

Brandon School Division Administrative Procedures Manual Index

Series 1000 – Foundations and Commitments		Superintendent/CEO
Number	Name	
1001	Administrative Procedure Development	
1005	Community Service Volunteer Recognition	
1005Fa	<i>Community Service Participation</i>	
1005Fb	<i>Community Service Student SIP Approval Form</i>	
1005Fc	<i>Community Service SIP Parent Guardian Approval Form</i>	
1005Fd	<i>Community Service Tracking</i>	
1005Fe	<i>Community Service Evaluation</i>	
1010	Community - Education Partnership	
1015	Conducting Research in the Brandon School Division	
1015Fa	<i>Research Application</i>	
1015Fb	<i>Research Application Review Form</i>	
1020	Consultation	
1022	Dispute Resolution	
1025	Division Foundations	
1030	Equity	
1040	Logo and Slogan	
1045	School Councils	
1050	System Goals and Continuous Improvement	
1055	Whistleblower	
1055F	<i>Reporting Suspected Wrongdoing Form</i>	
1060	Collection and Use of Data	

Brandon School Division Administrative Procedures Manual Index

Series 2000 – General Administration		Superintendent/CEO
Number	Name	
2005	Code of Conduct	
2010	Communications	
2015	Communications – Media Communications	
2020	Communications – School Messenger	
2025	Development of Educational Support Materials (Print, Non-Print and Computer Software)	
2030	Distribution of Materials in Schools	
2035	External and Internal Media Use of Images and Recordings	
2035F	<i>External and Internal Student Media Release Form</i>	
2035N	<i>External and Internal Media Coverage (General) Notice to Parents</i>	
2040	Gideon Bible Distribution	
2045	Information and Communication Technologies (ICT)	
2050	Information and Communication Technologies (ICT) Use by Staff	
2050F	<i>Information and Communication Technologies (ICT) Staff Acceptable Use Agreement</i>	
2055	Information and Communication Technologies (ICT) Use by Students	
2055F	<i>Information and Communication Technologies (ICT) Student Acceptable Use Agreement</i>	
2057	Allocation of Division Computer Equipment	
2057F	<i>MIST Inventory Control Form</i>	
2060	Nutrition	
2065	Records Management	
2070	Records Management – Protection of Information Under the Youth Criminal Justice Act (Canada)	
2075	Records Management – Protection of Personal Health Information of Employees	
2080	Records Management – Protection of Personal Health Information of Students	
2085	Records Management – Protection of Personal Information of Employees	
2090	Records Management – Protection of Personal Information of Students	
2095	Records Retention and Disposition	
2100	Risk Response	
2105	Scent Controlled Facilities	
2120	School Closure Due to Inclement Weather	
2125	Social Media and Third-Party Educational Applications	
2125Fa	<i>Social Media and Third-Party Educational Application Consent Form</i>	
2125Fb	<i>Social Media and Third-Party Educational Application – Project Proposal Form</i>	
2130	Time Capsule	
2135	Smoke and Vapour Free Environments	
2140	Use of Cell Phones and Electronic Communication Devices by Employees, Trustees, Parents, Volunteers and Visitors	
2145	Web Page Guidelines for Brandon School Division	
2145F	<i>External and Internal Staff Media Release Form</i>	

**Brandon School Division
Administrative Procedures Manual Index**

Series 2000 – General Administration <i>continued</i>	Superintendent/CEO
2150	Performing Arts within the Community

**Brandon School Division
Administrative Procedures Manual Index**

Series 3000 – Fiscal Management		Secretary-Treasurer
Number	Name	
3000	Accounting for School General Funds	
3005	Banking Procedures	
3010	Budget – Instructional Equipment and Supplies	
3015	Capital Projects Approval	
3020	Car Allowances and Transportation Expense Claims	
3020Fa	<i>Travel Expense Account Form</i>	
3020Fb	<i>Mileage Expense Claim Form</i>	
3025	Catering by CPRSS Food Services	
3030	CPRSS Shop Projects	
3035	Disposal of Equipment and Materials	
3040	Facsimile Signatures	
3045	First Nations Band/Education Authority Non-Resident Tuition Fees	
3050	MHSAA Activities	
3055	Payments	
3055F	<i>Petty Cash Form</i>	
3060	Purchasing Authority	
3065	Reimbursement of Costs for Ambulance and Personal Effects	
3070	School Telephones	
3075	The Friends of Education Fund	
3075F	<i>Charitable Tax Receipt Project Designated Request Form</i>	

**Brandon School Division
Administrative Procedures Manual Index**

Series 4000 – Program and Instruction		Assistant Superintendent – Student Achievement Support Services
Number	Name	
Student Programming		
4005	Advanced Placement Program	
4010	Assessment and Reporting of Student Learning and Achievement	
4015	Basic French	
4020	Conclusion of Classes in June	
4025	Correspondence/On-Line Courses	
4030	Expansion of Band Program	
4035	Evaluation of Instructional Programs and Services	
4040	French Immersion	
4045	Grades 9-12 Physical Education Credits	
4045F	<i>Physical Activity Practicum Plan</i>	
4050	Home Programming	
4055	Instructional Programs of Agencies Outside the School Division	
4060	Kindergarten Enrollment	
4065	Literacy Development of Students K-12	
4070	Lunch Program	
4075	Music Education	
4080	Numeracy Development of Students K-12	
4085	Off-Site Programs and Activities	
4085Fa	<i>Low Risk Off-Site Activity Proposal Form</i>	
4085Fb	<i>Higher Risk Off-Site Activity Proposal Form</i>	
4085Fc	<i>Driver/Vehicle Approval Form</i>	
4085Fd	<i>Passenger Assignment Form</i>	
4085Fe	<i>Billeting Guidelines</i>	
4085Ff	<i>Off-Site Activity/Trip Checklist</i>	
4085Fg	<i>Cross Border Consent Letter</i>	
4085Fh	<i>Emergency Response Plan Template</i>	
4085Fi	<i>Incident Report Form</i>	
4090	Out of School Physical Education Approval Process	
4090Fa	<i>Guidelines for Self-Managed Activities</i>	
4090Fb	<i>Release Form</i>	
4090Fc	<i>Self-Managed Activity Form</i>	
4090Fd	<i>Standard Form and Checklist</i>	
4090Fe	<i>Student Request Form</i>	
4100	Student Safety Patrols	
4105	Work Experience Programs	
4505	Administering Medications to Students	
4505Fa	<i>Individual Medication Administration Log</i>	
4505Fb	<i>Procedures for Handling Prescribed Medications</i>	
4505Fc	<i>Request to Administer Medication Form</i>	
4510	Appropriate Educational Programming and Inclusion	

**Brandon School Division
Administrative Procedures Manual Index**

Series 4000 – Program and Instruction		Assistant Superintendent – Student Achievement Support Services
<i>continued</i>		
Number	Name	
Student Programming		
4515	Blood Borne Infections / Handling Bodily Fluids	
4520	Child Abuse	
4525	Children with Known Risk of Anaphylaxis / Life Threatening Allergies	
4535	Human Diversity	
4540	Prevention of Communicable Disease / Infection Transmission	
4550	Use of Certified Service Dogs in Brandon School Division	
4555	Unified Referral and Intake System (URIS)	

Brandon School Division Administrative Procedures Manual Index

Series 5000 – Human Resources		Director of Human Resources
Number	Name	
5005	Addictions Abuse	
5010	Assignment of Professional Permanent Staff	
5015	Assignment of School Leaders	
5020	Collective Bargaining – Employee Participation	
5025	Confidential Information	
5025F	<i>Pledge of Confidentiality</i>	
5030	Criminal Record Check/Child Abuse Registry Check	
5035	Employee Discipline - Designated Agents	
5040	Employee Long Service Recognition	
5045	Employment of Non-Certified Vocational Teachers	
5050	Employment of Professional	
5055	Employment of School Leaders	
5060	Employment Requirements - Custodial and Maintenance	
5060F	<i>Power Engineering 5th Class</i>	
5065	Employment Requirements - School Bus Drivers	
5070	Evaluation of Professional Staff	
5075	Evaluation of School Leaders	
5075F	<i>Evaluation of School Leaders: School Leader Self-Assessment</i>	
5080	Evaluation of Support Staff	
5090	Head Teacher	
5095	Leaves and Absences – Permanent Support Staff	
5100	Leaves and Absences – Professional Staff	
5105	Leaves and Absences – Senior Administration	
5110	Professional Staff – Group RRSP	
5115	Recruitment of Employees	
5120	Reduction in Workforce	
5125	Reporting Guidelines for Support Staff	
5130	Respectful Workplace	
5130F	<i>Respectful Workplace Complaint Form</i>	
5131F	<i>Respectful Workplace Respondent Form</i>	
5135	Supervision of Co-Curricular Activities	
5140	Work Hours – Summer	
5145	Workplace Accident Reporting	
5150	Workplace Safety and Health	
5155	Workplace Safety and Health - Contractors	
5160	Workplace Safety and Health – Duties and Responsibilities for Safety and Health	
5165	Workplace Safety and Health – Inspections	
5165F	<i>Safety Inspection Form</i>	

**Brandon School Division
Administrative Procedures Manual Index**

Series 5000 – Human Resources <i>continued</i>		Director of Human Resources
Number	Name	
5170	Workplace Safety and Health – Investigating Workplace Incidents and Refusals to Work	
<i>5170Fa</i>	<i>Hazard/Near Miss Report Form</i>	
<i>5170Fb</i>	<i>Incident Investigation Summary Report</i>	
<i>5170Fc</i>	<i>Refusal to Work Form</i>	
<i>5170Fd</i>	<i>Workplace Safety and Health Concern Form</i>	
5175	Workplace Violence Prevention	
<i>5175F</i>	<i>Violent Incident Report Form</i>	

**Brandon School Division
Administrative Procedures Manual Index**

Series 6000 – Students		Assistant Superintendent – Curriculum and Continuous Improvement
Number	Name	
6005 <i>6005F</i>	Admission of International Students <i>International Student Application Form</i>	
6010 <i>6010Fa</i> <i>6010Fb</i> <i>6010Fc</i> <i>6010Fd</i>	Admission of Non-Resident Students <i>Application for Admission – Non-Resident</i> <i>Information on Provincially Funded Non-Resident Student Living with Non-Custodial Caregivers</i> <i>Request for Provincially Funded Non-Resident Student Acceptance</i> <i>Authorization for Release of Information</i>	
6015	Age of Entrance	
6020	Assignment to Schools	
6025	Illegal Possession and/or Use of Alcohol, Cannabis (Marijuana), Illicit or Non-Medical Use of Drugs and Intoxicating Substances	
6030	Interviewing of Students in School (combined with Investigation by Police in the Schools)	
6035	Non-School Sponsored Student Groups Use of Schools	
6040	Registration of Students	
6045	Searches, Inspections, Screenings and Seizure	
6050 <i>6050F</i>	Student Accident Reporting <i>Serious Incident Report</i>	
6055	Student Attendance	
6060	Student Awards and Divisional Recognition of Student Achievement	
6065	Student Exchange	
6070	Student Insurance Program	
6075 <i>6075F</i>	Student Lockers <i>Student Lockers – Conditions of Use</i>	
6080	Use of Cell Phones and Electronic Communication Devices by Students	

**Brandon School Division
Administrative Procedures Manual Index**

Series 7000 – Facilities		Secretary-Treasurer
Number	Name	
7005	Access by Students to School Buildings	
7010	Christmas Trees and Decorations	
7015	Emergency Use of Schools	
7020	Fire Drills	
7025	Joint Use of Community Facilities	
7030	Land or Financial Consideration Requirements for Municipal Subdivision Applications	
7035	Naming and Renaming of Division Facilities	
7040	Non-Divisional Use of Schools for Accommodation	
7045F	<i>Non-Divisional Use of Schools for Accommodation</i>	
7045	Parking	
7050	Responsibility for Damage	
7055	Restricted Public Advertising on School Property	
7060	School Flags	
7065	School Review	
7070	Staff Access Cards/Keys	
7070F	<i>Building Keys Cards Blank</i>	
7075	Traffic Control Signage	
7080	Use of Equipment in Schools by Outside Organizations	
7085	Video Surveillance	

**Brandon School Division
Administrative Procedures Manual Index**

Series 8000 – Transportation		Secretary-Treasurer
Number	Name	
8005 <i>8005F</i>	Accidents Involving School Buses <i>Bus Accident Report</i>	
8010	Alternate Transportation	
8015	Cancellation of School Bus Service	
8020	Emergency Use of School Buses	
8025	Inner-City Transportation Services	
8030	Payment in Lieu of Transportation	
8035	Replacement of School Buses	
8040	Route Changes	
8045	School Bus Loading and Unloading	
8050	School Bus Maintenance and Inspection	
8055	School Bus Pickup Points	
8060	School Bus Routes	
8065	School Bus Stoppage at Railway Crossings	
8070	Student Conduct on School Buses	
8075	Student Transportation Safety	
8080	Transportation Eligibility	
8085	Transportation of Rural Students for Industrial Arts and Home Economics Classes	
8090	Transportation of Students Attending Private Schools	
8095	Transportation of Students From Other Division/Districts	
8100 <i>8100F</i>	Transportation to Other Than Designated Schools <i>Guardian's Guarantee of Indemnity</i>	
8105	Unauthorized Passengers	
8110	Use of School Buses by Outside Organizations	
8115 <i>8115F</i>	Use of School Buses for School Field Trips <i>School Bus Requisition Form</i>	