

GENERAL ADMINISTRATION 100

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Administrative Procedure 100

AP 100 - CONTINUOUS IMPROVEMENT PLAN

Background

The Division prepares its [Continuous Improvement Plan](#) as required by the Ministry of Education. It focuses on student learning over a three-year period and the results achieved each year inform the public about the performance of the Division and provide information upon which to base future planning and continuous improvement.

Procedures

1. System Planning Guidelines

- 1.1 The vision, mission, values, guiding principles and goals of the Division will provide strategic direction for system planning.
- 1.2 The planning process will recognize any priorities identified by the province and the Board.
- 1.3 The actions of the Division and its schools must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement of the Division's stakeholder groups. The Division will develop "Formal" processes for the system and its schools to create, revise, and extend the strategic plan and identify priorities, courses of action, timelines, strategies, outcomes and measures of success.

2. [Continuous Improvement Plan](#)

A Continuous Improvement Plan that meets local needs and fulfils accountability requirements shall be developed and implemented.

- 2.1 The Continuous Improvement Plan shall be kept current to ensure focused, efficient and effective change and improvements.
- 2.2 The Continuous Improvement Plan shall be updated annually and provisions will be made to gain the input into the revision process from administrators, School Community Councils, parents, teachers, students and community stakeholders.
- 2.3 Progress reports on the Continuous Improvement Plan will be presented to the Board as deemed necessary by the Director.
- 2.4 The Director shall:
 - 2.4.1 Submit the Continuous Improvement Plan to the Board for approval;

- 2.4.2 Prepare a news release in the fall highlighting the priorities to be addressed during the upcoming school year; and
- 2.4.3 Make provisions for the distribution and communication of the Continuous Improvement Plan to the various stakeholder groups of the Division and ensure the plan is made available on the Division website.

Reference: [Sections 85, 87, 108, 109 Education Act](#)

Administrative Procedure 101

AP 101 - ANNUAL REPORTS

Background

The Division is required by the Ministry of Education to present a Board report and a Director's report to an annual meeting of its electors. This provides a means by which the Division can report the results of its educational program to the electors.

Procedures

1. An Annual Report shall be produced to provide information to the public on progress towards achieving the goals and results identified in the Continuous Improvement Plan.
2. The Annual Report shall contain the results on measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, planning sessions and workshops.
3. The Annual Report shall be a foundation document in updating the Continuous Improvement Plan and identifying strategies for effecting improvements.
4. The format for reporting measures and additional information in the Annual Report will be determined by the Director.
5. The Director shall ensure that an Annual Report is prepared for Board approval prior to the annual meeting of electors.
6. The Annual Report shall be made available to the public.

Reference: [Sections 97, 108, 109 Education Act](#)

Administrative Procedure 105

AP 105 - DECISION MAKING LEVELS

Background

This procedure establishes the authority, responsibility and accountability for decision making in each major area of the Division's operation.

The Director has the authority and responsibility to manage the operations of the Division effectively.

The Director delegates to the staff of Division the authority and responsibility to manage the operations of the Division in the areas to which they have been appointed.

The Director is accountable to the Board and all staff members are accountable to the Board through the Director.

Procedures

1. Division Office Level Decisions

- 1.1 Division Office level decisions are those made by the Director or designate, including superintendents, the Secretary-Treasurer and supervisors.
- 1.2 On occasion, and in addition to the persons noted in Section 1.1, the Director may seek advice and information from other groups including, but not limited to, principals, teachers, consultants and service and support staff of the Division.

2. School Level Decisions

- 2.1 School level decisions are those decisions made by the Principal in consultation with appropriate groups of teachers, staff, parents, students, School Community Council members, service and support staff of the school.

Reference: [Sections 108, 109, 110, 116, 175, 231 Education Act](#)

Administrative Procedure 105 – Appendix

AP 105 Appendix - DECISION MAKING MATRIX

The following matrix defines authority – responsibility and accountability in each major area of the Division’s operations.

	Central Office	School
Budget		
1. Operating		
1.1 Administration of salary rates	✓	
1.2 Service levels and standards	✓	
1.3 Allocation of funds	✓	
1.4 Raise revenues (e.g. rentals, utilities)	✓	
1.5 Deployment and expenditure of school funds		✓
1.6 Expenditure of non-public funds		✓
Personnel		
1. Allocation of staff levels to schools	✓	
2. Establishment of personnel practices	✓	
3. Recruitment of staff	✓	✓
4. Selection of staff from applicants	✓	✓
5. Appointment of staff	✓	✓
6. Deployment of staff within school		✓
7. Implementation of evaluation criteria as defined standards set by the Division	✓	
8. Reassignment of staff within Division	✓	
9. Provision of staff development activities	✓	✓
10. Harassment and violence	✓	✓

	Central Office	School
School Operations		
1. Student governance	✓	✓
2. Admission of students (and international)	✓	✓
3. Class size	✓	✓
4. Hours of operation	✓	✓
5. Student supervision and safety	✓	✓
6. Community consultation	✓	✓
7. Student records	✓	✓
8. Administration of medication	✓	✓
9. Protective services	✓	✓
10. Access to schools		✓
11. Student assessment		✓
12. Student awards	✓	✓
13. Advertising/corporate sponsorship	✓	✓
14. Internet use	✓	
15. Learning activities outside of school		✓
16. Student fees/scholarships		✓
17. Student conduct (including bullying)	✓	✓
18. Student/parent complaints and grievances	✓	✓
19. Discipline	✓	✓

Reference: [Sections 108, 109, 110, 116, 175, 231 Education Act](#)

Administrative Procedure 110

AP 110 - SCHOOL PLANNING AND REPORTING

Background

School Learning Improvement Plans and results reports are a Division requirement in accordance with the [Continuous Improvement Framework](#). School Learning Improvement Plans are based on a three-year cycle and are updated annually to incorporate direction provided in the Division's [Continuous Improvement Plan](#), to include input from the school community and to address areas for improvement identified from assessment results.

Procedures

1. Principals are responsible for working with the School Community Council and school staff to develop a School Learning Improvement Plan consistent with and in support of the Division's Continuous Improvement Plan.

Reference: [Sections 108, 109, 175 Education Act](#)

Administrative Procedure 120

AP 120 - POLICY AND PROCEDURES DISSEMINATION

Background

The Director has been given the responsibility for implementing Board policy and administrative procedures, which includes maintaining the Board Policy Handbook and the Administrative Procedures Manual and their dissemination to the appropriate members of the Division.

Procedures

- 1 The Director will ensure that the [Board Policy Handbook](#) and the Administrative Procedures Manual will be available on the Division web page so that all trustees, employees, students, parents and the general public have ready access to all Board Policies and Administrative Procedures.
2. When updates to the Board Policy Handbook and the Administrative Procedures Manual are made, the Director or designate will ensure that superintendents, department supervisors and principals are advised in a timely manner. These individuals are responsible to advise the appropriate education stakeholders as required.
3. It shall be the responsibility of the Principal to convey to and interpret policy and administrative procedures for the school staff.

Reference: [Sections 85, 108, 109, 175 Education Act](#)

Administrative Procedure 121

AP 121 - REVIEW OF ADMINISTRATIVE PROCEDURES

Background

It is the responsibility of the Director to develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

Procedures

1. A review of all administrative procedures will be carried out through the Office of the Director on an annual basis.
2. The annual review of the Administrative Procedures Manual shall include a request for input from teachers, Division Office personnel, School Community Councils and administrators as appropriate.
3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a School Community Council, a school administrator or an employee who is personally affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and is to offer suggestions for revision.
4. The Director shall determine an appropriate process for reviewing a specific administrative procedure when a request to do so is received and will ensure that fair and reasonable consideration is given to the request. Such a review will be carried out by a committee which includes the Director, a Division Office administrator with direct responsibility in that area, and a school-based administrator selected by the Director.
5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders. Any changes made to the Administrative Procedures Manual will be included as information in the Board agenda and updated on the Division website a timely fashion.

Reference: [Sections 85, 87, 108, 109 Education Act](#)

Administrative Procedure 130

AP 130 - SCHOOL YEAR CALENDAR

Background

Subject to the provisions of the Education Act, the Director is responsible for developing and recommending the [school year calendar](#) to the Board. The Board will establish the calendar(s) prior to May 1 for the subsequent school year.

Procedures

1. The Director or designate will prepare a proposed school year calendar for distribution to principals by January 15.
2. The Principal is responsible for recording and providing the feedback to the Director or designate by February 15.
3. The Director or designate, in consultation with principals, will consider the feedback and prepare a recommendation for the Board for the regular Board meeting in April.
4. The school year calendar will specify:
 - 4.1 School opening and closing dates
 - 4.2 Number of instructional and non-instructional days
 - 4.3 Dates of professional development days
 - 4.4 Holidays and vacation periods
5. Immediately following Board approval, the Director shall publish information for parents and students and notify employees with respect to opening and closing dates of schools in the Division for the subsequent school year.

Reference: [Sections 87, 108, 109, 163, 164, 165, 166, 167 Education Act](#)

Administrative Procedure 131

AP 131 - SCHOOL HOURS

Background

The length of the school day shall be in accordance with legislation and pursuant to the procedures established by the Director.

Procedures

1. Normally, the school day shall be three hundred and thirty (330) minutes including recess periods which total not less than thirty (30) minutes for elementary schools. For junior and senior high schools, period breaks may be established by the Principal in keeping with operational requirements.
2. The Director, after consulting with the Principal, shall determine the time at which classes ordinarily start, and dismissal of students ordinarily occur in a school. When arriving at these decisions; parental, School Community Council and transportation concerns are to be considered.
3. Kindergarten students are to attend a minimum of eighty (80) school days of five (5) hours each.
4. Principals, in consultation with the Director, may dismiss school at any time before the usual dismissal time where the health, safety or welfare of students or staff is threatened.

Reference: [Sections 87, 108, 109, 163, 164, 165, 166, 167, 175 Education Act](#)

Administrative Procedure 132

AP 131 - EMERGENCY SCHOOL CLOSURE

Background

The Director may close schools and/or arrange for the early dismissal of students in situations where the health and safety of students is at risk.

In the event of early dismissal of bused students, every student shall be delivered safely to their parents/guardians or satisfactorily housed elsewhere.

Procedures

1. School will be closed for students and staff if conditions are such that the students and staff are at a health risk. Any of the following factors, or combinations of them, shall serve as guides for considering school closure or early dismissal of students:
 - 1.1 Loss of power and/or heat;
 - 1.2 Inadequate water supply;
 - 1.3 Sewer back-up;
 - 1.4 Structural damage to the school building;
 - 1.5 Illness epidemic; and/or
 - 1.6 Other emergent situations.
2. At the commencement of the term, principals shall communicate in writing the following information to parents:
 - 2.1 The current procedures on emergency closures;
 - 2.2 Advice to the parents that their children are to be dressed warmly in severe weather;
 - 2.3 Advice to the parents that they make alternate arrangements for accommodating their children in the event that school is closed or dismissed early when parents are away.
3. The Principal shall establish a phone tree system for contacting parents in the event of early dismissal or emergency evacuation.
4. In the event of an emergency school closure or early dismissal
 - 4.1 The Principal will:
 - 4.1.1 Consult with the Director;
 - 4.1.2 Notify school personnel and other appropriate people of the decision to close the school or arrange for the early dismissal of students;

- 4.1.3 In extreme emergency situations, exercise good judgment and decide and act on his/her own; and
 - 4.1.4 Initiate communication phone trees to ensure proper information is given regarding school closure.
- 4.2 The Director will:
- 4.2.1 Arrange for the school bus drivers to be notified immediately; and
 - 4.2.2 Initiate the spread of information to the larger community via radio stations, where appropriate.

Reference: [Sections 85, 87, 108, 109, 175 Education Act](#)

Administrative Procedure 133

AP 133 - SEVERE WEATHER

Background

Schools in the Division are expected to remain open and operational on all designated days of the school year. However, in order to ensure the health and safety of students and Division personnel during periods of severe weather conditions, a decision may be made to suspend the operation of school buses and/or schools.

Procedures

1. The Director is authorized to dismiss students, discontinue transportation services, and close schools as emergencies arise. The following criteria may be used as a guideline:
 - 1.1. Temperature at or lower than -40 degrees Celsius by no later than 7:00 a.m.
 - 1.2. Severe wind chill at or no later than 7:00 a.m.
 - 1.3. Severely drifted or extremely icy roads.
 - 1.4. Limited visibility because of fog or blowing snow.All the above conditions will be determined by key area drivers in consultation with the Supervisor of Transportation.
2. The Director or designate may cancel school buses either individually or collectively when weather conditions are so inclement or road conditions are so hazardous as to constitute a safety risk to the students being transported.
3. In the absence of a decision by the Director or designate, the individual driver is granted discretionary power to cancel or alter his/her route to ensure the safety of students being transported.
4. Parents have the right to decide whether to send students to school in the event of inclement weather. However, schools and their operations will be open and the students will be marked absent. Parents are urged to notify the school in the event of retaining their student(s).
5. Where the individual driver makes the above decision(s), he/she will advise the parents and the Principal of the respective school and the Supervisor of Transportation. The Supervisor of Transportation will in turn notify the Director or designate.
6. Where the Director or designate determines that in the interest of safety the normal operation of bus (buses) must be cancelled, he shall notify the Supervisor of Transportation and the other immediate parties of such a decision. This will be done by direct communication prior to 7:00 a.m.

7. Regarding inclement weather, schools will remain open to students even if any or all school buses are not operating.
8. If extreme weather conditions exist when bus drivers are returning students from school to their homes, the bus driver shall ensure that each student is delivered to his/her home and enters the house. If circumstances make it impossible to deliver the student to his/her home, the driver shall keep the student in the vehicle and, in consultation with the Principal, make appropriate arrangements for the safety and well being of the student.
9. School buses are not to leave schools earlier than their usual times in circumstances of extreme weather.
10. Principals are responsible for establishing billets in town for all bus students. This is to be done no later than October 15 of a school year. The Principal is responsible for the safe care of all students and staff at the school until safe transportation is assured.
11. In the event a school bus or buses are not operating, the regular staff and in-town students are expected to be in their regular appointed places. Employees are not to place themselves in danger by travelling.
12. All students riding on school buses during winter months shall be required to wear winter footwear and outerwear and to carry with them winter headwear and gloves or mitts. In those cases where children are not appropriately attired for winter conditions, the bus driver may restrict access until appropriate conditions are met. The bus driver shall advise the Principal of such action(s).

Reference: [Sections 85, 87, 108, 109, 110, 116, 175, 196 Education Act](#)

Administrative Procedure 140

AP 140 - USE OF THE INTERNET

Background

The Division recognizes the appropriate use of electronic information services and network services by students and staff as a way to support learning experiences. However, the Division views access to these services as a privilege. Persons using electronic information systems in the school setting shall comply with Saskatchewan Learning's Information Security and Acceptable Use Policy.

http://www.sasklearning.gov.sk.ca/branches/aar/prov_exams/docs/acceptableuse.pdf

Procedures

1. Guiding Principles
 - 1.1 Access to networked information systems shall focus on appropriate instructional materials linked to the curriculum content being studied.
 - 1.2 Everyone who uses a school computer or school computer network is responsible for appropriate use of materials and equipment.
 - 1.3 Using another person's password, trespassing in another person's folder, work or files, using another person's intellectual property without approval, or violating copyright is not acceptable.
 - 1.4 User files stored on the school system may not always be private.
 - 1.5 User work may be subject to loss and the user must take precautions to ensure necessary back-up precautions are taken.
 - 1.6 Staff will provide instruction to students about acceptable use of electronic information services.
 - 1.7 Although not totally effective, the Division reserves the right to use manual or technical means to regulate access and information provided by electronic information systems to reduce the chance that persons may encounter inappropriate sites.
2. Specific Conditions
 - 2.1 All users will complete and file an Acceptable Use Agreement Form ([Form 140-1](#)) based on the Guiding Principles listed above. If the user is a minor the agreement will contain the signature of the user as well as the signature of the parent or guardian.
 - 2.2 Acceptable Use Agreement Forms will be completed annually.
 - 2.3 Each student will receive a network account with a user name and private password.

- 2.4 In regard to student use the following shall apply:
- 2.4.1 The student is responsible for informing the teacher of accidental access to an inappropriate site.
 - 2.4.2 Information is not to be downloaded without permission from the teacher.
 - 2.4.3 Students will not use e-mail unless they receive permission from the teacher.
 - 2.4.4 Chat lines may not be used unless there is specific teacher approval.
 - 2.4.5 Students are not to provide personal information, nor are they to meet someone they have contacted on the internet.
 - 2.4.6 The use of search engines is at the discretion of the teacher.
- 2.5 Vandalizing, damaging or disabling a computer, a computer system, or a computer network is not acceptable.
- 2.6 Disabling or debilitating a computer system or network through intentional misuse or overuse of electronic distribution, the spreading of viruses, or contravening local, provincial or federal laws are unacceptable.
- 2.7 Disciplinary action related to student access to electronic information resources, damage to computers or networks, and misuse of networks or systems will be determined in accordance with Administrative Procedure 350 – Student Conduct and Administrative Procedure 355 – Discipline.
- 2.8 Additional consequences for inappropriate use of electronic information systems are governed by statute and if these are breached law enforcement officers may be involved.
- 2.9 The actions of Division employees who contravene the Guiding Principles will be addressed on a case by case basis taking into account the Education Act and the Saskatchewan Teachers' Federation Code of Ethics.

Reference: [Sections 85, 87, 108, 109 Education Act](#)

Administrative Procedure 141

AP 141 - PORTABLE TECHNOLOGY SECURITY

Background

All staff using Division information at a Division location or otherwise are responsible for the management and safekeeping of information under their control by ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure, or disposal of information.

Sensitive and confidential information stored on portable technology such as laptops, personal organizers, cell phones, or memory sticks must be kept to an even higher standard due to the higher risk of equipment theft.

Procedures

1. All password protection mechanisms available on portable technology must be activated, and utilized consistently and to the greatest extent possible. Industry standards/methods are to be deployed in the selection of appropriate passwords.
2. Established passwords must be given in strict confidence to the Director or designate, and may not be shared with any other individual.
3. All files containing sensitive and confidential information that are stored on portable technology must be encrypted.
4. Any information that is no longer required on portable technology is to be transferred immediately to more secure electronic storage.
5. All security measures adopted for other technology use within the Division apply to portable technology.

Reference: [Sections 85, 87, 108, 109 Education Act](#)
Saskatchewan Learning – [Information Security and Acceptable Use Policy](#)

Administrative Procedure 150

AP 150 - MEDIA RELATIONS

Background

The Director has been given the responsibility to ensure positive external and internal communications are developed and maintained. The Division recognizes the valuable contribution the print and electronic media can make to its schools. Notwithstanding this, the Division has an obligation to protect its students and staff from unwelcome intrusions into the operation of its schools.

Procedures

1. Information releases, which accurately communicate the Board's business to the public, may only be issued by persons authorized by the Board as per Policy 5 – [Role of the Board Chair](#).
2. The Director shall approve all information released to the media from Division Office.
3. The Principal, in consultation with the Director or designate, shall approve all information released to the media from schools.
4. Representatives of the media may be permitted into the schools for legitimate reporting and promotional purposes. This is at the discretion of the Principal in consultation with the Director or designate. Particular care must be exercised in protecting the rights of students when media are present.
5. Media representatives shall not be allowed to disrupt the normal operation of a school or a class for the sole purpose of information gathering. This includes the interviewing of Division staff members and/or students during regular class times.
6. The Principal shall obtain parental permission for media to interview or photograph individual students ([Form 150-1](#) – Media Release Form).
7. Media representatives may be asked by the Principal or Division staff to leave the premises or grounds where it is deemed to be in the best interests of the students and staff to do so.
8. In the event of emergency or crisis interactions, the Director or designate shall determine what information shall be given to the media, and by whom.

Reference: [Sections 85, 87, 108, 109, 175 Education Act](#)
[Policy 5 – Role of the Board Chair](#)

Administrative Procedure 151

AP 151 - STUDENT AND PARENT COMPLAINTS AND GRIEVANCES

Background

The Division wishes to ensure that there is a fair and equitable means to hear and address student and parent complaints. The Division is committed to ensuring that just and careful procedures for adjudicating and resolving these complaints are established, maintained and reviewed.

Procedures

1. General

- 1.1 Complaints are to be addressed in a timely and appropriate manner.
- 1.2 Complaints and efforts at address and/or redress are to be documented in order to ensure and enhance a fair and consistent response.
- 1.3 Complaints regarding school operation and treatment of students may be made by:
 - 1.3.1 A parent or guardian who is acting on behalf of the student.
 - 1.3.2 A student who is:
 - Sixteen (16) years of age or older and living independently, or
 - Eighteen (18) years of age or older.
- 1.4 In the event of a dispute involving a teacher, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- 1.5 If the complaint cannot be resolved with the teacher, the Principal is to be contacted.
 - 1.5.1 The same procedure (1.4) (1.5) is to be followed for a dispute involving non teaching school personnel.
- 1.6 If a complaint cannot be resolved with the Principal, the student or parent may contact the Director to seek resolution.
 - 1.6.1 Complaints may be made directly to the Director or designate in the event of conflict of interest with the Principal.
 - 1.6.2 Complaints re: Principal may be made directly to the Director or designate.
- 1.7 If a complaint cannot be resolved with the Director or designate, the student or parent may make a written complaint to the Board, on decisions that significantly affect the education of a student.

- 1.7.1 Complaints may be made directly to the Board in the event of conflict of interest with the Director.
- 1.7.2 Complaints re: Director may be made directly to the Board.

Reference: [Sections 85, 87, 108, 109, 148, 151 Education Act](#)
[Board Policy 13 – Appeals and Hearings Regarding Student Matters](#)
[Concern Referral Form](#)

Administrative Procedure 152

AP 152 - PUBLIC SOLICITATION IN / THROUGH THE SCHOOLS

Background

Public access to schools is to be for the purpose of enhancing the students' education and the school culture. The Division acknowledges its responsibility to parents and to the schools to ensure that students and staff are not subjected as a captive audience to canvassing of a commercial, political or religious nature.

Procedures

1. No person shall have access to students to promote the sale of goods and services or to circulate materials of a political or religious nature without the approval of the Principal.
2. Student involvement in such presentations shall be voluntary.
3. Names, addresses and phone numbers of students, parents and staff members shall not be released except upon the written approval of the individual. In the case of students under the age of sixteen (16) years written parental approval is required.
4. Only information offering a direct general student benefit may be distributed through a school. The direct advertising of products or services that are not consistent with the values and goals of the Division is not permitted on school premises.
5. Only posters/displays offering a direct general student benefit may be distributed through a school.
6. Passive advertising as found on vending machines, equipment, and print materials is permitted, if authorized by the Principal.
7. Signage which explicitly promotes a business or product is permissible provided the signage is needed to acknowledge the contribution of a business for a specific event.
8. Students and/or their parents shall not be required to attend a particular place of business in order to receive an award for participation in a school project or an activity which is sponsored by a business.

Reference: [Sections 85, 87, 108, 109, 367 Education Act](#)

Administrative Procedure 153

AP 153 ELECTIONS

Background

Where federal, provincial or local election campaigns are in progress, the following general procedures apply to ensure that schools are not identified with a specific political stance.

Procedures

1. No class time shall be made available for uninvited political speakers.
2. Discretion shall be used in inviting speakers who have political positions to present. If any are presented, then other candidates must be given equal opportunity. Teachers shall clear the matter with the Principal and Director or designate before extending invitations or granting approval.
3. No political advertising will be posted, distributed and/or published in schools except that it may be used by teachers to illustrate, in an objective fashion, the workings of the political process.
4. From the date an election is called until after election day, candidates for political office may be given the opportunity to address students, but only if taking part in a panel debate wherein all parties contesting the seat are represented.

Reference: [Sections 85, 87, 108, 109, 175, 231 Education Act](#)

Administrative Procedure 155

AP 155 - EVENT PROTOCOL

Background

The Director has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by the Board or its schools.

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

Procedures

1. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 1.1 Members of the Senate representing Saskatchewan
 - 1.2 MPs (cabinet members first)
 - 1.3 MLAs (cabinet members first)
 - 1.4 Board Chair
 - 1.5 Trustees
 - 1.6 Mayors and Reeves
 - 1.7 Councilors
 - 1.8 Elders
 - 1.9 Senior bureaucrats and heads of other organizations
 - 1.10 Prominent community members
2. When organizing an event within the schools of Division, the introductions will take place in the following order:
 - 2.1 Board Chair
 - 2.2 Vice Chair
 - 2.3 Trustees in attendance
 - 2.4 Director, Superintendents
 - 2.5 Principal, Vice Principal
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.

4. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees are to be introduced at all times.
6. Provision is to be made for trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries are to be provided with reserved seating in the front row.
8. Invitations to trustees are to be issued by an individual invitation to the Division Office. The role and expectation is to be defined in the invitation.
9. Provisions for parking are to be made for trustees and other dignitaries, if necessary.
10. Trustees are to be notified at least two (2) weeks prior to the event.
11. The Director is to be contacted if a speaker is required at the Board or Division level.
12. The trustee invitation and Division Office notice is to indicate who will serve as the Master of Ceremonies (MC).
13. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, contact the Office of the Director.

Reference: [Sections 85, 87, 108, 109 Education Act](#)

Administrative Procedure 156

AP 156 - VISIT PROTOCOL

Background

The Director has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for visits that occur within the Division.

Procedures

1. Royal and Other Dignitary Visits

- 1.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Saskatchewan's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Saskatchewan takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Saskatchewan. The Director must be contacted in these instances.
- 1.2 In these circumstances, it is expected local event organizers will ensure trustees are properly recognized and included in the event whenever possible.

2. Special Visits

- 2.1 The Division, in recognizing its responsibilities to share educational experiences, welcomes visitors to the school system.
- 2.2 Visits to schools by persons from outside the school system shall be arranged by such officials as the Director may appoint. Such visits will be arranged in consultation with the superintendents, principals and teachers concerned.
- 2.3 The Director will extend to visitors, at Division expense, such courtesies as he/she may deem desirable.

3. General Visits

- 3.1 All visitors to a school are expected to make their presence known to the Principal or designate.
- 3.2 Signs indicating this expectation, and the direction to the school office, are to be posted at each unlocked entrance, and at other visible points in the school.
- 3.3 The Principal determines right of access to the school.

Reference: [Sections 85, 87, 108, 109, 175 Education Act](#)

Administrative Procedure 160

AP 160 - HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and the general public.

Procedures

1. Under the Occupational Health and Safety Act and its regulations, all staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS training session.
 - 1.4 All students in laboratory courses shall have a safety training session.
2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 2.1 Each Principal shall develop procedures that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 2.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 2.1.2 WHMIS labeling of all chemicals;
 - 2.1.3 Safe and secure storage and use of laboratory equipment;
 - 2.1.4 Safe use of natural gas and security when gas is not in use;
 - 2.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 2.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing; and
 - 2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.

3. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
4. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an accident.
 - 4.1 The Principal of a school will ensure that first aid materials are available in a known location in each school. Each staff member is to be made aware of this location.
 - 4.2 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take a certified First Aid course. One (1) staff member at each school/site is to have class A qualifications.
 - 4.3 Upon approval and the successful completion of a certified First Aid course, the Division will reimburse the staff member's registration fee.
 - 4.4 When a student requires medical treatment, the Principal and the parents shall be informed. Parents are to be requested to take their child for necessary medical attention.
 - 4.5 When the parents or guardians cannot be contacted, the Principal shall arrange for necessary medical treatment.
 - 4.6 No sick or injured student shall be sent home alone unless prior permission is received from the parent.
 - 4.7 When a student is injured while attending school or during a school sponsored activity, the Principal shall set forth all details of the accident, including the actions taken, on the prescribed accident form. One (1) copy of the form is to be sent to the Director and a copy retained in the school file.
 - 4.8 Any staff member covered by Workers' Compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under Workers' Compensation.
 - 4.9 Any staff member not covered under Workers' Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor shall report such accident injury to the Director.
 - 4.10 The application of Universal Precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying Blood and Body Fluid precautions universally to all persons regardless of their presumed infection status, is mandatory for all staff members.

- 4.11 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
 - 4.12 Staff members shall put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of micro-organisms to others or environments.
 - 4.13 The Principal or Division Office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
 - 4.14 Schools shall ensure that procedures are developed for the application of Universal Precautions in their work environment.
5. The Health and Safety of Students and Staff administrative procedure shall take precedence in the application of any procedures in matters of health and safety.

Reference: [Sections 85, 87, 108, 109, 175, 190, 231 Education Act](#)
[Occupational Health and Safety Act](#)
[Public Health Act](#)

Administrative Procedure 160 – Appendix

AP 160 Appendix: UNIVERSAL PRECAUTIONS

Background

Hygienic practices are required to minimize the risk of transmission of infectious diseases following contact with blood or other body fluids.

Procedures

1. Use dressings and tissues to minimize direct contact with blood, other body fluids and wounds.
2. When cleaning up body fluids, protective disposable plastic gloves shall be worn.
3. If any part of the skin comes in contact with body fluids, it shall immediately be washed with a disinfectant or hot soapy water.
4. Exposure of open skin lesions and eye and mouth areas to body fluids shall be avoided.
5. Appropriate disinfectants (e.g. 1:9 dilution of household bleach in water) shall be used in cleaning body fluids from floors, walls and clothing. The Regional Health Unit can be contacted if there is doubt as to which disinfectants or cleansers are to be used.
6. The person doing the cleaning is to use disposable materials such as paper towels, if at all possible. If a mop is used it shall be rinsed in disinfectant.
7. All disposable articles soiled with body fluids (e.g. paper towels) shall be placed in a plastic container, which shall be sealed and disposed of immediately.
8. Non-disposable articles such as clothing and linens visibly soiled with blood or other body fluids are to be rinsed in cold water and then machine-washed in hot water with ordinary household laundry detergent including bleach (or dry cleaned). The person who is rinsing the clothes is to wear necessary protective coverings.

Reference: [Sections 85, 87, 108, 109, 175, 190, 231 Education Act](#)
[Occupational Health and Safety Act](#)
[Public Health Act](#)

Administrative Procedure 161

AP 161 - DANGEROUS/COMMUNICABLE DISEASES

Background

The well-being and rights of students and employees shall be the major consideration in the work place and related areas. All actions and reporting in relation to communicable diseases and other medical conditions shall be conducted in accordance with the Education Act, the Public Health Act and the following procedures.

Procedures

1. The Principal of the school who becomes aware that a student is infected or is a carrier of category I communicable disease shall, in consultation with the Director, report this to the Medical Health Officer. This shall be done within forty-eight (48) hours.
2. The Principal, in consultation with the Director, may exclude from school any student who is infected or is suspected to be infected with a communicable disease.
3. The Medical Health Officer shall determine the length of the student's exclusion from school.
4. In the event that a physician examining the student or an employee determines, in consultation with the Medical Health Officer, that the physical condition or behavior of the student or employee poses a significant threat to the health and welfare of the students or other employees of the Division:
 - 4.1 The student will be required to withdraw from attendance at school and the Medical Health Officer shall be notified of same. The student shall be readmitted to school when the Medical Health Officer produces a written certificate stating that the student's condition no longer poses a risk of contagion in the school environment.
 - 4.2 The employee will be placed on a leave for medical reasons until the Medical Health Officer produces a written certificate stating that the employee's condition no longer poses a risk of contagion in his/her working environment.
5. School officials and staff shall be required to maintain absolute confidentiality of medical records of any student or employee who is required to undergo a medical examination or who may be required to withdraw from attendance at school or who may be placed on medical leave pursuant to this administrative procedure.
6. The Director is authorized to determine when there is reasonable basis to believe that a medical examination may be required of a student or an employee and to direct that such an examination be performed.

7. All issues pertaining to prevention and education concerning communicable diseases shall be the responsibility of the Director or designate in consultation with the Principal of each school.
8. The Medical Health Officer for the Prairie North Health Region has the authority to close a school in the event of an infectious disease situation.

Reference: [Sections 85, 87, 108, 109, 141, 175, 178, 190, 231 Education Act](#)
[Public Health Act](#)

Administrative Procedure 161 – Appendix

AP 161 Appendix: CATEGORY 1 COMMUNICABLE DISEASES

Aeromonas	measles
amoebiasis	meningitis of bacterial or viral origin
anthrax	meningococcal infections
botulism	mumps
brucellosis	paratyphoid
campylobacteriosis	parvovirus B 19
chickenpox	pertussis
Chlamydia pneumoniae	plague
cholera	poliomyelitis
cryptosporidiosis	psittacosis
diphtheria	Q fever
encephalitis	rabies
food poisoning of animal, bacterial, viral or chemical origin, not including	relapsing fever
salmonellosis or shigellosis giardiasis	Rocky Mountain Spotted Fever
Haemophilus influenza b invasive disease	rubella
hantavirus	congenital rubella syndrome
hepatitis A	salmonellosis, excluding typhoid and paratyphoid
influenza	shigellosis
invasive streptococcal disease	tetanus
Kawasaki disease	toxigenic staphylococcal disease
legionellosis	toxoplasmosis
leptospirosis	trichinosis
leprosy	tularemia
listeriosis	typhoid
Lyme disease	unspecified viral hepatitis
Malaria	verotoxigenic Escherichia coli infections
	viral haemorrhagic fever
	yellow fever
	Yersinia enterocolitica.

Reference: [Sections 85, 87, 108, 109, 141, 175, 178, 190, 231 Education Act](#)
[Public Health Act](#)

Administrative Procedure 162

AP 162 - DANGEROUS/INFECTIOUS DISEASES – PANDEMIC

Background

The Division has its borders entirely inside the Prairie North Health Region. As such we are a part of the overall strategy in preventing and responding to a possible pandemic outbreak. Regional health authorities are responsible for local response.

“The purpose of Saskatchewan Health’s Pandemic Influenza Preparedness Plan is to provide a framework to assist the provincial government, regional health authorities, municipalities, First Nations and other key stakeholders to develop their own plans in preparation for a pandemic.

In the event of a pandemic, the priorities at the provincial and local levels will be to assure the ongoing delivery of essential health care services, both for prevention and treatment, while providing assistance to meet the emergency needs of the affected population.

The pandemic influenza response plan is a living document that is continuously updated and revised as new information becomes available.

This Pandemic Plan provides a mechanism to guide appropriate decision-making and action when it may be needed.”

(Public Pandemic Influenza Plan) March 2006

Procedures

1. Officials within the Division will be in contact with the Medical Health Officer to develop strategies to deal with a pandemic which would include:
 - 1.1 The prevention and education component.
 - 1.2 Preparation for effects on staff, students and families.
 - 1.3 Finding ways to keep our schools operational.

Reference: [Sections 85, 87, 108, 109, 141, 175, 178, 190, 231 Education Act](#)
[Public Health Act](#)

Administrative Procedure 163

AP 163 - HIV / AIDS

Background

The Division is committed to assisting students and staff members who are diagnosed as having AIDS or who test positive for HIV. The well-being and rights of students and staff members shall be duly considered in all educational and work environments in accordance with provincial Human Rights legislation and this administrative procedure.

Procedures

1. Staff Members

- 1.1 Upon receipt of a medical diagnosis that a staff member has AIDS or is infected by HIV, the Director shall consult with and follow the advice of the Division's medical advisor and the Medical Officer of Health. The Medical Officer of Health shall be requested to consult with the staff member and the attending physician.
- 1.2 Dissemination of information regarding the infected staff member shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Officer of Health and the patient's attending physician. The staff member's health information will be treated in confidence and not shared without the consultation with, and knowledge of the staff member.
- 1.3 An HIV infected staff member shall not be prevented from working for the Division except on the recommendation of the Director, following consultation with the Medical Officer of Health and the staff member's physician.
- 1.4 Where an infected staff member is excluded from his/her usual place of employment, every attempt shall be made to provide alternate employment. Decisions regarding appropriate settings shall be made on case-by-case basis.

2. Students

- 2.1 Upon receipt of a medical diagnosis that a student who is enrolled or seeking enrolment in the school system has AIDS or is infected with HIV, the Director shall consult with and follow the advice of the Medical Officer of Health. The Medical Officer of Health shall be requested to consult with the student's parent(s)/guardian(s) and the attending physician.

- 2.2 Dissemination of information regarding the infected student shall be restricted to those who need to know, as determined by the Director, in consultation with the Medical Officer of Health and the student's attending physician. The student's health information will be treated in confidence and not shared without the consultation with and knowledge of the student's parent or guardian.
- 2.3 An HIV infected student shall not be excluded from the regular educational program except on the recommendation of the Director following consultation with the Medical Officer of Health and the student's attending physician.
- 2.4 Where an infected student is excluded from school, attempts shall be made to provide an alternate educational program. Decisions regarding appropriate educational settings shall be made on a case-by-case basis.

Reference: [Sections 85, 87, 108, 109, 141, 175, 178, 190, 231 Education Act](#)
[Public Health Act](#)

Administrative Procedure 164

AP 164 - TOBACCO AND THE USE OF TOBACCO PRODUCTS

Background

The Division strives to provide safe, comfortable and healthy environments for all students, employees, community partners, visitors and guests.

Procedures

1. All buildings and property owned by the Division shall be free from the use of tobacco and tobacco products.
2. All buses and other kinds of vehicles, either contracted or privately owned, will be free from the use of tobacco or tobacco related products while traveling to or from school related or Division related activities.
3. Students who do not comply with this procedure may face consequences as detailed in school rules and Administrative Procedure 355 – Discipline.
4. Employees who do not comply may receive a verbal warning, written reprimand, suspension with or without pay, and may face dismissal.
5. Community partners who do not abide by the procedure will receive written notice that any further incident will result in the cancellation of any future scheduled events they may sponsor.
6. Individuals, groups or organizations that rent a Division owned facility and do not comply with the procedure will be informed they will not be able to book any future events in Division owned facilities or on Division owned properties.
7. Guests, visitors and other persons found to be smoking or using tobacco products in a Division owned building or on Division owned property shall be informed of this procedure by the employee in charge of the facility, and requested to desist. If they fail to do so they will be asked to leave.
8. This prohibition does not apply to the use of tobacco for ceremonial events.

Reference: [Sections 85, 87, 108, 109, 150, 151, 152, 153, 154, 175 Education Act](#)

Administrative Procedure 165

AP 165 - SAFE AND ORDERLY SCHOOL ENVIRONMENT

Background

The Division shall strive to ensure that each student and staff member is provided with a safe environment. It is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe. To this end, the Division shall establish a protocol for responding to immediate risks within a building, student threatening behaviors and critical incidents.

Procedures

1. The Director will ensure that Division administrative procedures and crisis plans, and related handbooks are reviewed on an annual basis and revised as required.
2. The Director will ensure that principals and central office administrators are involved in crisis management training on at least an annual basis.
3. The Director or designate will develop and maintain a Division Safety/Crisis Plan which:
 - 3.1 Establishes a Division Critical Incidents Response Team (CIRT) with assigned roles and responsibilities.
 - 3.2 Is fully coordinated with other community crisis response services such as the RCMP, and Mental Health.
 - 3.3 Provides for a safe and caring working and learning environment.
 - 3.4 Maintains a focus on prevention and early intervention as well as crisis management.
 - 3.5 Outlines emergency procedures to follow in dealing with specific critical incidents.
 - 3.6 Provides Division level support to schools as required.
 - 3.7 Uses, as a guide for action, appropriate consequences, decided collaboratively.
4. The Principal shall establish a School Response Team early each school year. The team is to be chaired by the Principal and include the Director and Coordinator of Student Services, in addition to school staff.
5. When a crisis or perceived threat of a crisis occurs in one of the areas below, the Principal will immediately activate the appropriate response as outlined in the Trauma/Disaster Response Guide. The areas governed by these procedures include:

- 5.1 Immediate Risk To Students and Personnel in a Building
 - 5.1.1 Bomb Threat
 - 5.1.2 Fire
 - 5.1.3 Chemical Spill, Explosion, Gas Leak
 - 5.1.4 Severe Electrical Storms, Wind Storms, Tornado
 - 5.1.5 Intruder/Unidentified Visitor
 - 5.1.6 Weapons
- 5.2 Student Threatening Behaviors
- 5.3 Critical Incident Response
6. At the beginning of the school year, principals shall review with staff members, procedures to ensure that they remain consistent with the philosophy and intent of safe and caring schools. Provisions will be made to inform new staff members. Fair Notice Letters will be sent to all students from the school on behalf of the Division.
7. The Director or designate shall be notified of all crisis situations impacting or with the potential of impacting a school or the Division. The notification will be made as quickly as possible after other emergency responders such as the police and fire department have been contacted.
8. Critical incident reports shall be completed and filed with the Director's or designate's office immediately following an incident.
9. The Director or designate may call response team members together to plan a Division response to the crisis situation.
10. The Director or designate will act as the primary spokesperson for the Division with respect to the media. In the event of a school emergency situation, the Director, in conjunction with the Principal and School Response Team, will prepare a statement that will be circulated to inform parents and the media.
11. If appropriate, a press conference will be conducted under the direction of the Director, who will designate any other spokespersons.
12. When a crisis situation occurs at the school level, the School Response Team will be the first responders to the incident and will take charge of managing the situation. The school team is responsible for notifying both the CIRT and other emergency service providers when necessary. The initial communication shall be directed to the:
 - 12.1 Superintendent in charge of crisis response.
 - 12.2 Director.

13. Upon receiving notification of a crisis situation, the Director will:
- 13.1 Obtain all factual information available about the crisis situation.
 - 13.2 Prepare a preliminary statement including the Division response for use with the media, if appropriate.
 - 13.3 Coordinate with emergency responders, where possible.

Reference: [Sections 85, 87, 108, 109, 175 Education Act](#)

Administrative Procedure 165 – Appendix

AP 165 Appendix: Critical Incident Response Procedural Manual

Administrative Procedure 170

AP 170 - HUMAN RIGHTS EQUITY

Background

In keeping with the spirit and intent of Article 26 of the United Nations Universal Declaration of Human Rights, the United Nations Convention on the Rights of the Child, the Canadian Charter of Rights and Freedoms, and the Saskatchewan Human Rights Code, the Division subscribes to the fundamental principle that all persons are equal in dignity and rights. The development and implementation of procedures, practices and programs shall reflect and promote everyone's right to equal concern and respect, and provide an environment which promotes and fosters growth, harmony, and equality of opportunities for all students and staff members.

In Canadian society, all people enjoy certain fundamental rights and freedoms regardless of race, ethnicity, culture, gender, religion, ability or disability. The Division supports the principle that all people should have these rights respected. Acts of discrimination based on these or other differences protected by law shall not be tolerated in the public school system.

Procedures

1. Curriculum

- 1.1 The curriculum shall make provision for students and teachers to acquire an understanding of human rights and social justice and the necessary knowledge and skills to enable them to deal constructively with racism, sexism and discrimination encountered in daily life experiences.
- 1.2 Students shall be given the opportunity to:
 - 1.2.1 Develop and maintain confidence and a sense of self-worth;
 - 1.2.2 Acquire the basic skills fundamental for future education and employment opportunities;
 - 1.2.3 Gain the knowledge and acquire the attitudes necessary for active and full participation in Canadian society and in an increasingly interdependent world;
 - 1.2.4 Develop positive attitudes and an understanding of differences in religions, cultures, races, genders, disabilities and abilities;
 - 1.2.5 Gain an appreciation for their own cultural backgrounds as well as for the cultural backgrounds of others; and
 - 1.2.6 Develop their potential and aspirations without limitations imposed by stereotyping or discrimination.
- 1.3 In accordance with Administrative Procedure 250 – Instructional Resources, each school shall attempt to select materials that reflect the diversity of the community and recognize positive elements of cultures.

2. Assessment and Placement of Students

- 2.1 All instruments employed for assessment, testing, interviewing and counselling shall be selected, administered and interpreted in such a way that they are valid indicators, as far as possible, of each student's ability and/or achievement.
- 2.2 All assessment procedures and placement practices shall be administered in an unbiased manner.
- 2.3 Staff members shall base expectations of students, and both formal and informal evaluation procedures, on observed growth and verifiable achievements. Staff members shall guard against basing expectations for achievement on prejudices or stereotypes.

3. Incidents of Discrimination

Definition:

Incidents involving discrimination are defined as actions against one's race, culture, religion, gender, ethnicity, disability, ability or other differences protected by law. Such actions include name calling, insults, exclusion, racial, religious, ethnic jokes, teasing, graffiti, threats and physical abuse or violence that:

- Are made by a person who knows, or ought reasonably to know, that such action is unwelcome; and
- Cause discomfort and endanger the well-being, performance or job security of the victim.

3.1 Involving Students

Most incidents of discrimination involving students can be resolved if they are dealt with directly and are part of learning to work and play together productively within the school community. Staff members are asked to use their judgment to determine whether the incident requires the involvement of parents/guardians and/or the application of consequences through existing disciplinary procedures.

- 3.1.1 A student witnessing or experiencing an incident involving discrimination is expected and encouraged to report the details of the incident to a member of the school staff.
- 3.1.2 Any staff member witnessing an incident involving discrimination by a student, or to whom the details of such an incident have been reported, shall, without undue delay:
 - Assist those involved and those looking on in identifying the discriminatory behaviour and appropriate alternative behaviours;
 - Provide support to the victim or victims of the incident; and
 - When possible, bring the parties together to seek a mutual understanding about future interactions.

- 3.1.3 In the event that a mutual understanding has not been reached, or the seriousness of the incident warrants, or it is a repeat offence, the staff member shall record the details of the incident and discuss it with the Principal in order to generate alternative strategies which may be implemented.
- 3.1.4 When appropriate, the teacher and/or the Principal shall attempt to achieve a satisfactory resolution by discussing the incident with the students and the parents or guardian.
- 3.1.5 In the event that a satisfactory resolution is not achieved, or subsequent incidents are committed by the same student, further consequences shall be applied in accordance with Administrative Procedures 350 – Student Conduct and 355 – Discipline.

3.2 Involving Staff Members

It is anticipated that most incidents involving staff members can be resolved through an informal process of discussion and working together toward a common ground of mutual understanding. In the event that this is not possible, or a satisfactory informal resolution is not reached, any one of the parties may wish to involve a third party. A more formal route to resolution may be taken by involving the Director or designate. In dealing with allegations of discrimination, confidentiality will be maintained by all persons involved, to the maximum extent possible.

- 3.2.1 A staff member witnessing or experiencing an incident involving discrimination by another staff member is encouraged to discuss and resolve the incident with the individual(s) involved.
- 3.2.2 In the event that the incident is not satisfactorily resolved, it shall be reported to the immediate supervisor or a superintendent. The supervisor or superintendent shall discuss the incident with both parties and attempt to reach a satisfactory resolution.
- 3.2.3 In the event that a mutual understanding has not been reached, or the seriousness of the incident warrants, the Director or designate shall follow regular procedures for dealing with complaints regarding the behaviour of a staff member, including investigation of the circumstances relevant to the complaint. The person whose behaviour is alleged to be unacceptable shall be notified in writing of the complaint.
- 3.2.4 Notwithstanding the above procedures, any employee may contact his or her employee group and/or the Saskatchewan Human Rights Commission. Should the employee so wish, the employee may be accompanied by, or represented by, a representative of the appropriate employee group at any and all meetings which the employee attends regarding this process.
- 3.2.5 In the event the steps set out in the above procedures do not resolve the issue, the employee may request a meeting with the Board.

- 3.3 Involving Others
 - 3.3.1 Staff members responsible for students participating in extra-curricular activities or out-of-school experiences such as job shadowing or work experience shall ensure support is available for students who encounter incidents of discrimination, and shall attempt to resolve the incidents.
 - 3.3.2 Division-owned facilities shall not be made available to any person, group or association known to advocate hatred of, or discrimination against, any other group based on race, ethnicity, culture, gender, religion, disability or ability.
- 3.4 Notwithstanding the above, any person may contact the Director at any time with respect to an incident of discrimination.
- 4. Staff Development
 - 4.1 Staff members shall be encouraged to seek opportunities to enhance their professional growth in the fields of multiculturalism, ethnic and race relations, gender equity, and working with people of varying abilities.
 - 4.2 In-service sessions to promote gender equity and to enhance sensitivity and competence in working with people of diverse racial, ethnic, religious or cultural backgrounds or varying abilities shall be an integral part of staff development for all Division employees.
- 5. Staffing
 - 5.1 The hiring, placement and evaluation practices shall reflect the principles of employment equity.
 - 5.2 Criteria and guidelines for hiring and promotion shall be communicated to all staff.
- 6. School-Community Relations
 - 6.1 Harmony between the school system and the community shall be promoted.
 - 6.2 When communicating to parents and guardians its plan for dealing with the behaviour of students and staff, each school shall include statements relating to the handling of incidents involving discrimination. Such statements shall include information advising parents and guardians of ways to communicate concerns to the school and Division Office administration.
 - 6.3 Communication shall be encouraged with those that offer consultation or assistance in strengthening the school system's approach to gender equity, abilities, disabilities, multiculturalism, ethnic and race relations, equal opportunity and access to educational services.

Reference: [Sections 85, 87 108, 109 Education Act](#)
[Human Rights Act](#)
[Occupational Health and Safety Act](#)
[Canadian Charter of Rights and Freedoms](#)
[Canada Labor Code](#)
[STF Code of Ethics](#)
[Saskatchewan Human Rights Code](#)
[United Nations Convention on the Rights of the Child](#)
[United Nations Universal Declaration of Human Rights](#)

Administrative Procedure 170 – Appendix A

AP170 Appendix A: GLOSSARY

- Abilities** are described as powers to perform that may be natural or acquired. The power to perform is evident in many areas - physical abilities, cognitive/learning abilities, sensory abilities, social competence abilities, and will vary from person to person.
- Bias** is an opinion, preference, prejudice or inclination formed without reasonable justification, which influences an individual's ability to evaluate a particular situation objectively or accurately (Scarborough Board of Education).
- Culture** is generally considered to be the total way of life of a given group of people who occupy a certain nation or region at a certain period of time. The distinct values and beliefs which the members of the group share influences their dress, food, the arts, religion, and how they choose to govern themselves.
- Disability** is any restriction or lack resulting from an impairment of ability to perform an activity in the manner or within the range considered normal for a human being can be termed a disability. According to the Saskatchewan Human Rights Code, disability is defined as:
- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, and without limited the generality of the foregoing includes:
 - epilepsy
 - any degree of paralysis
 - amputation
 - lack of physical coordination
 - blindness or visual impediment
 - deafness or hearing impediment
 - muteness or speech impediment
 - physical reliance on a guide dog, wheelchair or other remedial appliance or device; or
 - any of:
 - a condition of mental retardation or impairment
 - a learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language; or
 - mental disorder (Human Rights Code, Cross Cultural Communications, Inc.)

Discrimination	is behaviour which usually results from attitudes of prejudice. Discrimination is an act of differential treatment toward a group or an individual as a member of a group which usually creates a disadvantage for that individual or group (Cross Cultural Communications Inc.)
Employment Equity	is a strategy designed to obliterate the effects of discrimination in hiring and promotion practices. It involves the recognition that minority group membership should not be viewed as a barrier for employment or assignment, and may be viewed as an aspect of merit.
Ethnicity	is an individual's sense of belonging to or identification with others who share a unique social and cultural heritage.
Gender Equity	is the provision of equality of opportunity for all staff and students based on individual aptitudes, abilities, and interests, regardless of gender (adapted from the Ministry of Education).
Graffiti	can range from insulting words to offensive signs, for example, swastikas. This anonymous form of insult is more than it may seem to be since its presence constitutes an insidious encouragement for some, an intolerable provocation for others and a degradation in the atmosphere of the school.
Multicultural Education	the practices and policies developed at all levels of the educational system designed to promote racial, ethnic, and cultural equality of opportunity for all its members (Carol Tator and Frances Henry).
Prejudice	is holding an attitude or belief toward a person or distinct group of people on the basis of stereotypical generalizations. While not all prejudices are negative, most ethnic and racial prejudices have a negative impact on that group or individual.
Race	is a concept used to classify humankind according to common ancestry or descent, and relies upon differentiation by general physical characteristics such as skin colour and eyes (Scarborough Board of Education).
Racism	is the belief in and practice of the domination of one social group identified as a "race". Racism involves three basic components: the belief that humankind consists of well defined "races", the belief that some of these "races" are superior to others, and the belief that superior "races" should rule over inferior groups (Scarborough Board of Education).
Racist Incidents	Racist slurs: insulting and disparaging statements directed toward a particular racial or ethnic group.

Covert racism: less overt acts, such as having low academic expectations for minority students, as well as overt acts such as laughter, silence, or non-intervention. All of these imply approval of racial prejudice.

Reverse Discrimination the implication that initiatives which attempt to redress injustices in the workplace are not solutions but actually apply the same principles of inequity to the majority population. Special initiatives or laws which are designed to improve the conditions of disadvantaged individuals or groups are not considered discriminatory under the *Canadian Charter of Rights and Freedoms* nor the *Saskatchewan Human Rights Code*.

Stereotype is a false or generalized conception of a group of people that results in an unconscious or conscious categorization of members of that group. Stereotypes may be based upon misconceptions about race, age, ethnic, linguistic, geographical, religious, marital status, physical or mental attributes and gender (Scarborough Board of Education).

Systemic Discrimination can result from one group dominating the workplace, and putting in place policies, procedures and practices which can impact on certain identifiable groups to create a disadvantage which cannot be justified by job-related criteria. Evidence of systemic discrimination exists when certain social groups are under-represented in an organization or are found to be ghettoized in certain low-level areas of participation (Cross Cultural Communications International, Inc.)

Reference: [Sections 85, 87 108, 109 Education Act](#)
[Human Rights Act](#)
[Occupational Health and Safety Act](#)
[Canadian Charter of Rights and Freedoms](#)
[Canada Labor Code](#)
[STF Code of Ethics](#)
[Saskatchewan Human Rights Code](#)
[United Nations Convention on the Rights of the Child](#)
[United Nations Universal Declaration of Human Rights](#)

Administrative Procedure 170 – Appendix B

AP170 Appendix B: DEALING WITH INCIDENTS OF DISCRIMINATION

Slurs against one's race, religion, gender, ethnicity or ability constitute one of the many different forms of racism and discrimination; and insults are often ignored because we don't know how to deal with them. While there is no magic formula to solve every occurrence, some common rules of good communication can serve as guidelines – what is required of an adult is to listen carefully, assess the remark and respond thoughtfully and appropriately. Failure to respond to derogatory remarks has consequences for all parties involved. Victims will be left with feelings of frustration and suffer damage to self-concept. Aggressors will have their prejudices confirmed and will be deprived of an opportunity to deal with their ignorance or fear.

The following guidelines may assist educators in handling incidents in the classroom, however, keep in mind that these are only suggestions. Every situation will be unique and educators should be prepared to choose which items to use, in what order and how.

- Act immediately, explain why the behaviour is inappropriate and make clear to the children that it is not acceptable.
- If children are young, try to determine how much of their behaviour they understand.
- Offer clear support to the child who has been insulted or rejected.
- Be firm, yet supportive with the child who was insulting, and help the children resolve any non-racial part of their argument.
- Don't side-step the issue with a response like, "All people are alike." This denies the obvious differences and may imply differences are something to be ashamed of.
- Be sure you give children correct information.
- Carry out curriculum activities to help illustrate and resolve the problem.
- Discuss incidents with parents and staff, so ideas can be shared, and anti-racist practices reinforced.

Reference: [Sections 85, 87, 108, 109 Education Act](#)
[Human Rights Act](#)
[Occupational Health and Safety Act](#)
[Canadian Charter of Rights and Freedoms](#)
[Canada Labor Code](#)
[STF Code of Ethics](#)
[Saskatchewan Human Rights Code](#)
[United Nations Convention on the Rights of the Child](#)
[United Nations Universal Declaration of Human Rights](#)

Administrative Procedure 175

AP 175 - VIOLENCE PREVENTION

Background

The Division believes that all employees, students and visitors have the right to work and learn in an environment free from violence. Respect, dignity and proper care for the individual shall be at the forefront of the employee's commitment to minimize or eliminate the risk of violence.

The Director is responsible for maintaining and keeping current a violence prevention program ensuring it is available in all work centres. This shall be done in consultation with the Occupational Health and Safety Committee of the work place. Further to this the Division will intervene and take appropriate action when any acts of violence, threats or intimidation occur.

Definition

Violence is "the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury."

Procedures

1. Principals upon receiving information shall inform employees who work in settings where they could be at high risk of violence. These include:
 - 1.1 Employees in workplace contact with students who have a history of violence.
 - 1.2 Employees in workplace contact with students who suffer from medical conditions that could increase the probability of those students being the perpetrators of violent acts.
 - 1.3 Employees in schools, which provide services to students whose parents have histories of violence or who have previously threatened school staff.
 - 1.4 Employees who perform home visits and employees who work evenings or night shifts.
2. Employees
 - 2.1 Employees who believe they have been subjected to a violent act will report the incident to the Principal/supervisor immediately.
 - 2.2 Employees who have been the victim of a violent incident must complete a Violent Incident Report Form ([Form 175-1](#)) and forward it to the Superintendent of Human Resources.

- 2.3 Employees who believe a student, colleague or visitor to the workplace represents a danger to the safety of the workplace shall notify the Principal/supervisor immediately.
 - 2.4 Principals/supervisors shall inform their designated superintendent of all reports of violent incidents; and
 - 2.5 The designated superintendent shall inform the Director and the local Occupational Health and Safety Committee of reports of violent incidents.
3. Investigations
- 3.1 All violent incidents will be investigated as soon as possible following the receipt of a complaint.
 - 3.2 Principals and supervisors in their investigation shall:
 - 3.2.1 Review the complaint and interview the complainant, alleged perpetrator(s) and if possible, any witnesses.
 - 3.2.2 Summarize the information and review the Violent Incident Report.
 - 3.2.3 Permit the alleged perpetrator to provide a statement.
 - 3.2.4 Advise the complainant of his/her right to report the complaint to police services.
 - 3.2.5 Complete a written report and forward it to the Superintendent of Human Resources.
 - 3.3 The complainant and alleged perpetrator may choose to be accompanied by an employee representative or other person of choice at any stage of the investigation.
 - 3.4 The Superintendent of Human Resources will review the findings and immediately report to the Director, who shall render the final decision. If the decision confirms the occurrence of a violent incident:
 - 3.4.1 Where the perpetrator is an employee of the Division, the Division will take appropriate corrective and disciplinary action in keeping with due process.
 - 3.4.2 Where the perpetrator is a student, the Division will take appropriate supportive and disciplinary action in accordance with the Education Act and Division procedures; and
 - 3.4.3 Where the perpetrator is a parent or another member of the public, the Director will take appropriate action necessary to minimize the risk of another incident.
 - 3.5 At any point of the investigation a person may be reported to the police and/or be restricted access to school property.
 - 3.6 The result of an investigation will be reported to all parties involved.

- 3.7 Any employee who has been a victim of violence will be given the opportunity, without loss of pay, to be examined by his/her physician. An employee who visits a physician or other health care specialist for treatment or counseling will not lose any pay or other benefits. This does not duplicate compensation for medical expenses, time loss, or disability to which any employee may be entitled to pursuant to the Workers' Compensation Act.
- 3.8 The Division is committed to provide a training program for employees that includes:
- 3.8.1 The means to recognize potentially violent situations.
 - 3.8.2 Procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers.
 - 3.8.3 The appropriate responses of workers to incidents of violence, including how to obtain assistance; and
 - 3.8.4 Procedures for reporting violent incidents.

Reference: [Sections 85, 87, 108, 107 Education Act](#)
[Human Rights Act](#)
[Occupational Health and Safety Act](#)

Administrative Procedure 180

AP 180 - LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

The Division recognizes that all information provided to individuals upon request, must be done in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act. The Director will appoint a LAFOIP coordinator who is to be consulted on all issues.

Procedures

1. Subject to the limitations in the Local Authority Freedom of Information and Protection of Privacy Act, upon application to the Director, upon payment of the prescribed fee, and subject to the limitations of section 5 below, every person shall be permitted access to records that are in the possession or under the control of the Division.
2. Each applicant shall make application on the prescribed form specifying the subject matter of the record requested, along with sufficient particularity as to the time, place and event.
3. The Director shall consider each application and give written notice to the applicant within thirty (30) days regarding the disposition of the request.
4. The Director shall:
 - 4.1 Provide written notice to the applicant stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available;
 - 4.2 If the record requested is published, or is about to be published, refer the applicant to the publication;
 - 4.3 If access is refused, set out the reason for the refusal and identify the specific provisions of legislation on which the refusal is based;
 - 4.4 Where an application is made with respect to a record that is exempt from access, refuse to confirm or deny that the record exists or ever did exist;
 - 4.5 Where a record contains information to which an applicant is refused access, give access to as much of the record as can be severed without disclosing the information to which the applicant is refused access;
 - 4.6 Provide a copy of the record requested or, where it is not reasonable to produce, give the applicant an opportunity to examine the record;

- 4.7 State that, subject to section 38 of Local Authority Freedom of Information and Protection of Privacy Act, the applicant may request a review by the commissioner within one (1) year after the notice is given.
5. An applicant who has given notice pursuant to section 1 is entitled to obtain access to the record on payment of the prescribed fee. The Director shall have the right to waive payment of all or any part of the prescribed fee.

The Director or designate will provide a cost estimate to an applicant if the fee is likely to exceed fifty dollars (\$50) over and above the application fee.
6. Where the Director considers that another local authority or a government institution has a greater interest in the record, the Director:
 - 6.1 May, within fifteen (15) days after the application is made, transfer the application and, if necessary, the record to the other local authority or government institution;
 - 6.2 If the record is transferred, give written notice of the transfer and the date of the transfer to the applicant.
7. The Director shall refuse access to information contained in:
 - 7.1 Confidential documents from other governments, agencies, crown corporations or institutions;
 - 7.2 Documents pertaining to law enforcement and investigations;
 - 7.3 Draft bylaws or resolutions or agendas or substance of deliberations of meetings authorized to be held in the absence of the public;
 - 7.4 Advice from officials which has not yet been implemented;
 - 7.5 Documents that compromise the economic interests of the Division;
 - 7.6 Third party information which could compromise the third party;
 - 7.7 Testing or auditing procedures or techniques;
 - 7.8 Details of specific tests to be given or audits to be conducted;
 - 7.9 Documents that threaten the safety or the physical or mental health of an individual;
 - 7.10 Documents related to solicitor/client privilege;
 - 7.11 Documents considered to be confidential under other Acts.
8. The Director shall not disclose personal information without the written consent of the individual to whom the information relates.

The following does not constitute personal information:
 - 8.1 Salaries and benefits of employees;
 - 8.2 Personal views given in the course of employment, other than views with respect to another individual;
 - 8.3 Financial or other details of a contract for personal services;

- 8.4 Details of license, permit, membership, etc. granted to an individual;
 - 8.5 Details of a discretionary benefit of a financial nature; and/or
 - 8.6 Expense of an individual traveling.
9. Personal information may be disclosed without the individual's consent:
- 9.1 For the purpose for which the information was compiled;
 - 9.2 To comply with court process;
 - 9.3 To the Attorney General of Saskatchewan or to his or her legal counsel for use in providing legal services to the government or to the Division;
 - 9.4 To legal counsel for use in providing legal services to the Division;
 - 9.5 To collect a debt owing by the individual to the Division or to make a payment owing by the Division to that individual;
 - 9.6 Pursuant to requests from law enforcement agencies and under agreements with governments or other local authorities to enforce the law or carry out a lawful investigation;
 - 9.7 To comply with the law;
 - 9.8 For statistical purposes where the identity of the individual will not be disclosed;
 - 9.9 In compassionate circumstances within the meaning of Local Authority Freedom of Information and Protection of Privacy Act, or where in the opinion of the Director it is in the public interest; and/or
 - 9.10 To the Governments of Canada and/or Saskatchewan to facilitate the auditing of shared cost programs.
10. Personal information of a deceased individual shall not be disclosed until 25 years after the death of the individual, except where in the opinion of the Director disclosure to next-of-kin would not constitute an unreasonable invasion of privacy.
11. Subject to Part III and subsection (2) and (3) of Local Authority Freedom of Information and Protection of Privacy Act, an individual, whose personal information is contained in a record in the possession or under the control of the Division, has a right to access the record upon application and upon giving sufficient proof of identity.
12. The Director may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility, or qualifications for employment or promotion.
13. An individual who has access to a record that contains personal information with respect to himself or herself is entitled to:
- 13.1 Request correction of the personal information contained in the record if the person believes that there is an error or omission;

- 13.2 Require that a notation be made that a correction was requested but not made.
14. Within thirty (30) days after a request pursuant to section 13 is received, the Director shall advise the individual in writing that:
 - 14.1 The correction has been made;
 - 14.2 A notation pursuant to section 13 has been made.
15. Where the Director intends to give access to a record that contains information supplied in confidence, information which could financially prejudice a third party, or is personal information which in the opinion of the Director is in the public interest, the Director shall:
 - 15.1 Give the third party written notice, where reasonable to do so, allowing them twenty (20) days in which to make representations where they object to access being given;
 - 15.2 Within thirty (30) days after the notice is given decide whether to allow access in written notice to the third party and applicant.
16. The Director may delegate the decision making power regarding access to information, in writing, upon any conditions the Director deems necessary. The Director may appoint an Access Officer, Administrative Coordinator and an Office Representative in accordance with Local Authority Freedom of Information and Protection of Privacy Act. The Coordinator will be consulted on all issues.
17. The fee schedule shall be that as contained in the Local Authority Freedom of Information and Protection of Privacy Act as determined from time to time by the Government of Saskatchewan.

Reference: [Local Authority Freedom of Information and Protection of Privacy Act Release of Cumulative Records/Pertinent Information Authorization for the Release or Request of Special Reports](#)

Administrative Procedure 181

AP 181 - VIDEO SURVEILLANCE

Background

The Division has responsibility to provide a safe environment and protect Division property from theft or vandalism.

For reasons of safety of students and others and deterring destructive acts, the Division authorizes the use of video surveillance equipment on Division property, where circumstances have shown that it is necessary for these purposes and the benefit outweighs the impact on the privacy of those observed.

The Division recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while under the supervision of the school. A recorded tape or digital recording is recognized to be subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act.

Procedures

1. Use
 - 1.1 Video cameras may be used to monitor and/or record.
 - 1.2 Video surveillance camera locations must be authorized by the Principal in consultation with Director or designate.
 - 1.3 Before video surveillance is introduced at a site, a report must be provided to the Director or designate describing the circumstances that indicate the necessity of having surveillance at that site, including consideration of less invasive alternatives.
 - 1.4 Public notification signs must be prominently displayed indicating areas subject to video surveillance. Notice must include information advising the designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Director or designate on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

1.5 Video surveillance is not to be used in locations where appropriate confidential or private activities/ functions are routinely carried out (e.g. bathrooms, private conference/ meeting rooms). Any exception to this must be authorized by the Director on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Security

2.1 Video cameras will be installed only by a designated staff member or agent of the Division. Only designated staff members or agents and the building administrator shall have access to the key that opens the camera boxes. Only these staff members shall handle the cameras, videotapes or digital recordings.

2.2 Videotapes shall be stored in a locked filing cabinet in an area to which students and the public does not normally have access. Digital recordings shall be stored on computers with restricted access.

2.3 Videotapes and digital recordings may never be publicly viewed or distributed in any other fashion except as provided by this administrative procedure and appropriate legislation.

3. Viewing of Videotapes and Digital Recordings

3.1 Video monitors used to view videotapes or digital recordings shall not be located in a position that enables public viewing. Recordings may only be viewed by the building administrator or individual authorizing camera installation, by parents and students (Note. 3.2 below), or by Division staff with a direct involvement with specific recording, or staff members or agents responsible for the technical operations of the system (for technical purposes only). If a staff member or student is facing any disciplinary action, he may authorize his union representative or other advocate to also view the recording.

3.2 Parents or guardians requesting to view a segment of a recording that includes their child/children may do so. Students may view segments of a recording relating to themselves if they are capable of exercising their own access to information rights under the Local Authority Freedom of Information and Protection of Privacy Act. Student/ parent/ guardian viewing must be done in the presence of an administrator. A student, parent or guardian has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Local Authority Freedom of Information and Protection of Privacy Act.

4. Retention of Videotapes and Digital Recordings

4.1 Where an incident raises a prospect of a legal claim against the Division, the recording, or a copy of it, shall be sent to the Division's insurers.

- 4.2 Videotapes and digital recordings shall be erased within one (1) month unless they are being retained at the request of the Principal, Director or designate, staff member, parent or student for documentation related to a specific incident, or are being transferred to the Division's insurers.
 - 4.3 Videotapes and digital recordings retained under section 4.2 shall be erased as soon as the incident in question has been resolved, except that if the tape has been used in the making of a decision about an individual, the tape must be kept for a minimum of one (1) year as required by the Local Authority Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.
5. Review
- 5.1 Each Principal is responsible for the proper implementation and control of the video surveillance system.
 - 5.2 The Director or designate shall conduct a review at least annually to ensure that this administrative procedure is being adhered to and to make a report on the use of video surveillance in the Division.

Reference: [Sections 85, 87, 108, 109, 175 Education Act](#)
[Local Authority Freedom of Information and Protection of Privacy Act](#)

Administrative Procedure 182

AP 182 - VIDEO CAMERAS ON BUSES

Background

The Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Procedures

1. Video Surveillance on Buses
 - 1.1 Division buses may be equipped for video surveillance system.
 - 1.2 Placement of a video surveillance system on buses may be on a random basis at the discretion of the Division.
2. Notice to Students and Parents
 - 2.1 Parents and students of the Division will be advised that bus passengers may be video taped. Each school year, every school shall provide this advice to parents in its first newsletter.
 - 2.2 Division buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.
3. Access to Video Surveillance Equipment
 - 3.1 The following persons shall have access to the video surveillance equipment:
 - Bus Driver;
 - Transportation Supervisor;
 - School Administrators;
 - Director; and
 - Facilities Supervisor.
4. Storage of Recordings
 - 4.1 Only those persons identified in section 3.1 shall have access to the cabinet used to store recordings.
 - 4.2 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed.

5. Viewing of Recordings:

- 5.1 All recordings are the property of the Division and will not be made available for public viewing. Those eligible to view recordings shall include: staff of the Division, parents/guardians of the students involved or the students themselves. Among Division staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.
- 5.2 Any parent or legal guardian is entitled to view a recording that includes his or her child/children. Requests to view recording must be made in accordance with section 6 of the Freedom of Information and Protection of Privacy Act. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
- 5.3 Viewing of recordings shall take place at the Division Office or at the school attended by the student for whom the viewing has been requested.

6. Retention of Recordings

- 6.1 Recordings shall be erased within ten (10) calendar days unless they are retained at the request of a Division staff member identified in section 5.1, or parent/student for documentation related to a specific incident, or as per section 6.3.
- 6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved.
- 6.3 Where an incident raises a prospect of a legal claim against the Division, a copy of the recording shall be retained at the Division Office.

7. Improper Use

- 7.1 Video surveillance on buses is to be restricted to the uses indicated in this administrative procedure. The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

Reference: [Sections 85, 87, 108, 109, 196 Education Act](#)
[Local Authority Freedom of Information and Protection of Privacy Act](#)

Administrative Procedure 185

AP 185 - RECORDS RETENTION AND DISPOSAL

Background

The Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with legislation and under the supervision of the Director or designate.

Procedures

1. The Principal/site supervisor has a responsibility to maintain and safeguard appropriate records.
2. The duration of the retention of records will be as set out by the Ministry of Education.

Reference: [Sections 85, 87, 108, 109, 369 Education Act](#)
[Local Government Election Act](#)
[Archives Act](#)

Administrative Procedure 190

AP 190 - COPYRIGHT

Background

The Division recognizes the rights of creators and undertakes to ensure staff members are aware of these rights as required by the Copyright Act of Canada. The Division will not accept responsibility for a staff member who willfully and knowingly contravenes the Copyright Act.

Definitions

In this administrative procedure:

1. Copyright means the legal protection of a creator's original work. Copyright law does not protect ideas, only the form in which they are expressed.
2. Copyright Infringement means publishing, adapting, exhibiting, translating, editing, performing in public, communicating by telecommunication, copying or converting to another medium without permission of the creator.
3. Works Covered by Copyright mean all original literary, dramatic, musical and artistic works.

Examples include: books, writings, encyclopedias, photographs, films, dictionaries, statistical data, newspapers, reviews, magazines, translations, tables, compilations, examination questions, speeches set down in writing, any piece that can be recited, choreographs, harmony, melody, lyrics, paintings, drawings, sculptures, works of artistic craftsmanship, engravings, architectural works of art, maps, plans, charts, records, cassettes, tapes, sound recordings, television programs and electronic resources such as computer software, online programs, CD-ROM's, laser disks and computer programs stored on any media.

4. Dubbed Off-Air means making a copy of any television program during broadcast.

Procedures

1. Works covered by copyright may only be reproduced for Division Office, class or school use with oral or written permission from the copyright owner or if they are covered by the agreement entered into with Access Copyright on behalf of the Division by the Ministry of Education.
2. Print Resources
 - 2.1 An individual may reproduce, for personal study only, a single copy of an article, poem, or of a work for private study, research, criticism, review or newspaper summary.

- 2.2 If a staff member wishes to photocopy one (1) copy for school library use, the staff member shall obtain copyright permission.
- 2.3 If a staff member wishes to make multiple photocopies of an item, the staff member shall ascertain whether copying privileges have been granted by the author and/or publisher; or whether the author and/or publisher are participants in the Access Copyright agreement; or whether permission (verbal and written) is required from the author and/or publisher.
- 2.4 If it is necessary for staff members to make multiple photocopies of an item:
 - 2.4.1 Check the back of the title page in books and the table of contents page in magazines to determine what copying privileges the publisher may grant;

(Some creators of print material give permission to copy for educational purposes and on a non-profit basis. Some newspapers have given Saskatchewan teachers permission to copy from their publications. The Government of Saskatchewan also has many publications which permit copying.)
 - 2.4.2 Check the Access Copyright list of what is permitted or what is excluded;
 - 2.4.3 If the item is included in the exclusions list or is out of print, contact the copyright owner by phone first, then follow up with a letter for permission to photocopy. Forms are included in the Forms Manual which may be faxed to the appropriate parties;
- 2.5 If verbal permission to photocopy copyrighted material is granted, please indicate grantor, time and date on your copy of the letter of request. If verbal permission is granted, materials may be used immediately or before the form is returned; and
- 2.6 If a fee to reproduce materials is required, please confirm arrangements with the Principal before proceeding with duplication.

3. Video Resources

Television programs may only be dubbed off-air with permission from the copyright owner.

- 3.1 Staff members are to check the ACCESS NETWORK catalogue for titles of videos that may be dubbed off-air.

A single copy of a news program or a news commentary program may be dubbed off-air for exclusive use by students and teachers in the course of teaching for a period of one year without obtaining permission from the copyright owner.

A single copy of all other types of broadcast programs may be dubbed off-air and a teacher may examine the copy for a period of up to thirty (30) days. If the copy is shown on school premises, including within the thirty (30) day evaluation period, payment must be made.

- 3.2 Cable in the Classroom is a programming service providing access, free of charge, to a limited number of television programs for use on school premises. A monthly schedule of available programming is available on their Internet site www.cableeducation.ca
- 3.3 Only video programs and feature film rentals with public performance rights may be shown in schools or at Division functions.
 - 3.3.1 The Ministry of Education purchases provincial duplication rights, which include a public performance license, for certain video programs available through ACCESS NETWORK.
 - 3.3.2 Preview request may be submitted by staff members to the IMC for any video/film titles for central office or classroom use. If recommended for purchase, these videos/films would include a public performance rights license.

4. Electronic Resources

- 4.1 Electronic resources such as computer software, CD-ROM's, on-line programs, electronic bulletin boards, freeware, shareware, and computer programs stored on any media may only be used according to conditions specified on the site or jurisdictional license.

The Division will make every effort to purchase multiple copies of electronic resources or to purchase site or jurisdictional licenses for electronic resources.
- 4.2 One back-up copy, adaptation or translation of a computer program is permitted by law and does not require special permission from the copyright owner.

Schools (school libraries) may only lend the original program, not the back-up copy.
- 4.3 Where a work has been placed on the Internet with the message that it can be freely copied, there is an actual license to copy the work. Sometimes the terms of the license are subject to conditions.

5. Music Resources

- 5.1 A sound recording may be placed on sound equipment in school, if the public performance rights were purchased.

Sound recordings obtained from Canadian distributors always include public performance rights in the purchase price.
- 5.2 A musical work may be performed by students and teachers in the course of teaching without obtaining permission from the copyright owner.
- 5.3 Where a work has been placed on the Internet with the message that it can be freely copied, there is an actual license to copy the work. Sometimes the terms of the license are subject to conditions.

6. "Public Domain" Resources

6.1 Staff members may reproduce works that are in the "Public Domain".

If a work is in the "public domain" it means that reproduction is allowed without requesting permission. Fifty (50) years after the death of a creator, a work becomes part of the "public domain", except when rights are passed to others. If the work is reprinted in a new edition, only the original text is in the "public domain".

7. Ownership of Copyright

7.1 The Division owns copyright in any works produced by a staff member in the course of his/her employment.

7.1.1 The Director may grant others the right to reproduce work copyrighted by the Division under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgment to the authors.

7.1.2 The Director may enter into an agreement with others to produce, in part or in whole, a work for the Division. This agreement shall specifically address copyright of the work produced.

7.1.3 The Division may market Division material at a cost that shall cover printing, mailing and royalty.

7.1.4 The Division may enter into an agreement with a private publisher to publish Division material for sale and distribution.

7.1.5 If the Division markets a resource profitably, it may choose to compensate the creative staff member.

7.2 Students own the copyright on anything that they create and parental permission to reproduce their work is to be obtained if the student is under sixteen (16). Student permission is required if the student is sixteen (16) or over. Permission is not required to display student work within the school.

7.2.1 Parental approval shall be obtained to display any student work outside the school at such sites as teachers' conventions, conferences, public libraries, central office or shopping centers.

7.2.2 The copyright in photographs taken by students for school publications with equipment and supplies provided by the school is usually the property of the school.

8. Adherence to Copyright Law

Staff members will not be required by their supervisors to perform any service that is a violation of the copyright administrative procedure.

8.1 Copyright information shall be offered to all staff members, to ensure they are made aware of Copyright Law, the Access Copyright agreement, and this administrative procedure.

8.2 The Director may appoint a committee to review copyright procedures periodically and will continue to provide updated information to all schools. This administrative procedure will be reviewed as necessary and rewritten when amendments to the current Copyright Act are passed.

9. Sample Copyright Information Labels

9.1 Photocopiers

Staff members and students shall not photocopy copyrighted materials without permission from the copyright owner.

9.2 Computers

Staff members and students shall not copy computer software without permission from the copyright owner.

9.3 VCR/DVDs

No off-air dubs of television programs or videos without public performance rights may be used without permission from the copyright owner.

Reference: [Sections 9, 85, 87, 108, 109, 175 Education Act](#)
[Copyright Act](#)
[Copyright Regulations](#)
[Access Copyright Agreement](#)

Administrative Procedure 191

AP 191 - SOFTWARE LICENSING

Background

To assure a fair return to the authors of software programs, the Division shall comply with the copyright laws and any usage agreements that are applicable to the acquisition of software programs. Copyright laws allow the duplication of back-up copies for use when a program is lost or damaged.

Procedures

1. No software shall be copied onto or used on Division computers unless the specific license for the application has been purchased or it can be proved that the purchase of a license for the application at that site has been initiated.
2. The responsibility to ensure that only legally licensed software applications are in use lies with the Principal.
3. Any software packages that do not require specific licenses (such as Shareware, Freeware, etc.) must be accompanied by supporting documentation certifying the same.
4. Copies of all software licenses must be kept on file by the Principal and included on the inventory listing.
5. The responsibility for approval of installing software on Division computers rests with Technology Services.
6. Technology Services staff may conduct software audits as deemed necessary.

Reference: [Sections 9, 85, 87, 108, 109, 175 Education Act](#)
[Copyright Act](#)
[Copyright Regulations](#)