encourage the utilization of community resources and facilities to enhance the school program;
23. Assume a leading role in the management of the school plant, within the guidelines provided by Board of Education policy;
24. Exercise general supervision over the schools' caretaking services and ensure that the caretaking staff receive the full co-operation of the teaching staff and pupils in keeping the school neat and clean;
25. Make recommendations regarding the improvement of the physical facilities of the school;

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.3.1 Continued</b>
<b>REGULATION</b>	<b>DUTIES OF PRINCIPAL</b>

26. Help ensure the health, welfare, and safety of students and staff within the school plant, in accordance with school division policies.
27. Act as an efficient administrator by:
  - a) Planning a program and timetable which optimally considers time, space, staff, students, and subject matter;
  - b) Preparing and administering the school based budget within the global allotment, in accordance with approved school division policies and procedures;
  - c) Requisitioning supplies and equipment needed for the successful operation of the school;
  - d) Completing accurately and submitting promptly all reports required by the Board of Education, the Director, the Secretary-Treasurer, and Saskatchewan Learning;
  - e) Establishing appropriate procedures for acquiring and managing school generated funds;
  - f) Establishing appropriate procedures for the collection and utilization of fees;
  - g) Ensuring that a schedule for the supervision of students at recess and noon hour, as well as before and after school, is maintained;

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.4.1</b>
<b>REGULATION</b>	<b>DUTIES OF THE VICE-PRINCIPALS</b>

The Vice-Principals' duties are to be assigned by the Principal and communicated to all staff members.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_\_**X**\_\_\_\_

**LEGAL REFERENCE**\_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.4.1</b>
<b>REGULATION</b>	<b>DUTIES OF THE VICE-PRINCIPALS</b>

The Vice-Principals' duties are to be assigned by the Principal.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.4.2</b>
<b>REGULATION</b>	<b>ACTING PRINCIPAL</b>

In the event that all in-school Administrators are absent from the school for a period of time, a teacher named by the Board annually will be appointed Acting Principal and shall be paid the allowance that would normally be payable under the Provincial Collective Bargaining Agreement for the entire period during which he/she is serving in the acting position.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>6.5.1</b>
<b>REGULATION</b>	<b>GENERAL DUTIES OF TEACHERS</b>

Functions and duties of Teachers shall be as outlined in **The Education Act, 1995**, the Regulations thereunder, and Board policy.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.5.3</b>
<b>REGULATION</b>	<b>STAFF DRESS CODE</b>

All school-based staff are role models for students. The manner in which staff members present themselves will be reflected in the conduct of pupils and in the respect students show to administrators, staff, and the school in general.

The way that staff members dress reflects the respect which they hold for students. It also indicates their respect for themselves and their fellow staff members.

It is the expectation of the Board that all staff will set a good example in grooming, and exercise decorum in dress, consistent with their roles and responsibilities.

Administrative and instructional staff, as well as related support staff, shall project a professional image.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.6.1</b>
<b>REGULATION</b>	<b>CLASSROOM OPENING</b>

Teaching staff are required to be in their assigned teaching area at least 15 minutes prior to the commencement of classes in the morning and after lunch unless they are performing assigned supervision duties.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.6.2</b>
<b>REGULATION</b>	<b>CLASSROOM ORDERLINESS</b>

Teachers should insist that the room is tidy at 3:30 pm before dismissing students.

- a) Close and latch windows.
- b) Ensure that there are no books or materials on students' desks.
- c) Make sure that shelves are orderly.
- d) Remove litter from the floor.
- e) Turn off the lights and lock the door before leaving.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.7.1</b>
<b>REGULATION</b>	<b>FUNDING FOR PROFESSIONAL DEVELOPMENT - TEACHERS</b>

The Board will assign money annually in its Budget for professional development. This shall be administered by the Teachers' Professional Development Committee under the direction of the Principal or his designate.

Payment of registration, travel, meals and accommodation costs for teachers whose requests are approved for Professional Development shall be as determined by the Teachers' Professional Development Committee. Applications may be approved by the Teachers Professional Development Committee until such time as the amounts budgeted are expended.

Once the Professional Development budget has been expended, the Teachers' Professional Development Committee may still approve the attending of teachers at Professional Development activities, at the teacher's own expense.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.7.2</b>
<b>REGULATION</b>	<b>PROFESSIONAL DEVELOPMENT – TEACHERS – BOARD/DEPARTMENT INITIATIVES</b>

The Board reserves the right to consider other applications from teachers or to request teachers and other personnel to attend any type of professional development activity which, in the opinion of the Board of Education, serves the needs of the Creighton School Division.

These cases will be considered separately from the provisions of Regulation 6.7.1.

Payment of related costs will be budgeted separately and reimbursement of costs to those personnel shall be as provided in Board policy and motions. It is noted that in some cases, these costs may also be shared by Saskatchewan Education or other agencies.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.7.3</b>
<b>REGULATION</b>	<b>FIRST AID/CPR COURSES</b>

All staff may attend First Aid Seminars or CPR Courses sponsored by certified agencies at prevailing rates.

The Board will pay the registration costs of these programs, provided that the staff members obtain Board approval in advance of the course.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.8.1</b>
<b>REGULATION</b>	<b>PROFESSIONAL DEVELOPMENT - TEACHING STAFF</b>

The Board encourages applications by teachers for attendance at professional workshops, seminars, etc., which may arise during the school year and which will be of value to the teacher in the discharge of their professional duties.

Teachers absent from their teaching duties to take part in professional development activities, will ensure that sufficient work is available for the substitute. This should result in minimum disruption in the normal school routine.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.9.1</b>
<b>REGULATION</b>	<b>S.T.F ACTIVITIES</b>

When teachers are required to attend S.T.F. Seminars, council meetings, etc., costs of the substitute teachers are to be billed to the provincial S.T.F.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.1</b>
<b>REGULATION</b>	<b>GRANTING OF DAYS OFF</b>

With regards to requests from teachers for time off which are deemed by the Board as not applicable to sections in the local agreement covering time off, the Board reserves the right to consider each request on its own merit as to granting of time off.

A decision may result in granting of time off or not, and at deduction of 1/197 of salary or if deemed appropriate by the Board, at deduction of substitute rates.

The Board would like to clarify that a decision to grant time off and grant at substitute rates will ordinarily be limited to two occasions or two days, whichever is the lessor, per academic year per teacher.

It is required that when requesting time off, it should be specifically stated whether the time off is requested under the terms of contract or Board policy.

The Principal shall be able to give a teacher permission to be absent from duty with the Board dealing with the situation at the next meeting, as to the teacher receiving the time off with or without pay, or at reduced pay, providing the teacher has not already received the two days.

The Board will deal with requests on an individual basis if more than the two days are requested or two days have already been received.

Requests to the Board of Education for time off must be made through the Principal.

When the Board grants a leave policy to an Administrator who does not require an authorized replacement, and thus requires no replacement cost to the Board, the deduction of substitute rates shall be waived.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_X\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.2</b>
<b>REGULATION</b>	<b>NOON HOUR SUPERVISION</b>

The Principal shall arrange the scheduling of noon hour supervision of the students.

1. Teachers who wish to provide noon hour supervision for the coming year must make their intention known to **School** Administration by the end of the first day of the school year.
2. Teachers who have been providing noon hour supervision on a continuous basis shall be given priority.
3. There are a **variety of** forms of noon hour supervision: **These include but are not limited to** hallway/classroom/yard/general supervision, Resource Centre supervision and Gymnasium supervision. Teachers can volunteer for none, one or two forms of noon-hour supervision.
4. For each form of supervision teachers provide they will have the option of being granted two days of personal leave, or the cash equivalent of two days substitute pay, or a combination of either of the above.
  - a) Payment to eligible teachers who choose the cash equivalent will be made only on the last day of the academic year in which the supervision was provided.
  - b) Days of personal leave granted in recognition of noon-hour supervision must be taken in the academic year in which the supervision is provided.
5. Teachers joining the staff after the first day of school will indicate at the time of hiring their intention regarding the provision of noon hour supervision for the year and will be granted their choice of personal leave or cash equivalent on a pro-rated basis.
6. Paid personal leave earned in recognition of noon hour supervision may not be taken during the Teachers' Convention **or any other school professional development activities.**

**BOARD APPROVED:**

**August 28, 2013**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_X\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.2</b>
<b>REGULATION</b>	<b>NOON HOUR SUPERVISION</b>

The Principal shall arrange the scheduling of noon hour supervision of the students.

1. Teachers who wish to provide noon hour supervision for the coming year must make their intention known to Administration by the end of the first day of the school year.
2. Teachers who have been providing noon hour supervision on a continuous basis shall be given priority.
3. There are three forms of noon supervision: Hallway/classroom/yard/general supervision Resource Centre supervision and Gymnasium supervision. Teachers can volunteer for none, one or two forms of noon-hour supervision.
4. For each form of supervision teachers provide they will have the option of being granted two days of personal leave, the cash equivalent of two days substitute pay or a combination of either of the above.
  - a) Payment to eligible teachers who choose the cash equivalent will be made only on the last day of the academic year in which the supervision was provided.
  - b) Days of personal leave granted in recognition of noon-hour supervision must be taken in the academic year in which the supervision is provided.
5. Teachers joining the staff after the first day of school will indicate at the time of hiring their intention regarding the provision of noon hour supervision for the year and will be granted their choice of personal leave or cash equivalent on a pro-rated basis.
6. Ordinarily the Board will discourage staff from using earned personal leave on professional development or in-service days.
7. Paid personal leave earned in recognition of noon hour supervision may not be taken during the Teachers' Convention.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_X\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.3</b>
<b>REGULATION</b>	<b>TIME OFF DURING THE SCHOOL YEAR</b>

The Board recognizes there are legitimate reasons why an employee needs to be absent from work, and that a variety of leave requests are necessary to operate Creighton School Division No. 111.

However, staff absenteeism has an impact upon the learning of students, and as such the paramount consideration when granting leaves are the learning needs of students, and the operational needs of the School Division. Therefore, the underlying principle of approving or denying leave requests, is to support staff when a leave request is necessary or appropriate, while maximizing time that staff spend with students.

All staff who are contemplating leave requests that requires Board permission, on any of the instructional or non-instruction days, are strongly advised to obtain such permission for their time off **prior to** making any bookings for airline flights, hotel reservations, and so forth. Making such arrangements before permission is obtained compromises the Board's ability to make an objective decision.

Earned days off, such as extra-curricular days, noon hour supervision days, special vacation, and any other time off provided in various contracts/policies between the Creighton School Division and its employees, shall be taken as mutually agreed between the employee and the Principal or his/her designate. If a suitable substitute is required and none is available, the Principal may deny the leave request.

The number of consecutive work days off that may normally be requested is limited to three days. However, once in a three-year period a staff member may request up to five consecutive days. Once approval has been granted, the employee must wait three full years before another request can be made.

**BOARD APPROVED:**

**August 28, 2013**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY** \_\_\_\_\_**X**\_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.4</b>
<b>REGULATION</b>	<b>CONVENTION - TEACHERS</b>

Teachers shall be granted one full day for travel to the annual Teachers' Convention.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.12.5</b>
<b>REGULATION</b>	<b>Out of Town Sick Leave</b>

Staff are required to provide written confirmation of attendance for out of town medical appointments. No private information of a medical nature should be shared, and it is not required that a doctor sign the note. This should be a confirmation of attendance of the appointment provided by the doctor's administration staff similar to ones used for tax purposes.

**BOARD APPROVED:**

**NEW POLICY**   X  

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.13.1</b>
<b>REGULATION</b>	<b>SCHOOL PROGRAMMING – TEACHERS ABSENT FROM SCHOOL</b>

It is the hope of the Board of Education to encourage an orderly continuation of school programming within a classroom at all times including the time(s) when a teacher may be absent for reasons of Professional Development or personal leave. In support of the above, the Board requires the following of its teachers when they are absent from school:

A schedule of planning of activities for the day(s) missed must be filed with the Administration for the direction of the substitute. In cases where an absence is Unplanned (e.g. illness) the work schedule can be sent to the office or telephoned to the Administration in the morning.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.14.1</b>
<b>REGULATION</b>	<b>APPOINTMENT OF TEACHERS</b>

Within 90 calendar days of appointment to the teaching staff, a teacher shall submit evidence of previous teaching service to the office of the Board of Education.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.14.2</b>
<b>REGULATION</b>	<b>HIRING AND DISMISSAL OF TEACHERS</b>

All teachers shall be engaged or dismissed in accordance with the provisions of The Education Act, 1995, the Regulations thereunder, and Board Policy.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.14.3</b>
<b>REGULATION</b>	<b>REDUNDANCY</b>

In the event of a decline in student enrolment, or other reason, that will cause the Board to declare any number of teachers to be redundant, the Board will adhere to the provisions of Section 210 (1) (b) of *The Education Act (1995)*.

Furthermore, in the process of determining which teacher or teachers will be declared redundant, the Board will consider the following points in order of priority, with No. 1 being the highest priority, and No. 4 being the lowest priority:

1. The teachers required to support the programs offered by the School Division;
2. The Board's plans for future programming in the Division;
3. The qualifications and abilities of the teachers that, in the view of the Board, will best serve the programs to be retained and the future program requirements of the Division;  
and
4. The length of service of the teachers in the Creighton School Division No. 111.  
- For purposes of this regulation, length of service of a teacher shall be defined as the number of full-day equivalents of service rendered by a teacher under a continuing, temporary or replacement contract with the Creighton School Division No. 111.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.14.4</b>
<b>REGULATION</b>	<b>SUBSTITUTE TEACHERS</b>

The Principal shall ensure that substitute teachers are secured, as needed. Substitute teachers must be certified teachers.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.16.1</b>
<b>REGULATION</b>	<b>RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES</b>

1. In recognition of exceptional effort/time for extra-curricular activities, the Board will grant teachers either paid personal leave, or the cash equivalent of substitute pay to a maximum of 4 days based upon the following schedule:
  - a) 50 hours – 1 day
  - b) 100 hours – 2 days
  - c) 150 hours – 3 days
  - d) 200 hours or more – 4 days
2. Teachers who are entitled to the payment(s) listed above may be granted leave of absence for up to three days in lieu of payment(s), in any school year. All payment(s) or time in lieu must be taken by June 30 of each year.
3. Only activities that have received prior approval of the Board will be eligible for the provisions of this policy.
4. Regulations and definitions pertaining to this policy will be developed by a Board committee, which will include representatives from the Creighton Local STF, and reviewed as required.
5. Prior to any amendment to this policy, the Board will discuss such amendment with the Creighton Local STF.
6. Recipients of this recognition will be required to fill out a detailed outline of hours committed to extra-curricular activities. The Principal will monitor all activities and verify the hours submitted by teachers.
7. Teachers leaving the employ of the Creighton School Division will have any credits earned under this policy paid out on their last teaching day with the division.
8. This policy will be effective beginning in the 2013 – 2014 school year.

**BOARD APPROVED: September 25<sup>th</sup>, 2013**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.16.1</b>
<b>REGULATION</b>	<b>RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES</b>

1. In recognition of exceptional effort/time for extra-curricular activities, the Board will grant teachers paid personal leave, or the cash equivalent of substitute pay to a maximum of 3 days based upon the following schedule:
  - a) 75 hours – 1 day
  - b) 175 hours – 2 days
  - c) 200 or more hours – 3 days
2. Teachers who are entitled to the payment(s) listed above may be granted leave of absence for up to three days in lieu of payment(s), in any school year. All payment(s) or time in lieu must be taken by June 30 of each year.
3. Only extra-curricular activities that have received prior approval of the Board at the September Board meeting will be eligible for the provisions of this policy.
4. Regulations and definitions pertaining to this policy will be developed by a Board committee, which will include representatives from the Creighton Local STF, and reviewed as required.
5. Prior to any amendment to this policy, the Board will discuss such amendment with the Creighton Local STF.
6. Recipients of this recognition will be required to fill out a detailed outline of hours committed to extra-curricular activities. The Principal will monitor all activities and verify the hours submitted by teachers. The principal will submit the list to the Director of Education for final approval.
7. Teachers leaving the employ of the Creighton School Division will have any credits earned under this policy paid out on their last teaching day with the division.
8. This policy will be effective beginning in the 2013 – 2014 school year.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.16.2</b>
<b>POLICY</b>	<b>EARLY RETIREMENT INCENTIVE FOR TEACHERS</b>

The Board of Education recognizes that there may be potential benefits to teachers and to the School Division in providing incentives for teachers to provide early notice of retirement.

**BOARD APPROVED:**

January 21, 2010

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** 6.16.2

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.16.3</b>
<b>REGULATION</b>	<b>Early Notice of Retirement: Incentive for Teachers</b>

To be eligible for this incentive, teachers shall be employed on a continuing contract and shall meet the following criteria:

1. Teachers must have a minimum of 15 years of employment with Creighton School Division No. 111.
2. Teacher shall meet all eligibility requirements for superannuation/retirement according to the appropriate provincial legislation, agreements and related regulations.
3. Teachers shall not have previously received an Early Notice of Retirement Incentive from the Creighton School Division.
4. Teacher shall make letter of application for the incentive and the application must be received by the Director of Education no later than January 15<sup>th</sup> of the school year in which the teacher will superannuate/retire.
5. Teacher shall attach to their application a letter of resignation with an effective date that coincides with the commencement of retirement at the end of the current school year.

The early notice of retirement incentive for teachers who meet the above criteria shall be \$10,000.00 for full time teachers and shall be pro-rated to the percentage of contract at the time of application for less than full time teachers.

The incentive will be paid to the eligible teacher(s) on June 30<sup>th</sup>, or the next business day, of the school year in which they superannuate/retire.

**BOARD APPROVED:**

**AUGUST 28, 2013**  
**NEW POLICY \_\_\_\_\_**  
**REPLACES POLICY 6.16.3**  
**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.16.4</b>
<b>REGULATION</b>	<b>Early Notice of Retirement: Incentive for School Support Staff</b>

To be eligible for this incentive, school support staff shall be employed on a continuing contract and shall meet the following criteria:

1. School support staff must have a minimum of 15 years of employment with Creighton School Division No. 111 to be eligible for the early notice of retirement incentive.
2. School support staff must meet all eligibility requirements for retirement according to the appropriate provincial legislation, the Municipal Employees' Pension Plan, and any related regulations.
3. School support staff must not have previously received an Early Notice of Retirement Incentive from the Creighton School Division.
4. School support staff must submit a letter of application for the incentive, and the letter of application must be received by the Director of Education no later than **three months** prior to your expected retirement date.
5. School support shall attach to their application a letter of resignation with an effective date that coincides with the commencement of their retirement.

The early notice of retirement incentive for school support staff who meet the above criteria shall be \$5,000.00 for full time school support staff, and it will be pro-rated according to the percentage of his/her contract at the time of application for less than full time employees.

The incentive will be paid to the eligible employee on June 30<sup>th</sup>, or within two weeks of the commencement of their retirement.

**BOARD APPROVED:**

—  
**NEW POLICY**   **X**    
**REPLACES POLICY**             
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.20.0</b>
<b>POLICY</b>	<b>EMPLOYEE EVALUATION, DEVELOPMENT AND SUPERVISION</b>

A system of employee supervision and evaluation is necessary to meet the following considerations for the Creighton School Division:

1. The Division's personnel are providing quality education or support for quality education;
2. A Division's staff development plan is being implemented and systematically evaluated;
3. Provisions for assistance and support are initiated so that personnel performance will be improved;
4. Recognition of outstanding service may be provided;
5. Employees will have the opportunity to collaborate with supervisors in determining professional growth opportunities and personal development plans; and
6. Staff information can be obtained for necessary staffing and accountability considerations.

Whereas evaluation provides the appraisal of employee professional performance, supervision is the ongoing systematic support for employee professional and personal development. A high priority shall be placed on the supervision process. It should be noted that the processes of evaluation and supervision are linked.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.20.1</b>
<b>REGULATION</b>	<b>SUPERVISION AND EVALUATION OF PRINCIPALS AND VICE-PRINCIPALS</b>

**A. Supervision and Development**

1. Principals and Vice-Principals may be supervised through administrative monitoring, conference, and day to day operations.
2. Principals and Vice-Principals may also be involved in one or more of the following supervision options: clinical supervision, collegial supervision/peer development, and self-directed supervision. The objectives and implementation strategies shall be included in a professional development plan document in consultation with the Director.

**B. Evaluation**

1. Principals and Vice-Principals shall be evaluated during each of the first two years of a new appointment and every five years thereafter. In addition, evaluation may occur anytime at the request of the Principal, Director, or the Board of Education.
2. The Principal and Vice-Principal shall be evaluated by the Director of Education according to guidelines approved by the Board.
3. Copies of the written evaluation report shall be provided to the Principal or Vice-Principal.
4. A copy of each written evaluation report shall be placed in the Principal's or vice-Principal's personnel file.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.20.2</b>
<b>REGULATION</b>	<b>SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF</b>

**A. Supervision and Development**

1. The Principal, in consultation with the professional staff, is responsible for the development and maintenance of an annual supervision and staff development plan for all teachers in the school.
2. In consultation with the Principal, each teacher will participate in one or more of the following supervision options: clinical supervision, peer coaching/collegial development, and self-directed development. The objectives and implementation strategies will be included in a professional growth plan document.
3. Teachers who are on the Director's evaluation cycle may be exempt from having to complete the professional growth plan document for that year.

**B. Evaluation**

1. Teachers shall be evaluated by the Director of Education according to established guidelines approved by the Board of Education.
2. Classroom observations by the Director followed by conferences with the teacher shall form an integral aspect of the evaluation.
3. Teachers shall be evaluated during each of their first two years of employment with the Board and every five years thereafter. Teachers will be evaluated during the first year following reassignment or transfer and every five years thereafter. In addition, a teacher may be evaluated at any time upon receipt of a request from the Teacher, the Director, or the Board of Education.
4. Copies of the written evaluation report shall be provided to the teacher and the school Principal.
5. A copy of each written evaluation report shall be placed in the teacher's personnel file.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.20.3</b>
<b>REGULATION</b>	<b>SUPERVISION AND EVALUATION OF SUPPORT STAFF</b>

**A. Supervision and Development**

1. The Principal has the overall responsibility for supervision and staff development for service and support staff.
2. The Principal, or his/her designate, shall provide day to day supervision for all service and support staff. In consultation with each employee, an individualized, self-directed development plan shall be established.

**B. Evaluation**

1. Employees shall be evaluated according to guidelines determined by the Board of Education. Evaluation shall be conducted by the Principal. The Director may also evaluate support staff.
2. Employees shall be evaluated during their probationary or trial period of employment with the Board. Evaluation of employees beyond their probationary period may be initiated at their own request or at the request of the Director or Principal.
3. Observations and monitoring by the Director or Principal followed by conferences with the employee shall form an integral aspect of the evaluation.
4. The Director or Principal shall complete written evaluation reports on each employee who is being evaluated.
5. A copy of each written report shall be provided to the employee, Director, and Principal and a copy shall also be placed in the employee's personnel file.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.21.2</b>
<b>REGULATION</b>	<b>Duties of PAA Facilitator</b>

The primary role of the PAA Facilitator is to maintain the shop spaces in the Sportex. This will include:

- Order materials for classes
- Keep tools organized and operational
- pricing of supplies for programming
- Cleaning of shop
- Dealing with public who order finished projects
- Shop equipment maintenance
- Shop configuration
- Maintaining dust collection
- Coordinating PAA classes for grades 7-10
- The PAA Facilitator will be evaluated on both their role as a teacher and the PAA Facilitator in accordance with the teacher evaluation policy.

**BOARD APPROVED:**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_\_\_

**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>6.21.3</b>
<b>REGULATION</b>	<b>Duties of Physical Education Facilitator</b>

- The primary role of the Physical Education Facilitator is to facilitate coaches. This includes holding coaching meetings with coaches before each season to ensure all coaches understand the rules and procedures.
- Provide coaching package at the beginning of the season.
- Coordinates the scheduling, supervision, and implementation of athletic events as well as the activities of an athletic nature and outdoor education opportunities.
- Schedule practice times for all teams
- Enter eligibility of all athletes
- Schedule tournaments for all sports
- Provide permission slips for all teams
- Schedule, coordinate, and calculate pay for refs.
- Manage physical education budget
- Calculate and manage per diems
- Order and maintain equipment
- Ensure all transportation for sports travel is booked and requested through the appropriate procedures and include the appropriate information.
- The Physical Education Facilitator will be evaluated on both their role as a teacher and the Physical Education Facilitator in accordance with the teacher evaluation policy.

**BOARD APPROVED:**

**NEW POLICY**\_\_\_\_\_

**REPLACES POLICY**\_\_\_\_\_

**LEGAL REFERENCE**\_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.0</b>
<b>POLICY</b>	<b>CARETAKING</b>

In the Policies and Regulations associated with caretaking, the term “Principal” shall mean the Principal or person designated to act on his or her behalf.

The caretakers (maintenance and custodial staff), under the supervision of the Principal, are responsible for general appearance, cleanliness and safety of the school property. The Principal will coordinate caretaking requests and will consult with the caretakers to determine a schedule of work in accordance with the current employment contract.

The caretakers make an important contribution to the school atmosphere. Caretakers are expected to be neat and tidy in appearance while on duty, and a spirit of cooperation is expected among the custodial and maintenance staff. Students and adults within the school are diverse in disposition and points of view, and the caretaker will recognize this and be tolerant and understanding of others. They will use good common sense and maintain a proper but friendly manner in interactions with co-workers and others to enhance the atmosphere of the school.

The caretaker is not responsible for the discipline of students, but caretakers do have the authority to insist a student cease any inappropriate action, and there may be times when he or she should advise or correct students who are misbehaving. Students who react in an adverse manner or who are involved in vandalizing school property shall be reported to the Principal, who will take appropriate action.

Caretaking duties are many, varied and too complex to list in detail, but what follows will help to clarify the basic expectations of the School Board. The items listed are not simply a minimum standard to maintain, but rather a guide used to develop well-rounded staff members who act in a responsible manner without the need for constant, direct supervision. It should also be noted that duties assigned by the Principal might change as new situations arise or the Principal may hire casual custodians if extra help is required.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.1</b>
<b>POLICY</b>	<b>CUSTODIAL DUTIES</b>

The custodians shall do what is necessary in order to maintain the school buildings in a state offering satisfactory conditions of cleanliness, safety and comfort to those occupying the premises.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.2</b>
<b>REGULATION</b>	<b>CUSTODIAL DUTIES</b>

**General Duties****Daily**

Lock all entrance doors at times designated by the Principal.  
 Open doors for approved user groups at the appointed time and lock after the first person arrives.  
 Do not give keys out to anyone.  
 Change light bulbs as required.  
 Report maintenance items to the Principal or his designate.  
 Inform the Principal or his designate of equipment or supplies that need to be ordered.  
 During shift, ensure that all classroom lights are off, except those required for cleaning.  
 Ensure classroom doors are locked, except as required for cleaning.  
 Empty the vacuum bag at end of shift.  
 At end of shift, ensure that all lights are turned off, except those required for security.  
 Ensure that all doors and windows are secured at end of shift.  
 Ensure that taps and toilets are not running at end of shift.

**Weekly**

Ensure that custodial rooms are clean and orderly.  
 Replenish custodial rooms and carts with supplies.

**Periodic**

Wash windows in doorways as needed.  
 Wash outside of windows as needed.  
 Strip, scrub and wax floors as needed or directed.

**Annual**

Complete general cleaning duties as required during school vacation times.

**Teaching Areas**

**(Classroom, Industrial Arts, Home Ec., Science, Computer, Music, Resource, Speech, Fine Arts, etc.)**

**Daily**

Wipe chalkboard ledges.  
 Sweep floors and/or vacuum high traffic areas.  
 Remove graffiti or other marks from walls, floors, and other surfaces.  
 Wash and disinfect sinks, if present.  
 Empty garbage cans and pencil sharpeners.  
 Check thermostats to ensure proper setting.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.2 Continued</b>
<b>REGULATION</b>	<b>CUSTODIAL DUTIES</b>

Weekly

Clean chalkboard ledges and vacuum brushes.

**Wash desktops**

Wash floors and vacuum carpets.

Dust shelves, cupboards, counters, etc.

Periodic

Wash inside of windows as needed.

Wash floors and walls as needed.

Wash chalkboards three times per year: Christmas, February or Spring break, and Summer break

Scrub and wax floors as needed or directed, at least twice per year (during Summer and during Christmas or February break, at minimum).

Annual

Wash inside and outside of windows.

Wash walls, shelves, counters and cupboards.

Dust/vacuum light fixtures and furnace vents.

Other cleaning as required.

**Bathrooms**Daily

Sweep floors and remove dark scuffmarks.

Wash and disinfect floors, sinks and toilet/urinals.

Remove graffiti or other marks from all surfaces.

Replenish paper towels, toilet paper and hand soap.

Wash and polish mirrors.

Clean counters and hand drying machines/paper towel dispensers.

Weekly

Wash and disinfect cubicle walls and doors.

Wash and disinfect showers/tubs as required.

Periodic

Scrub and wax floors as needed or directed, at least twice per year (during Summer and during Christmas or February break, at minimum).

Annual

Other cleaning as required.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.2 Continued</b>
<b>REGULATION</b>	<b>CUSTODIAL DUTIES</b>

**Offices, Work Rooms****(Including offices, staff rooms, community school rooms, dental office, conference room, etc.)****Daily**

Sweep floors and/or vacuum high traffic areas of carpets.  
 Remove graffiti or other marks from walls, floors, and other surfaces.  
 Empty garbage cans and pencil sharpeners.  
 Wipe counters/tables.  
 Wash and disinfect sinks.

**Weekly**

Dust shelves, cupboards, cabinets, tables, and desks.  
 Dust furniture.  
 Vacuum carpets.

**Periodic**

Vacuum chairs/furniture at least three times per year during Christmas, February or Spring and Summer breaks.  
 Wash floors as needed.  
 Wash windows inside and outside as needed or directed.

**Annual**

Wash carpets.  
 Scrub and wax floors.  
 Other cleaning as required.

**Stairs****Daily**

Sweep steps and remove dark scuffmarks.  
 Spot-clean walls and steps to remove dirt and graffiti.

**Weekly**

Wash steps (more often as needed or directed).

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.2 Continued</b>
<b>REGULATION</b>	<b>CUSTODIAL DUTIES</b>

Periodic

Scrub and finish steps.

Annual

Other cleaning as required.

**Hallways**Daily

Vacuum carpets or sweep floors and remove dark scuffmarks.

Wash and disinfect drinking fountains.

Remove graffiti from all surfaces.

Remove garbage from tops of lockers.

Weekly

Wash floors.

Spot-clean lockers.

Periodic

Wash lockers three times per year, and as necessary during the year.

Scrub and wax floors as needed or directed, at least twice per year (during Summer and during Christmas or February break, at minimum).

Annual

Wash carpeted areas.

Other cleaning as required.

**Entrance Area**Daily

Sweep floors and remove dark scuffmarks.

Wash inside windows of entrance doors (wash outside when needed).

Weekly

Wash windows in entrance area.

Vacuum entrance mats.

Wash floors (more frequently as required).



<p align="center"><b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b></p>	<p align="center"><b>7.2.2 Continued</b></p>
<p align="center"><b>REGULATION</b></p>	<p align="center"><b>CUSTODIAL DUTIES</b></p>

Periodic

Spot-clean walls.

Scrub and wax floors as needed or directed.

Annual

Wash walls.

Other cleaning as required.

**Library**Daily

Sweep floors and remove dark scuffmarks.

Replenish hand towels.

Dust counters and tabletops.

Wash sinks and checkout counter.

Weekly

Wash floor.

Wash counters and tabletops.

Periodic

Dust shelves monthly or more frequently if necessary.

Scrub and wax floors as needed or directed, at least twice per year (during Summer and during Christmas or February break, at minimum).

Annual

Other cleaning as required.

**Gymnasium**

**(Including storage rooms and stage)**

Daily

Sweep floor, bleachers and stage.

Remove graffiti from all surfaces.

Empty garbage cans.

Ensure exterior doors are secure.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.2 Continued</b>
<b>REGULATION</b>	<b>CUSTODIAL DUTIES</b>

Weekly

Wash doors and door handles.

Wash floor as required.

Periodic

Wash bleachers.

Clean floor behind bleachers.

Scrub and wax the floor at least three times per year during Christmas, February or Spring and Summer breaks.

Annual

Other cleaning as required.

**BOARD APPROVED:****August 30, 2007****NEW POLICY \_\_\_\_\_****REPLACES POLICY \_\_\_\_X\_\_\_\_****LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.3</b>
<b>POLICY</b>	<b>MAINTENANCE DUTIES</b>

The Maintenance Supervisor shall do what is necessary in order to maintain the school buildings in a state offering satisfactory conditions of cleanliness, safety and comfort to those occupying the premises. The Maintenance Supervisor shall possess all certificates or qualifications required to operate and maintain boilers and other machinery that is needed for the operation of the school and grounds. The duties of the Maintenance Supervisor are too varied, complex and numerous to list here, but what follows is a guide. In addition, duties may change as needs arise.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.4</b>
<b>REGULATION</b>	<b>MAINTENANCE DUTIES</b>

### **General Duties**

Unlock entrance doors at times designated by the Principal.  
 Pick up mail and parcels as required.  
 Clean up spills and messes that occur during the day.  
 Remove snow, ice and debris from entrances and sidewalks to ensure safe access.  
 Note unsafe or unclean conditions, remedy them if able, or report them to the Principal.  
 Unload, store, or move furniture and supplies as required.  
 Set up and remove tables, chairs or other furnishings required for meetings, concerts, etc.  
 Repair or replace broken windows.  
 Maintain boiler room and workshop in a clean, safe and orderly fashion.  
 Ensure a flag in good condition is flying on the school's flagpole.  
 Maintain fences, backstop and playground equipment.  
 Maintain yard, grounds and lawn in a clean, safe and appealing condition, as required.  
 Clean any assigned areas of the school in accordance with Regulation 7.2.2.  
 Maintain written logs of inspections and service of air handling units, boilers, compressors, air conditioners, humidifiers and of playground safety checks.  
 Inspect sump pump in crawl space, as required.

### **Supervisory Duties**

Develop, in conjunction with the Principal, long range plans to meet the maintenance goals and needs of the School Division in the current year and in the future.  
 Coordinate daily and weekly maintenance requests from staff.  
 Direct, supervise and evaluate custodial personnel.  
 Administer relevant portions of the school budget and prepare yearly budget estimates.  
 Regulate an adequate inventory of custodial and maintenance equipment and supplies.  
 Maintain productive relationships with various suppliers and contractors.  
 Coordinate and confirm the acceptability of the work of external contractors when their services are required.  
 Bring in casual custodians when necessary.

### **Daily Duties**

Remove snow, ice and debris from entrances and walkways, as necessary.  
 Check with Principal before 9:00 AM about any pressing situations.  
 Check heating system computer, boilers, compressors, and temperature gauges.  
 Complete general maintenance duties.  
 Watch for repairs needed during movement around the school and yard.  
 Blow down compressor.

### **BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.4 Continued</b>
<b>REGULATION</b>	<b>MAINTENANCE DUTIES</b>

### **Weekly Duties**

Complete weekly list of duties from Principal.  
 Inspect exterior and exit lights.  
 Inspect humidifiers and clean if required.  
 Inspect boiler pressure relief valve.  
 Make visual inspection of fan belts, etc.  
 Test safety controls on steam boiler.  
 Inspect playground and playground equipment to ensure safe conditions.

### **Monthly Duties**

Inspect all circulating pumps and sump pumps.  
 Check level of inventory for custodial and maintenance supplies, arrange for ordering if needed.  
 Inspect washroom fixtures for leaks, loose fittings, etc.  
 Examine all fire equipment and alarms, and report any deficiency to Principal immediately.  
 Inspect and switch compressors.  
 Inspect compressor oil level and belts.  
 Test and record boiler water quality and add appropriate chemicals as needed.  
 Test safety controls on all boilers.

### **Quarterly Duties**

Change all filters on all air handlers (more often if required).  
 Inspect fan belts and motors.  
 Inspect emergency lighting.  
 Inspect air dryer.  
 Inspect all exterior doors and panic hardware for proper function and security.  
 Service air handling units (grease or oil bearings, check motors, inspect fan belts.)

### **Semi-annual Duties**

Inspect elevator (grease, oil, switches and tracks).  
 Check and oil circulatory pumps.  
 Inspect all humidifiers and replace as required.  
 Clean sediment trap under large sink in Fine Arts room.

### **BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.4 Continued</b>
<b>REGULATION</b>	<b>MAINTENANCE DUTIES</b>

**Annual duties**

Inspect and clean all entrance force fan heaters (change filters, vacuum, oil motors).  
 Service compressors, boilers, burners, humidifiers and yard equipment (mowers, etc.).  
 Blow out yard water lines and prepare for winter.  
 Take down tennis nets for winter, and replace in spring.  
 Remove and clean one third of all air grills, registers and accessible ductwork.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.5</b>
<b>REGULATION</b>	<b>OTHER CARETAKING PROCEDURES</b>

### **Care of Equipment**

1. Preventative maintenance is of utmost importance. Caretakers shall inspect their equipment and maintain it in clean, proper, working order.
2. Caretakers shall report promptly to the Principal any equipment repairs needed that they are unable to make themselves.

### **Safety Precautions**

All caretakers shall:

1. Ensure that sidewalks, entrances and hallways are free from any obstructions.
2. Maintain entrance mats and stairways in a safe condition.
3. Report any hazardous conditions to the principal.
4. Not allow any person other than those approved by the Principal to operate or borrow equipment owned by the school.
5. Hold a current WHMIS certificate.

### **Supplies**

1. All supplies shall be ordered by the Principal, or by staff with the Principal's approval.
2. A budget estimate of required supplies and equipment for the year shall be submitted to the Secretary Treasurer by February 15 each year.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.6</b>
<b>REGULATION</b>	<b>COMMUNICATION</b>

1. All maintenance and custodial requests or complaints shall be made to the Principal or his/her designate.
2. In the event that the Principal or designate is unavailable, all communication should be made to the Secretary Treasurer.
3. If staff members feel unable to communicate with the Principal or designate they can
  - a) contact the Secretary Treasurer.
  - b) contact the Director of Education.
  - c) contact the Board Chairman.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.7</b>
<b>REGULATION</b>	<b>HOLIDAYS, ILLNESS OR OTHER DAYS OFF</b>

1. Caretakers who are sick shall call the Principal or designate a minimum of two hours before shift starts, or by 7:30 AM whichever is later. The Board retains the right to request doctor-certified illness certificates.
2. If a custodian has been off work for two or more days due to sickness or injury, he/she is to contact the Principal by 3:00 pm on the day before he/she is able to return to work so that the Principal may arrange or re-arrange work schedules.
3. Regular Vacation may be taken in a manner other than one continuous period, but not exceeding four splits.
4. All vacation times are to be arranged through the principal at least two weeks prior to commencement of holiday.
5. Casual caretakers shall be paid holiday pay on each cheque.
6. The Principal shall be able to give a caretaker permission to be absent from duty and the Board shall deal with the request at the next meeting to decide whether the time off shall be with or without pay.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.9</b>
<b>REGULATION</b>	<b>SUPPORT STAFF – TIME OFF</b>

With regard to requests from Administration Secretary, Librarian and Educational Assistants for time off which are deemed by the Board as not applicable to sections in the local agreement covering time off, the Board reserves the right to consider each request on its own merit as to granting of time off.

A decision may result in the granting of time off or not, and at a deduction of full salary, or if deemed appropriate by the Board, at a lesser deduction of 50% of daily salary.

The Board would like to clarify that under this regulation, a decision to grant time off, regardless of salary deduction, will ordinarily be limited to a maximum of two days, per calendar year per employee.

The Principal shall be able to give Support Staff permission to be absent from duty with the Board of Education dealing with the situation at the next meeting as to the employee receiving the time off with or without pay, providing the employee has not already received the two days.

The request will be dealt with by the Board of Education if more than the two days are requested or two days have already been received.

Requests to the Board of Education for time off must be made through the Principal.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.9.1</b>
<b>REGULATION</b>	<b>BANKED TIME</b>

Banked time shall be accumulated by the Administrative Secretary, Library Technician, Library Clerk, Educational Assistant, or the Speech Aide only when directed to do so by the Principal in accordance with Article 7 of their respective collective bargaining agreements with the Creighton School Division.

It shall be clearly understood that an Administrative Secretary may be required by the Principal to begin regular days of work at regular salary up to two weeks prior to the official opening of school. Any time worked during this period shall not be considered as banked time; unless it is time worked beyond the regular hours of work, and is required by the Principal.

All banked time shall be taken off during the course of the school year in which it is earned.

Banked time shall be taken off in such a way that it does not hamper the effective operation of the school, The arrangements to take banked time off will be made with the Principal well in advance of the date (s) that the employee wishes to be absent from work.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_ **X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.10</b>
<b>REGULATION</b>	<b>SUPPORT STAFF – RECOGNITION FOR EXTRA-CURRICULAR ACTIVITIES</b>

In recognition of exceptional effort for extra-curricular activities, the Board will grant Support Staff who have contributed in excess of 50 actual hours per school year towards an extra-curricular activity, a day off with pay, to a maximum of 2 days per school year. Any days off granted under this policy must be approved by the Principal, who will monitor all such activities and verify the hours.

A member of the Support Staff will be eligible for a day off with pay only upon completion of 50 hours of extra-curricular service.

All days off granted under this policy must be taken by June 30<sup>th</sup> of the school year in which the extra-curricular contribution was made.

**BOARD APPROVED:**

APRIL 22<sup>nd</sup>, 2002  
NEW POLICY   X  ,

**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.11</b>
<b>REGULATION</b>	<b>EDUCATIONAL ASSISTANT INSERVICE</b>

During the annual Teacher's Convention, Educational Assistants may use up to 3 days for Inservice or Professional Development, with pay. The Inservice program must be approved by the Principal at least two weeks prior to the commencement of the inservice. Failure to meet this condition will result in the non-payment of salary for the time used for said activities.

**BOARD APPROVED:**

APRIL 22<sup>nd</sup>, 2002  
**NEW POLICY X,**  
**REPLACES POLICY \_\_\_\_\_**  
**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.2.12</b>
<b>REGULATION</b>	<b>Approval of Leaves</b>

Requests for leave will be approved within three weeks of the absence or sooner unless request is made in writing. Response to the request made in writing will be given within five working days of the request. No requests will be approved on days the school is normally closed such as February break or Christmas break.

NEW POLICY   X  ,  
REPLACES POLICY \_\_\_\_\_  
LEGAL REFERENCE \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.3.1</b>
<b>REGULATION</b>	<b>EDUCATIONAL ASSISTANT CLOTHING</b>

1. Educational Assistants who are required to actually enter the water as part of their duties in the Swim Program at the Flin Flon Aqua Center will be entitled to a maximum of \$90.00 reimbursement each academic year towards the purchase of swimwear. The \$90.00 reimbursement, or portion thereof, will be provided to the Educational Assistant upon the presentation of a bill showing the purchase of said swimwear.
2. Educational assistants who are required to skate with students as part of their duties will be reimbursed a maximum of \$70.00 towards the purchase of skates. This reimbursement will be paid only once during the educational assistant's employment with the Creighton School Division. The \$70.00 reimbursement, or portion thereof, will be provided to the Educational Assistant upon the presentation of a bill showing the purchase of said skates.
3. Educational assistants who are required to perform supervision or other outdoor duties will be reimbursed a maximum of \$50.00 towards the purchase of outerwear. This reimbursement will be paid once every two academic years. The \$50.00 reimbursement, or portion thereof, will be provided to the Educational Assistant upon the presentation of a bill showing the purchase of said outerwear.

**BOARD APPROVED:**

Feb. 27th, 2003  
**NEW POLICY** \_\_\_\_\_,  
**REPLACES POLICY** X .  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.10.1</b>
<b>REGULATION</b>	<b>EARLY RETIREMENT INCENTIVE FOR NON-TEACHER EMPLOYEES</b>

The Board of Education recognizes that there may be potential benefits to staff and to the School Division in providing employee retirement incentives. The Board of Education reserves the right to establish an early retirement incentive plan for any of its employees at any time, but this in no way constitutes any obligation on the part of the Board to establish such a plan.

A retirement incentive plan may be initiated by an employee's request which is approved by the Board or by a request from the Board which is voluntarily accepted by the employee. The nature of such a plan and the means by which it is accomplished shall be determined on a case by case basis by mutual consent of the Board and the employee.

In considering whether or not to approve a retirement incentive plan for an employee, the Board of Education must believe that the approval of that plan will benefit the School Division.

### **Implementation**

1. Any employee wishing to be considered for an early retirement incentive plan should submit a written request to the Director of Education as early as possible and, in any case, not later than two months prior to the date at which he or she wishes the proposed plan to commence.
2. The employee will meet with the Director of Education to discuss the request and to jointly develop a proposal for consideration by the Board of Education.
3. When the proposal has been developed, the employee and the Director will meet with the Board's Personnel and Finance Committees to review the proposed plan.
4. The Board of Education will receive a recommendation regarding the proposed plan and a final decision will be made by the Board.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>7.12.1</b>
<b>POLICY</b>	<b>STAFF RETIREMENT</b>

The term of service of all employees of the Creighton School Division No. 111 will end on June 30<sup>th</sup> immediately following their 65<sup>th</sup> birthday. Should an employee turn 65 on June 30<sup>th</sup>, the retirement date for that employee will be their 65<sup>th</sup> birthday.

This policy will come into effect on July 1, 2001.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.0.0</b>
<b>POLICY</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES</b>

The Creighton School Division facilities have been built for the purpose of educating the children who attend the Creighton Community School as students. Therefore, no use shall be made of these facilities which interferes with this purpose.

Similarly, the school budget is meant to provide for the expenses associated with operating and maintaining the buildings and grounds for the benefit of the Division's children. Although it is the policy of the Board of Education to allow school facilities to be used for public purposes, such use shall not impinge upon funds provided in the budget for the education of students, except where the Board of Education enters into a co-operative program with an outside agency for the benefit of students in the Division.

However, the Board of Education recognizes that school facilities were built with public funds. Therefore, they may be rented or loaned to responsible individuals or organizations as a community service, when they are not required for use by the Division's students. The Board of Education does this as a community service.

The Board of Education is not in competition with commercial facilities in the community. Consequently, the following regulations will contain a list of priorities defining access to the Division's facilities, as well as a scale of rental rates associated with such access.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.1.0</b>
<b>POLICY</b>	<b>SAFE ENVIRONMENT</b>

The Board wishes to maintain a safe environment for students and employees at all times.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION</b> <b>No. 111</b>	<b>8.1.1</b>
<b>REGULATION</b>	<b>TOBACCO</b>

The Creighton Community School, grounds and all Division properties are smoke and smokeless tobacco free areas, except for on school-sanctioned ceremonial occasions.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_**X** \_\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.1.2.1</b>
<b>REGULATION</b>	<b>DRUGS AND ALCOHOL</b>

The school environment must be alcohol and drug free to provide the best opportunities for student success. Staff will work with parents/guardians, students and others to realize the goal of an alcohol- and drug-free school by:

- Promoting prevention strategies;
- Providing educational opportunities about the dangers of drugs and alcohol; and,
- Responding appropriately to alcohol and drug related incidents by following proper disciplinary measures and facilitating rehabilitation by referral to external agencies where appropriate.

At Creighton Community School, we maintain a zero tolerance perspective towards drugs and alcohol at school or any school-sponsored activity: ***there is no amount of alcohol or drugs that a person may consume or possess that is acceptable.*** Alcohol and drug related incidents will be dealt with as “Major Infractions” according to our Code of Conduct.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.2.2</b>
<b>REGULATION</b>	<b>DANGEROUS OBJECTS/WEAPONS</b>

No weapons or objects that, in the opinion of the Principal, could pose a threat to the safety of others, may be brought on to school Division premises. This includes but is not limited to firearms, explosives, and knives, including pocketknives and projective devices. Any such dangerous objects brought to school shall be subject to seizure by the Principal and staff.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.2.3</b>
<b>REGULATION</b>	<b>VEHICLES ON SCHOOL PROPERTY</b>

The Board requests companies making deliveries to Creighton School to do so at times other than recess as a concern for the safety of our students as well as making the job easier for the driver concerned.

Unauthorized motorized vehicles are prohibited on school property.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.3.1</b>
<b>REGULATION</b>	<b>SCHOOL EQUIPMENT</b>

The Division will not lend audio-visual or computer-related equipment to any organization for use outside of the school, except with the permission of the Principal, who shall require the organization to sign a form indicating that they will be responsible for repair or replacement of damaged or lost item(s).

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.3.2</b>
<b>REGULATION</b>	<b>PHOTOCOPY MACHINES</b>

Non-school groups may use School Division photocopiers at a rate of 10 cents per copy for a single-sided copy and 15 cents for a double-sided copy.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_\_X\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.4.1</b>
<b>REGULATION</b>	<b>STORAGE OF OUTDOOR EDUCATIONAL EQUIPMENT</b>

Storage and orderliness of the Outdoor Educational Equipment is the responsibility of the teachers using the equipment. Other storage responsibility is designated to the caretakers.

Persons designated by the Principal are to have possession of one key to the Outdoor Educational Equipment storage areas. Any other teacher will be required to obtain the key from and return it to the office when finished with it.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

**APPLICATION:**

Application for use of school space shall be made to the Principal's Office on a form obtainable there.

Applications for long-term, recurring use of facilities will be considered annually in the order in which they are received. Preference will be given to non-profit groups sponsoring recreational activities. This annual scheduling will not preclude the use of available facilities at other times of the year. Staff will be notified in advance, as required, regarding the details of all bookings.

**CANCELLATIONS:**

The applicant will give two days' notice to cancel a reservation for use of school facilities. The user fee will be payable despite non-use if the required notice is not provided by the applicant.

The Principal or the Board of Education reserves the right to cancel any permit immediately and without notice if, in the opinion of a Board of Education representative, the premises and/or equipment is being abused or misused. The applicant, its officers, employees, members or other persons on the premises by its invitation or permission must immediately vacate the school premises upon demand of a school board representative.

**CAPACITY:**

Seating in the gymnasium or auditorium is limited to the capacity of the room as decided by the Office of the Provincial Fire Commissioner.

**CARE OF PREMISES:**

School premises must be left in a tidy condition by the applicant.

Nothing is to be nailed, pinned, or taped to the walls without the prior approval of the Principal.

Proper footwear must be used for recreational activity in the gymnasium.

A clean-up charge may be levied against the applicant at the sole discretion of the Principal for the cleaning of the premises, including the removal of marking of the floor caused by improper footwear.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2 Continued</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

**CARETAKING:**

User fees include ordinary caretaking service except where the Board of Education is required to employ a caretaker on an overtime basis due to the nature of the use of the facilities. In such cases, the applicant will be responsible for additional caretaking service and such charges shall be in the amount stated in the application for use.

**CONDUCT:**

No alcoholic beverages or mind or mood drugs are permitted on school premises. Unfavourable reports concerning conduct may result in cancellation of the permit.

**DAMAGES:**

The applicant shall not do or suffer or permit any waste or damage, disfiguration or injury to the school premises or the fixtures and equipment thereof, and the applicant shall reimburse the school board for costs incurred by the school board in making good any damage caused to the premises as a result of the negligence or wilful act of the applicants, its invitees, licensees, agents, servants, or other persons from time to time in or about the school premises at the invitation or permission of the applicant.

Damages are to be reported by the user to the Principal within 24 hours of the occurrence.

**EQUIPMENT:**

Equipment provided will be only the basic needs for the particular activity; for example, nets for badminton. Where other equipment, including the P.A. system is used by permission, an additional charge may be made. Equipment needs must be included on the user permit.

Under no circumstances will perishable equipment, such as badminton birds, be supplied by the Division.

The applicant is not permitted to store equipment on the premises without written permission of the Principal.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2 Continued</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

**HEATING:**

Heating and ventilating controls are not to be adjusted by the applicant.

**HOURS:**

For the purpose of user regulations, the school day begins at 8:00 a.m. and ends at 6:00 p.m. During these hours on regular school days, school buildings and grounds are reserved for the use of students and staff. Where there is no conflict with school activities, facilities may be available between 6:00 p.m. and 11:00 p.m. on school days and by special arrangements on Saturdays and Sundays. Special arrangements may be made to use the school facilities during vacation periods.

Notwithstanding the foregoing paragraph, space may be made available during the school day provided such does not conflict with school activities and is approved by the Principal. Such use is to be kept to a minimum.

**INSURANCE:**

The Board's insurance policy does not cover accident or injury resulting from the activity for which the user permit is granted. The user is therefore encouraged to carry liability insurance

**KEYS:**

Keys will not be distributed to regular school users. A custodian will open the appropriate door prior to the approved activity. Once this has happened, the user group members will be responsible for opening the door for others coming for the activity and monitoring the entrance and building security.

**MODIFICATIONS:**

No structures, ramps, or stage properties shall be erected in school buildings and no electrical circuits shall be changed without prior approval of the Principal.

**PAYMENT OF ACCOUNTS:**

Remittance of user fees is due within 30 days of invoice date. Failure to make payment will be considered just cause for termination of any long-term recurring use agreement.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2 Continued</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

**RESTRICTIONS:**

Sound systems owned by the Division are not to be used by community groups without the approval of the Principal.

**SAFETY:**

All aisles and doorways are to be kept clear and free of obstructions.

Exit lights are to be turned on and the applicant should familiarize himself with the location of the fire alarm, exit(s) and extinguisher(s).

Lighted candles must not be used in school buildings.

Use of Christmas tree and paper decorations, etc. must have prior approval of the Principal.

**SMOKING:**

Smoking is not permitted. All Division properties and grounds are smoke and smokeless tobacco free areas, except for on school-sanctioned ceremonial occasions.

**SUPERVISION:**

All groups shall make provision for adequate adult supervision of the activity involved throughout the period of use. Failure to do so will be sufficient cause for cancelling the rental permit.

The applicant shall supervise entrance and adjacent areas to ensure that unauthorized persons do not enter the school premises.

The applicant shall ensure the participants remain within the confines of the designated area being the subject of the user permit, and vacate the premises promptly upon completion of the activity.

The person or persons who sign(s) the user permit will be responsible for all matters pertaining to the user agreement.

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2 Continued</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

### **USER FEES AND RATE CATEGORIES:**

User agreements are valid only on the dates and for the times shown and apply only to the space and equipment listed.

Groups qualifying for Category B rates may take a collection or charge a nominal fee to cover expenses incidental to the user permit.

### **CATEGORY A: WAIVER OF USER FEES:**

The following activities shall not incur user fees:

- a). School or school-sponsored activities.
- b). School employees' meetings, functions and physical fitness/recreation activities. (Non-employee involvement should be kept to a minimum.)
- c). Community School Parents' Council activities
- d). Organisations sponsoring or promoting meetings, programs, classes, or workshops in direct relation to the school program, the validity of this relationship to be determined by the Principal. Other activities of such organisations may, at the discretion of the Principal, be subject to a user fee.

### **CATEGORY B: SCHOOL FACILITIES ON A MINIMAL USER FEE BASIS:**

The following may pay minimal user fees if the nature of the approved activity requires additional caretaking or maintenance services:

- a). Non-profit groups sponsoring recreational, cultural and educational activities.
- b). Meetings associated with municipal elections where a number of candidates speak and that are sponsored by a non-political community organisation.

**CATEGORY C:** School facilities used by local community groups.

**CATEGORY D:** Where facilities are made available to groups other than noted previously.



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.5.2 Continued</b>
<b>REGULATION</b>	<b>COMMUNITY USE OF SCHOOL FACILITIES – SPECIFIC GUIDELINES</b>

**FEES:**

<b>CATEGORY</b>	<b>GYM/GROUNDS</b>	<b>CLASSROOM</b>
B	\$8.25/hr \$25.00 minimum	\$5.00/hr
C	\$50.00/hr up to 2 hrs. \$27.50/hr. thereafter	\$5.00/hr
D	\$35.00/hr plus \$175.00 basic	\$7.50/hr plus \$22.50 basic

**BOARD APPROVED:****August 30, 2007****NEW POLICY \_\_\_\_\_****REPLACES POLICY \_\_\_\_X\_\_****LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.6.1</b>
<b>REGULATION</b>	<b>USE OF FACILITIES FOR BILLETING STUDENTS</b>

Requests to use school facilities to billet students or other groups shall be made to the Principal, who may refer the request to the Board if he/she deems it necessary.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.7.1</b>
<b>REGULATION</b>	<b>FACILITIES – EXTRA CURRICULAR ACTIVITIES</b>

All doors, except the Main door and the Northeast door (when the Dental staff are in the school), will be locked at 4:00 pm by the caretaking staff.

If a staff member supervising extra-curricular activities wishes to have the door open, the staff member may unlock the door for the admission of students for extra-curricular activities. However, the staff member is responsible for supervision and ensuring that the door is locked before leaving the building.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.8.1</b>
<b>REGULATION</b>	<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY</b>

**Receipt and Processing of Applications for Access to Records**

1. The Board of Education and all employees of this school division shall comply with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act and The Regulations of The Act. (Chapter L-27.1 Reg. 1).
2. Receipt and Processing of Applications for Access to Records:
  - a) All procedures for the processing of requests for access to records shall be in accordance with The Local Authority Freedom of Information and Protection of Privacy Act and The Regulations thereunder.
  - b) All applications for access to records shall be completed in writing on the proper form as set out in The Regulations. These applications will be submitted to the Secretary-Treasurer who shall immediately forward them to the Director of Education for review and further processing.
  - c) For the purposes of compliance with this Act, the Director of Education shall be designated as the head, as set out in The Local Authority Freedom of Information and Protection of Privacy Act, and shall perform the duties of the head in consultation with the Chairperson of the Board of Education.
  - d) All applications for access to records that are approved shall be subject to the payment of fees as prescribed in The Regulations. Unless payment of the fees is waived, all such fees shall be paid in full to the Secretary-Treasurer prior to the release of the requested information.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.9.0</b>
<b>POLICY</b>	<b>SCHOOL COMMUNITY COUNCILS</b>

The Board of Education of the Creighton School Division No. 111 believes that school community councils:

- Provide a valued component of school division governance;
- Promote community partnerships, communication and engagement in programs and activities that enhance student learning and wellbeing;
- Function best when they are inclusive of the community and representative of the students in the school, and
- Require clearly defined roles and responsibilities as well as ongoing support

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.9.1</b>
<b>REGULATION</b>	<b>SCHOOL COMMUNITY COUNCILS</b>

### **1. Definition of Terms**

In this document the Board of Education of the Creighton School Division 111 will be referred to as “the Board” and the School Community Council will be referred to as “the Council” or “the SCC”

### **2. Establishment**

- a. The Board of Education will establish a school community council for its schools.
- b. The Council will develop a constitution and submit its constitution to the Board for approval. The constitution may include the council’s vision, guiding principles, structure, composition and officers, its means of consultations and communication, and other procedures necessary for its effective performance.

### **3. Composition**

- a. The Council will be representative of the student body of the school and will seek to include members representing parents, community members, secondary students, First Nations, and others as suggested by the council and approved by the Board.
- b. The council will consist of permanent members and non-permanent members.
- c. The permanent council members shall include:
  - i. The principal or designate;
  - ii. A teacher selected by the teaching staff of the school or appointed by the principal. This position may be filled by the same teacher on a continuing basis, or by a new teacher each academic year;
  - iii. The community school coordinator; and
  - iv. Other members as described by the council’s constitution and approved by the Board.
- d. The non-permanent members shall number between 5-9 persons and be elected from the following eligible groups
  - i. Parents of students who attend the school, including those parents who do not reside within the attendance area of the school, but whose child(ren) attend the school.
  - ii. Electors (community members) that reside within the school attendance area.
  - iii. Secondary students from the school.
  - iv. First Nations members who live on reserve and whose child(ren) attend the school

#### **4. Terms of Office**

- a. Parent, First Nations, and Community member's term of office is two years, with no limit on the number of consecutive terms served.
- b. Student member's term of office is one year, with a maximum of two consecutive terms.
- c. Other member's terms shall be as described by the council's constitution and approved by the Board.

#### **5. Elections**

- a. One-half of the Parent, First Nations and Community members will be elected each year. In the Council's first year, half of these positions shall randomly be designated as one-year terms and the other half designated as two-year terms. In subsequent years, all terms will be as described in the "Terms of Office" section of these regulations.
- b. Upon the recommendation of the principal, the Board shall appoint an employee as Election Supervisor.
- c. The Election Supervisor shall ensure elections follow the procedures outlined in the Council's constitution.
- d. If following the nomination process, there are vacant positions on the council, the Board may reduce the number of members on the council. The Board may also appoint members to fill the vacant positions to ensure a minimum of 5 members on the SCC.

#### **6. Operations**

- a. The Council must seek Board approval for its constitution and amendments that outline the operational procedures for the Council.
- b. Minutes of each SCC meeting will be forwarded to the School Division's Secretary-Treasurer who will make them available to Board members.
- c. The board will approve an annual grant to the SCC and the Council will prepare an annual budget administered according to School Division accounting procedures outlined in its constitution.
- d. Regular meetings will be held according to the Councils schedule
- e. Special meetings will be held if required to so by the Board, or by the presentation to the Council chair a request signed in writing by no fewer than 25 persons who are either parents of children who attend the school or electors of the school division. Only business related to the roles and responsibilities of the SCC can be considered at the special meeting.

#### **7. Roles and Responsibilities**

- a. The Board is responsible for the education of children and youth in the Division and for consulting and engaging the SCC to help the Board fulfill its tasks
- b. To fulfill its roles and responsibilities the Council's will:
  - i. Seek to understand the strengths and needs of the school and community
  - ii. Become knowledgeable about resources and supports for students, the school, parents and community
  - iii. Develop a shared responsibility for learning success



- iv. Encourage and promote parent and community engagement in school planning and improving processes
- v. Participate in the development of the school's Learning Improvement Plan and other aspects of the provincial Continuous Improvement Framework.
- vi. Provide advice to the Board on policy, programs, and educational service decisions, school fees, and other matters.
- vii. Provide advice to the school principal and staff on school programs, operations, special events, fundraising and fees, student Code of Conduct and other matters.
- viii. Provide advice to other organizations, agencies and governments on items related to the learning and well-being of children and youth
- ix. Communicate annually to parents and the community on its plans and activities as well as its budget
- x. Comply with all regulations and policies of the Board.

**BOARD APPROVED:**

\_\_\_\_\_, \_\_\_\_\_

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_\_\_

**LEGAL REFERENCE** \_\_\_\_ Education Act, 1995, section 140 as amended in 2006 \_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.10.1</b>
<b>REGULATION</b>	<b>TRESPASSERS</b>

Persons other than staff, students enrolled at this school, or other legally authorized persons coming on to School Division property must report to the school Administration Office before going elsewhere.

Anyone failing to do so is a trespasser and the Board may take action taken against him/her in accordance with the law.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY X \_\_\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>8.12.1</b>
<b>REGULATION</b>	<b>FIRE ALARM SYSTEM</b>

There shall be an annual inspection of the fire alarm system of the Creighton School.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>9.2.3</b>
<b>REGULATION</b>	<b>ADULT STUDENT ENROLMENT</b>

In order to comply with the Education Act, 1995, the Board of Education of the Creighton School Division No. 111 will not approve for payment of tuition fees any registration by an adult student in any courses.

According to the Education Act, 1995 and this policy an adult is a person who has attained his or her 22<sup>nd</sup> birthday prior to the first day of the semester in which the course is taken.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY** \_\_\_\_\_

**REPLACES POLICY** \_\_\_X\_\_\_

**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>9.5.1</b>
<b>REGULATION</b>	<b>FINANCIAL – ADMINISTRATION FEES</b>

An Administration fee of 7% shall be charged for administering any outside contract funds.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>9.5.2</b>
<b>REGULATION</b>	<b>FINANCIAL - BORROWING</b>

The Board of Education may, by resolution, borrow:

- a) any sum of money that may be required for necessary expenditures of the Board pending receipt of the proceeds of taxes and other revenue, and any loan so made shall be paid out of and shall be first charge upon the uniform tax levy for the year in which the loan was made and may be secured by the promissory note or notes of the Chairman and Secretary-Treasurer given on behalf of the Board, and
- b) any sum of money that the Board considers necessary to provide for its current expenditures on the security of operating grants payable to the Division, where borrowing pursuant to Clause (a) is insufficient to so provide.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>9.5.3</b>
<b>REGULATION</b>	<b>FINANCIAL - AUDITORS</b>

The Board of Education shall, at its organizational meeting each year, appoint one or more persons or an incorporated company or partnership to audit the books and accounts of the Division, but no person shall be appointed:

- 1) who is then, or was during the preceding year, a member of the Board
- 2) who is then, or was during the preceding year, Secretary-Treasurer of the Division
- 3) who has then, or had during the preceding year, an interest in a contract made by the Board
- 4) who is employed by the Board in any capacity except that of auditor.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.4</b>
<b>REGULATION</b>	<b>ANNUAL BUDGET</b>

1. The annual budget of the School Division shall be established in accordance with the requirements of The Education Act, 1995, the Regulations under The Education Act, 1995, and the priorities established by the Board of Education to meet the requirements of the Division.
2. The Secretary Treasurer shall, in consultation with the Director of Education, prepare the budget for presentation to the Board of Education and shall make joint recommendations with the Director of Education to the Board of Education relating to the budget.
3. The Board of Education shall formally approve the annual budget before it is submitted to Saskatchewan Education.

**BOARD APPROVED:**

\_\_\_\_\_  
NEW POLICY \_\_\_\_\_

REPLACES POLICY \_\_\_\_\_

LEGAL REFERENCE \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.0</b>
<b>POLICY</b>	<b>SCHOOL BUDGET</b>

The Board of Education believes that purchasing decisions are best made as close as possible to the user. The Board of Education also recognizes that its responsibilities to the electors of the Creighton School Division No. 111 necessitate effective controls on the spending of public funds.

Consistent with these objectives, the Board of Education will decentralize control over certain types of purchasing to the school Principal. At the same time, the Secretary Treasurer shall exclusively control disbursement of public funds, and the Director of Education, in co-operation with the Secretary Treasurer, shall perform a supervisory function with respect to the school budget.

**BOARD APPROVED:**

January 13 , 2000  
**NEW POLICY**   X    
**REPLACES POLICY**             
**LEGAL REFERENCE**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.1</b>
<b>REGULATION</b>	<b>SCHOOL BUDGET</b>

In general, school budgetary allocations shall be determined by the Board of Education as it deems necessary. Budget allocations shall -- as a matter of course -- conform to a set monetary formula. This formula is contained in Regulation 9.5.5.2, and shall be revised annually by the Board of Education, as required, when it determines the annual budget for the Creighton School Division.

The global budget total which results from the application of the formula is a strict maximum, and is not to be exceeded, except as outlined in Regulation 9.5.5.3. The Principal, as a responsible officer of the Board of Education, should make conscientious efforts to spend public funds wisely and only on necessary purchases.

**BOARD APPROVED:**

**August 30, 2007**

**NEW POLICY \_\_\_\_\_**

**REPLACES POLICY \_\_\_X\_\_\_**

**LEGAL REFERENCE \_\_\_\_\_**

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.2</b>
<b>REGULATION</b>	<b>SCHOOL BUDGET: FUNDING FORMULA</b>

The annual budget for the school shall be determined using the formula outlined below. The formula has two parts: one part recognizes current year expenditures, and the other part constitutes a carryover of the previous year's deficit or surplus. The total budgetary allocation for a school will be the sum of the two parts.

$$\text{CURRENT EXPENSES} + \text{CARRYOVER} = \text{TOTAL ALLOCATION}$$

Current Expenses will be determined by multiplying the Sept. 30 enrolment from the previous year by \$375.00. The Carryover will be as determined in Regulation 9.5.5.3.

**BOARD APPROVED:**

March 08 , 2001  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY**   X    
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.3</b>
<b>REGULATION</b>	<b>SCHOOL BUDGET: OPERATION</b>

The following general comments apply to the operation of the school budget.

The Secretary-Treasurer shall provide the Director of Education with an unaudited statement of the amount of the schools' carryover from the previous budget no later than February 14 in any given year. (Audited figures should be provided if they are available.) The Director of Education, using values determined for the budgeting formula from the previous year, will give the Principal an estimate of his/her annual budget no later than February 28.

Using the estimates provided by the Director of Education, the Principal, in consultation with staff as appropriate, will determine the budgetary allocations for each of the categories in their decentralized budget, and provide this information to the Secretary Treasurer no later than March 15 in any calendar year. These figures will be used by the Secretary-Treasurer and Director of Education in preparing budgetary proposals for the school division for consideration by the Board of Education. Once the Board of Education has finalized its annual budget, the Principal will make any final adjustments to his/her budget, as required.

School budget surpluses and deficits will be carried over to the following year's budgetary allocation. Deficits will be allowed to a maximum of 10% of a school's global budget in any given year. However, schools should not anticipate budgetary surpluses and deficits, unless appropriate arrangements are made with the Director of Education, and are so indicated in the school's annual budget.

The allocations made by the Principal to the various school budgetary accounts are guidelines only; however, crossovers among accounts will be permitted only in special circumstances. Rather, purchases made by the school will be charged against the account to which they legitimately belong. This will help to provide an accurate guide for budgetary allocations on the part of the Principal in future years.

A minimum of 20% of the school's global budget shall remain in place as of August 20 in any given year.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.3 Continued</b>
<b>REGULATION CONTINUED</b>	<b>SCHOOL BUDGET: OPERATION</b>

The Secretary-Treasurer shall provide the Principal with a monthly financial statement showing expenditures charged to the school's budget for that year to date. The Secretary-Treasurer will begin to issue these financial statements in April, or sooner if available.

In general, the Principal shall strive to procure quality goods and services at the best value for money spent. Goods and services should be purchased through open competition whenever possible. Where quality and cost are competitive, preference shall be given to local suppliers.

Goods and services to be charged to a school budget shall be submitted on a purchase order supplied by the school division. All purchase orders shall be channelled through and bear the signature of the Principal of the school. Direct staff purchases should be kept to a minimum. However, where these purchases are necessary for the school program, they shall be made by or through the Principal. Itemized statements are required to be submitted to the Division office for reimbursement.

**BOARD APPROVED:**

\_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY** \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.4</b>
<b>REGULATION</b>	<b>SCHOOL BUDGET: CATEGORIES</b>

The following budgetary accounts are allocated to the schools:

1.2.12.130.300	<b>Textbooks:</b> Includes the costs of books purchased as desk copies for teachers and also the costs of textbooks purchased, including workbooks, for free distribution to pupils.
1.2.12.130.309-.310	<b>Resource Centre Materials:</b> Includes the cost of library and reference books, periodicals and printed matters, as well as computer software, tapes, films and film strips, globes and charts placed in the resource centre. Do not report the purchase of instructional equipment items.
1.2.12.130.311	<b>ESL/Special Ed Materials/Other Instructional Aids:</b> This category would include expenditures made for materials, books, kits, supplies, and so forth, purchased specifically to support Special Education programs within the school. It would also include any other instructional aids purchased for use in the school.
1.2.12.135.312.001-.004	<b>Academic Supplies:</b> Includes classroom supplies, testing materials, fine arts, science, computer and other laboratory supplies, music program supplies, physical education materials, etc.
1.2.12.135.313.001-.002	<b>Technical-Vocational Supplies:</b> Includes expendable materials and supplies for all Technical-Vocational labs and Home Economics labs.
1.2.12.140.251	<b>Furniture:</b> Includes all desks, tables and other classroom furniture purchased in a normal replacement program or for the updating and improvement of the furniture in any school.
1.2.12.140.252	<b>Audio-Visual Equipment:</b> Includes the purchase of equipment for the resource centre as well as projectors, cassette players, and television sets, etc., for the classroom.

**BOARD APPROVED:**

\_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY**   X    
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.4 Continued</b>
<b>REGULATION CONTINUED</b>	<b>SCHOOL BUDGET: CATEGORIES</b>

1.2.12.140.253	<b>Computer Equipment:</b> Purchase of computer equipment.
1.2.12.140.254.001-.002	<b>Technical-Vocational Equipment:</b> Includes equipment purchased for all Technical-Vocational labs and Home Economics labs.
1.2.12.140.255	<b>Physical Education Equipment:</b> Includes the purchase of equipment used in gymnasiums as well as equipment used in track and field and for other outdoor activities. This includes both new and replacement items.
1.2.12.140.256.001	<b>Other Equipment:</b> Specify the nature and amount of any other equipment purchases undertaken by the school.
1.2.12.140.257	<b>Rental of Instructional Equipment:</b> Includes the rental expense of any equipment used directly in the educational program of the school, such as photo copier, etc.. It does not include rent of maintenance equipment.
1.2.12.140.160	<b>Photocopier Costs:</b> Includes all duplicating costs. Expenses of duplicating information to be used for instructional purposes should be included under this item.
1.2.12.155.221.002	<b>Professional Development:</b> Includes expenses associated with the professional development of teachers such as all costs of conferences, conventions, seminars, workshops, sub teacher costs, etc., including travel costs. It does not include Division-mandated programs.
1.2.12.160.223.002	<b>P.D. Teacher Travel:</b> Report day to day travel expenses for all itinerant teachers, consultants, and other instructional personnel for visiting schools, etc.

**BOARD APPROVED:**

\_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY**   X    
**LEGAL REFERENCE** \_\_\_\_\_

<b>CREIGHTON SCHOOL DIVISION NO. 111</b>	<b>9.5.5.4 Continued</b>
<b>REGULATION CONTINUED</b>	<b>SCHOOL BUDGET: CATEGORIES</b>

1.2.12.165.245	<b>Computer Services:</b> Includes expense for computer services associated with the instructional program.
1.2.12.170.360	<b>Awards to Students:</b> Includes items provided to pupils such as scholarships, medals and prizes. This does not include the Board scholarships, which will be charged under category 1.2.10.105.999 (Other).
1.2.12.170.361.001-.003	<b>Special Events:</b> Includes expenses for items such as team sport events, track meets, referee costs, etc. It does not include transportation expenditures for these events.
1.2.12.170.362.001-.005	<b>Special Programs:</b> Report expenses for special program offerings such as swimming, skating, bike safety, skiing, and the Enrichment Program.
1.2.12.170.999.001	<b>Other Student Expense:</b> Specify the nature and amount of any other student related expense incurred by the school board of the school division.
1.2.14.165.522.001-.002	<b>Special Events Transportation:</b> Includes the expenses incurred by the school in providing transportation services to students for special programs and events. This could include items such as team transportation for sports events, transportation of students for field trips, etc.
1.2.14.165.999.001	<b>Swim Transportation</b>
1.2.14.165.999.002	<b>Outdoor Education Transportation</b>
1.2.14.165.999.004	<b>Denare Beach Miscellaneous Transportation</b>

**BOARD APPROVED:**

\_\_\_\_\_  
**NEW POLICY** \_\_\_\_\_  
**REPLACES POLICY**   X  \_\_\_\_\_  
**LEGAL REFERENCE** \_\_\_\_\_



<b>CREIGHTON SCHOOL DIVISION No. 111</b>	<b>9.9.1</b>
<b>REGULATION</b>	<b>HONORARIUM – FACILITATING WORKSHOPS</b>

Staff members will be provided with a \$50.00 honorarium for facilitating a part-day Board initiated workshop, and \$75.00 for facilitating a full-day Board initiated workshop.

**BOARD APPROVED:**

\_\_\_\_\_,  
**NEW POLICY**  
**REPLACES POLICY**  
**LEGAL REFERENCE**