

## ADMINISTRATIVE PROCEDURE MANUAL

The Board of Education is currently reviewing its Bylaws, Policies and Administrative Regulations to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. The Administrative Procedures in this Manual have been completed.

### **SECTIONS:**

Section 200 – Partner & Community Relations

Section 300 – Students, Instruction & Programs

Section 400 – Health & Safety

Section 500 - Human Resources

Section 600 – Business & Support Services



**210 ADMINISTRATIVE PROCEDURE:** PARENTS' ADVISORY COUNCILS AND DISTRICT PARENTS'

ADVISORY COUNCIL

**211 ADMINISTRATIVE PROCEDURE: INSURANCE EXTENSION FOR PARENTS' ADVISORY** 

COUNCILS AND DISTRICT PARENTS' ADVISORY COUNCIL

Personal Information Management Program

PRIVACY IMPACT STATEMENTS **256 Administrative Procedure:** 

**257 ADMINISTRATIVE PROCEDURE: CRITICAL INCIDENT AND PRIVACY BREACH** 

Access to Records **258 Administrative Procedure:** 

**ENVIRONMENTAL STEWARDSHIP 260 Administrative Procedure:** 

FLAG PROTOCOL **270** Administrative Procedure:

**255 ADMINISTRATIVE PROCEDURE:** 



### SECTION 300

**300 ADMINISTRATIVE PROCEDURE:** STUDENT SUBSTANCE USE

**302 ADMINISTRATIVE PROCEDURE:** STUDENT BEHAVIOUR SUPPORT

305 ADMINISTRATIVE PROCEDURE: STUDENT BEHAVIOUR – SEXUAL HARASSMENT AMONG

**STUDENTS** 

**307 ADMINISTRATIVE PROCEDURE:** POLICE REQUESTS FOR STUDENT INTERVIEWS

308 Administrative Procedure: Student Search and Seizure

312 ADMINISTRATIVE PROCEDURE: STUDENT RECORDS

315 ADMINISTRATIVE PROCEDURE: DISTRICT / AUTHORITY SCHOLARSHIPS

317 ADMINISTRATIVE PROCEDURE: INTERNATIONAL STUDENT PROGRAM: FEE PAYING

**S**TUDENTS

318 ADMINISTRATIVE PROCEDURE: STUDENT CELL PHONE AND DIGITAL DEVICE USE

319 ADMINISTRATIVE PROCEDURE: STUDENT ATTENDANCE

321 ADMINISTRATIVE PROCEDURE: STUDENT CODE OF CONDUCT

325 ADMINISTRATIVE PROCEDURE: DISTRIBUTION OF INFORMATION OR MATERIALS

330 ADMINISTRATIVE PROCEDURE: SUPPORT FOR STUDENT EDUCATION PROGRAMS BY

OUTSIDE AGENCIES AND CERTIFIED PROFESSIONALS

335 ADMINISTRATIVE PROCEDURE: RESIDENCY AND STUDENT ELIGIBILITY

337 ADMINISTRATIVE PROCEDURE: SCHOOL ADMISSION AND CHOICE

338 ADMINISTRATIVE PROCEDURE: SPECIALTY ACADEMIES AND PROGRAMS

**340 ADMINISTRATIVE PROCEDURE:** SCHOOL FEES

342 ADMINISTRATIVE PROCEDURE: SELECTION OF LEARNING RESOURCES

343 ADMINISTRATIVE PROCEDURE: PROCEDURES FOR DEALING WITH CHALLENGED

**M**ATERIALS

345 ADMINISTRATIVE PROCEDURE: GUIDELINES FOR CONDUCTING RESEARCH IN

**CHILLIWACK SCHOOLS** 

350 ADMINISTRATIVE PROCEDURE: BOARD/AUTHORITY AUTHORIZED COURSES

**355 ADMINISTRATIVE PROCEDURE:** SAFE SCHOOLS

356 ADMINISTRATIVE PROCEDURE: SAFE AND CARING SCHOOLS: SEXUAL ORIENTATION AND

**GENDER IDENTITY OR EXPRESSION** 

357 ADMINISTRATIVE PROCEDURE: PLANNING FOR STUDENTS WITH DISABILITIES AND

**DIVERSE ABILITIES** 

**360 ADMINISTRATIVE PROCEDURE:** Pets / Animals on School District Property

362 ADMINISTRATIVE PROCEDURE: DISTRICT MAGNET SCHOOLS, SCHOOLS OF CHOICE AND

**DISTRICT PROGRAMS** 

365 ADMINISTRATIVE PROCEDURE: ALTERNATE DELIVERY OF PHYSICAL AND HEALTH

**EDUCATION K-10 CURRICULA** 

**370 ADMINISTRATIVE PROCEDURE:** STUDENT FIELD EXPERIENCES

377 ADMINISTRATIVE PROCEDURE: French Immersion



**405** Administrative Procedure: **POLICE INFORMATION CHECK - VOLUNTEERS** 

SMOKE/TOBACCO AND E-CIGARETTE (VAPOUR) - FREE **410** Administrative Procedure:

**ENVIRONMENT** 

**417 ADMINISTRATIVE PROCEDURE:** SOCIAL MEDIA

REPORTING SUSPECTED CASES OF CHILD ABUSE AND **420 ADMINISTRATIVE PROCEDURE:** 

NEGLECT

**ADMINISTERING MEDICATIONS TO STUDENTS 425** Administrative Procedure: **426 ADMINISTRATIVE PROCEDURE:** INFORMATION ON THE MEDICAL ALERT FORM **ALLERGIC SHOCK (ANAPHYLAXIS) PROCEDURES 427 ADMINISTRATIVE PROCEDURE:** 

STUDENT ILLNESS OR INJURY **428 Administrative Procedure: 429 Administrative Procedure: COMMUNICABLE DISEASES** 

**Assistance Dogs in Schools 430 Administrative Procedure:** 

**440 ADMINISTRATIVE PROCEDURE: OPIOID POISONING RESPONSE** 

**OCCUPATIONAL HEALTH AND SAFETY 450 Administrative Procedure:** REPORTING INCIDENTS OF VIOLENCE **460 Administrative Procedure:** 

**470** Administrative Procedure: **EMERGENCY CLOSURE** VIDEO SURVEILLANCE **475** Administrative Procedure:

TRESPASSING & MAINTENANCE OF ORDER **480 Administrative Procedure:** 

AUDIO / VIDEO RECORDINGS, PHOTOGRAPHY AND LIVE **481 ADMINISTRATIVE PROCEDURE:** 

**STREAMING** 

USE OF PHYSICAL RESTRAINT AND SECLUSION OF **485 ADMINISTRATIVE PROCEDURE:** 

**S**TUDENTS









HIMAN RESOURCE

500 ADMINISTRATIVE PROCEDURE: LEADERSHIP APPOINTMENTS AND ASSIGNMENTS

505 ADMINISTRATIVE PROCEDURE: PVP LEADERSHIP DEVELOPMENT AND PERFORMANCE

APPRAISAL FRAMEWORK

**510 ADMINISTRATIVE PROCEDURE:** STANDARDS OF CONDUCT FOR STAFF

**520** ADMINISTRATIVE PROCEDURE: RESPECTFUL WORKPLACE – REPORTING, INVESTIGATING

AND RESOLUTION PROCEDURES

**525 ADMINISTRATIVE PROCEDURE:** EMPLOYEE RECOGNITION

530 ADMINISTRATIVE PROCEDURE: EXPENSES

**545 ADMINISTRATIVE PROCEDURE:** STAFF CONFLICT OF INTEREST **550 ADMINISTRATIVE PROCEDURE:** PUBLIC INTEREST DISCLOSURES



Chilliwack

**School District** 

**ACCUMULATED OPERATING SURPLUS 601 ADMINISTRATIVE PROCEDURE:** 

**605** Administrative Procedure: **Purchasing** 

**610 ADMINISTRATIVE PROCEDURE:** Transportation – Eligibility, Conditions and

REGISTRATION

TRANSPORTATION - OPERATING INSTRUCTIONS **611 ADMINISTRATIVE PROCEDURE:** 

TRANSPORTATION – STUDENTS WITH DISABILITIES AND **612 Administrative Procedure:** 

**DIVERSE ABILITIES** 

Transportation – Registration and Fees **613 Administrative Procedure:** 

SCHOOL FINANCIAL TRANSPARENCY **625** Administrative Procedure:

**CONSTRUCTION CONTRACTS, BIDDING AND AWARDS 635 ADMINISTRATIVE PROCEDURE:** 

**651 ADMINISTRATIVE PROCEDURE: ACCESS TO BUILDINGS** 

**682 Administrative Procedure: RENTAL VEHICLES** 



# ADMINISTRATIVE REGULATION MANUAL

(UNDER REVISION)

The Board of Education is currently reviewing its Bylaws, Policies and Administrative Regulations to ensure they are current and functional, and that they align with the School Act, Regulations and Orders in Council, and Ministerial Orders. The Administrative Regulation Manual is still under review.

### **REMAINING SECTIONS:**

Section 500 – Students

Section 600 – Instructional Educational Programs

Section 700 – Support Services

Section 800 – Business Services (REVIEW COMPLETE)

Section 900 – Community Relations



STUDENTS

SECTION 500

**507.2** ADMINISTRATIVE REGULATION:

STUDENT RECORDS: PRINT INFORMATION FOR NON-CUSTODIAL AND-CO-CUSTODIAL PARENTS



**605.1** ADMINISTRATIVE REGULATION:

**TECHNOLOGY USE** 



SUPPORT SERVICES

**703.6 ADMINISTRATIVE REGULATION:** 

**V**ANDALISM



BUSINESS SERVICE

**REVIEW COMPLETE.** 

PLEASE SEE ADMINISTRATIVE PROCEDURE MANUAL (NEW).



907.1 ADMINISTRATIVE REGULATION: EDUCATION, BUSINESS AND COMMUNITY

**PARTNERSHIPS** 

911.1 ADMINISTRATIVE REGULATION: COMMUNITY SCHOOLS

920.1 ADMINISTRATIVE REGULATION: SMUDGING CEREMONIES