

Policies A to K: An Introduction

The policies and regulations contained in this manual have been carefully studied by the River East Transcona School Division Board of Trustees and have been agreed upon by resolution of the board.

The manual is designed to guide the board and its employees in the day-to-day operation of the division. The manual is organized according to the classification system developed by the National School Boards Association Educational Policies Service. The system provides an efficient means of coding, filing, and finding policies, administrative rules and other documents.

There are twelve major classifications, each bearing an alphabetical code:

- A** [Foundations and Basic Commitments](#)
- B** [School Board Governance and Operations](#)
- C** [General School Administration](#)
- D** [Fiscal Management](#)
- E** [Support Services](#)
- F** [Facilities Planning and Development](#)
- G** [Personnel](#)
- H** [Negotiations](#)
- I** [Instruction](#)
- J** [Students](#)
- K** [School, Community and Home Relations](#)

Sub classification under each heading is based on logical sequence and alphabetical subcoding.

Policy development in a modern, forward-looking system is a dynamic, ongoing process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones. The board invites comments and suggestions from its employees and the general public of the division regarding its policies and regulations.

The board will review its policies regularly and will attempt to keep all policies up to date. Copies of the manual remain property of the division. New or revised policies will be sent promptly to each person having the care of a manual. Each person holding a copy of this manual should make a diligent effort to keep it up to date as new policies, regulations and exhibits are distributed by central office.

Policy descriptions are:

- Section A: Foundations and basic commitments

Contains policies, regulations, and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations.

- Section B: School Board governance and operations

Contains policies, regulations, and exhibits on the school board – how it is appointed or elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board's internal operating procedures.

- Section C: General school administration

Contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration – including the administrative aspect of special programs and systemwide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators (management team), and school principals. All phases of policy implementation – procedures or regulations – are properly located in this section.

- Section D: Fiscal management

Contains policies, regulations, and exhibits on school finances and the management of funds. Policies on the financing of school construction and renovation, however, are filed in Section F, Facilities Development.

- Section E: Support Services

Contains policies, regulations, and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

- Section F: Facilities planning and development

Contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings

- Section G: Personnel

Contains policies, regulations, and exhibits on all school employees except for the superintendent (policies on the school chief are located in Section C, General Administration).

The category is divided into three main divisions: GB has policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

- Section H: Negotiations

Contains policies, regulations, and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law

- Section I: Instruction

Contains policies, regulations, and exhibits on the instructional program: basic curricular subjects; special programs, instructional resources, and academic achievement.

- Section J: Students

Contains policies, regulations, and exhibits on students – admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

- Section K: School, community and home relations

Contains policies, regulations, and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with the school district also are located in this section.