

## POLICY MANUAL – CROSS INDEX

### Alphabetical by Policy Name

POLICY NAME	CODE
Aboriginal Education	IFCA
Aboriginal Education – Regulation	IFCA-R
Abuse (Child), Report of Suspected	JLEB-E
Academic Honesty	IKAG
Academic Honesty Regulation	IKAG-R
Academic Promotion/Retention/Granting of Credits	IKE
Academic Responsibility	IKAF
Academic Responsibility	IKAF-R
Academic Promotion/Retention/Granting of Credits Procedures	IKE-R
Employee Technology Use - Regulation	GBEE-R
Access to Buildings (Key Control)	ECAB
Accommodation, Reasonable	GBA
Accommodation, Reasonable Procedure	GBA-R
Accommodation, Reasonable Exhibit	GBA-E
Accommodation, Religious	ACD
Accommodation, Religious Regulation	ACD-R
Ad Hoc Committees	BDEG
Administrative Organization	CC
Administrators, Appointment of School	GCAB
Administrator Selection Procedure, School	GCAB-R
Administrators, School	GCABA
Administrators, School – Roles and Responsibilities	GCABA-R

<b>POLICY NAME</b>	<b>CODE</b>
Adult and Continuing Education	IHD
Adult Crossing Guards	JLICA
Adult Crossing Guards Regulation	JLICA-R
Advertising in the Schools	KHB
Agenda Preparation and Dissemination	BEDB
Alcohol and Other Drug Use by Students	JICH
Alcohol and Drug Abuse Student Re-entry Form	JICH-E
Alcohol and Drug Free Workplace	GBEC
Anaphylaxis	JLCG
Anaphylaxis Procedure	JLCG-R1
Anaphylaxis Avoidance Strategies	JLCG-R2
Animals in Schools	IMG
Annual Fundraising Plan	JJE-E1
Appointment of School Administrators	GCAB
Appropriate Educational Programming	JB
Appropriate Educational Programming Individual Education Plans	JB-R
Appropriate Educational Programming Dispute Resolution	JB-R1
Appropriate Educational Programming Dispute Resolution Procedures	JB-R2
Assessment, Classroom	IKA
Assessment, Principles of Classroom	IKA-R
Assessment, Specialized	IKAE
Assessment, Specialized Procedures	IKAE-R
Assistant Superintendent Student Services Roles and Responsibilities	CDBE
Assistant Superintendent of Human Resources (Instructional) Roles and Responsibilities	CDBB
Assistant Superintendent Educational Services and Planning Roles and Responsibilities	CDBD
Assistant Superintendent of Educational Programming Roles and Responsibilities	CDBC
Attendance, High School	JEC

<b>POLICY NAME</b>	<b>CODE</b>
Attendance at Professional Development Sessions and Conferences	<b>GCID-R</b>
Authorized Use of Division and School-Owned Materials and Equipment	<b>EDC</b>
Bereavement / Compassionate Leave of Absence	<b>GCCAAA</b>
Bereavement/Compassionate Leave of Absence, Procedures for	<b>GCCAAA-R</b>
Board – R.E.T.T.A. Liaison Committee	<b>BHCA/GBDA</b>
Board Communications	<b>BHC</b>
Board Member Authority	<b>BBAA</b>
Board Member Certificate of Office	<b>BBBBA</b>
Board Member Code of Ethics	<b>BCA</b>
Board Member Development Opportunities	<b>BIB</b>
Board Member Oath of Office	<b>BBBBB</b>
Board Member Qualifications	<b>BBBA</b>
Board Member Qualifications – Declaration of Residence	<b>BBBA-E</b>
Board Members’ and Administrators’ Compensation and Expenses	<b>BID-R</b>
Board Minutes	<b>BEDG</b>
Board Organizational Meeting	<b>BDA</b>
Board Public Relations and Liaisons	<b>BHDB</b>
Board Standing Committees	<b>BDE</b>
Bullying, Freedom From	<b>JICDAB</b>
Bullying, Freedom from – Definitions for	<b>JICDAB-E1</b>
Bus Cancellation	<b>EEAEF</b>
Challenge for Credit Option Senior 1 to Senior 4	<b>IGCC</b>
Challenge for Credit Option Senior 1 to Senior 4, Student Guidelines	<b>IGCC-R1</b>
Challenge for Credit Option Senior 1 to Senior 4, Teacher Guidelines	<b>IGCC-R2</b>
Challenge for Credit, Parent/Guardian Approval Form	<b>IGCC-E1</b>
Child Abuse, Report of Suspected	<b>JLEB-E</b>
Children In Need of Protection (Student Welfare)	<b>JLEB</b>

<b>POLICY NAME</b>	<b>CODE</b>
Communicable Diseases in the School, Management of	<b>JLCC</b>
Communicable Diseases Information, Management of	<b>JLCC-E</b>
Community Service Student-Initiated Project Credit	<b>JJK</b>
Community Service Student-Initiated Project Application	<b>JJK-E2</b>
Community Service Student-Initiated Project Approval	<b>JJK-E3</b>
Community Service Student-Initiated Project, Guidelines for a	<b>JJK-R</b>
Community Service Student-Initiated Project Parent/Guardian Approval Form	<b>JJK-E1</b>
Community Service SIP Student Response	<b>JJK-E4</b>
Compensation and Expenses, Board Members' and Administrators	<b>BID-R</b>
Concern Protocol	<b>KE</b>
Concerns and Complaints Procedures	<b>KE-R</b>
Concussion, Head Injury-	<b>JLC</b>
Conditions – Use and Rental of School Buildings and Facilities	<b>KF-E1</b>
Conduct at Board Meetings	<b>BEDDA</b>
Confidentiality	<b>GBJA</b>
Confidentiality, Pledge of	<b>GBJA-E</b>
Conflict of Interest	<b>GBEA</b>
Conflict of Interest	<b>GBEA-R</b>
Consultants	<b>GCAD</b>
Consultants Roles and Responsibilities	<b>GCAD-R</b>
Crossing Guards, Adult	<b>JLICA</b>
Copyright Permission/Media Coverage	<b>KDDB</b>
Copyright permission/Media Coverage, Parent Permission Form	<b>KDDB-E1</b>
Curriculum Development	<b>IGA</b>
Declaration of Residence, Board Member Qualifications	<b>BBBA-E</b>
Directors Roles and Responsibilities	<b>GCAE-R</b>
Duties of the Chair or Vice-Chair	<b>BDB</b>

<b>POLICY NAME</b>	<b>CODE</b>
Educational Programming, Appropriate	<b>JB</b>
Educational Programming, Appropriate – Individual Education Plans	<b>JB-R</b>
Educational Programming, Appropriate – Dispute Resolution	<b>JB-R1</b>
Educational Programming, Appropriate – Dispute Resolution Procedures	<b>JB-R2</b>
Educational Specifications for Construction	<b>FEA</b>
Electronic Meetings of the Board of Trustees	<b>BCABE</b>
Employee Technology Use	<b>GBEE</b>
Employees Technology Use Regulation	<b>GBEE-R</b>
Employee use of Social Media	<b>GBEEA</b>
Employee use of Social Media – Regulation	<b>GBEEA-R</b>
Employee Use of Employee Supplied Personal Electronic Devices	<b>GBEEAB</b>
Employee Parking	<b>ECEB</b>
Employee Recognition for Long Service and Retirement	<b>GBLA</b>
(Employee) Retirement and Long Service Procedure for Functions	<b>GBLA-R</b>
Equipment Purchases From School Funds	<b>DJBA</b>
Evaluation of Instructional Staff	<b>GCOA-R</b>
Evaluation of School Administrators	<b>GCOCA</b>
Evaluation of School Administrators – Regulation	<b>GCOCA-R</b>
Evaluation of School Administrators, Form for	<b>GCOCA-E1</b>
Evaluation of School Administrators, Form for Interim	<b>GCOCA-E2</b>
Expenditure Limitations	<b>DBK</b>
Facilities Review	<b>ECCA</b>
Facility Expansion Planning Committee	<b>FBAA</b>
Finance, Facilities and Transportation Committee	<b>BDEB</b>
Fire Drill	<b>EBCB-E</b>
Fire Drills Report	<b>EBCB</b>
Fire Prevention and Safety Rules	<b>EBCB-R</b>

<b>POLICY NAME</b>	<b>CODE</b>
Fiscal Accounting and Reporting	<b>DI</b>
Fiscal Management Goals and Objectives	<b>DA</b>
Form for Evaluation of School Administrators	<b>GCOCA-E1</b>
Form for Interim Evaluation of School Administrators	<b>GCOCA-E2</b>
Freedom From Bullying	<b>JICDAB</b>
Freedom From Bullying – Definitions	<b>JICDAB-E1</b>
Fundraising, School	<b>JJE</b>
Fundraising Plan, Annual	<b>JJE-E1</b>
Fundraising Report	<b>JJE-E2</b>
Gifts to Schools	<b>KCD</b>
Graduation: Non-School-Sponsored Activities	<b>IKFC</b>
Guidelines for a Community Service Student-Initiated Project	<b>JJK-R</b>
Guidelines for Board Member Development Opportunities	<b>BIB-R</b>
Harassment –Respectful Schools and Workplaces (Employers)	<b>GBAA</b>
Harassment Procedure – Respectful Schools and Workplaces (Employees) Regulation	<b>GBAA-R</b>
Head Injury-Concussion	<b>JLC</b>
High School Attendance	<b>JEC</b>
Holds	<b>JICDAA-R2</b>
Hold, Use of	<b>JICDAA-E1</b>
Home Schooling	<b>IHBG</b>
Homework	<b>IKB</b>
Human Rights	<b>AC</b>
In Appreciation Award	<b>GBLA-E</b>
Instructional Technology Use	<b>IJND</b>
Instructional Technology Use Form Kindergarten to Grade 12	<b>IJND-E1</b>
Instructional Technology Use Regulation	<b>IJND-R</b>
International Students, Admission of	<b>JFAB</b>

<b>POLICY NAME</b>	<b>CODE</b>
International Students, Admission of – Tuition Fee Refund	<b>JFAB-E1</b>
Intensive Supervision Procedure	<b>GCOE-R</b>
Kindergarten Entrance Age	<b>JEB</b>
Language Instruction Other Than English	<b>IHAH</b>
Learning Resources Selection,	<b>IJK</b>
Learning Resources, Reconsideration of Challenged	<b>IJK-R</b>
Learning Resources Selection, Principles of	<b>IJK-R1</b>
Learning Resources, Request for Formal Reconsideration	<b>IJK-E</b>
Leave of Absence, Bereavement/Compassionate	<b>GCCAAA</b>
Leave of Absence, Procedures for Bereavement/Compassionate	<b>GCCAAA-R</b>
Leave of Absence, Personal	<b>GCC</b>
Leave of Absence Procedures, Personal	<b>GCC-R</b>
Leave of Absence, Medical	<b>GCCAA</b>
Leave of Absence, Maternity/Parental/Adoptive	<b>GCCAC</b>
Leave of Absence, Procedures for Maternity/Parental/Adoptive	<b>GCCAC-R</b>
Letter of Informed Consent for Local Community Activities, Out of School	<b>IJOA-E1</b>
Lockdown/Hold and Secure	<b>EBCBB</b>
Lockdown/Hold and Secure Definitions	<b>EBCBB-E1</b>
Lockdown/Hold and Secure – Procedures	<b>EBCBB-R</b>
Lunch Supervision Programs, Parent-Run User-Pay	<b>JLIA</b>
Lunch Supervision Programs, Parent-Run User-Pay Regulation	<b>JLIA-R</b>
Maternity / Parental / Adoptive Leave of Absence	<b>GCCAC</b>
Maternity / Parental/ Adoptive Leave of Absence Procedure	<b>GCCAC-R</b>
Media Coverage, Copyright Permission	<b>KDDB</b>
Media Coverage, Copyright Permission, Parent Permission Form	<b>KDDB-E1</b>
Medical Leave of Absence	<b>GCCAA</b>
Medication Receipt/Disposal Record	<b>JLCD-E4</b>

<b>POLICY NAME</b>	<b>CODE</b>
Medication to Students, Authorization for Administration of Prescribed	<b>JLCD-E1</b>
Medication, Administration of Prescribed	<b>JLCD</b>
Medication, Flow Chart for Administering Prescribed	<b>JLCD-E3</b>
Medication, Procedures for Administration of Prescribed	<b>JLCD-R</b>
Medication, Record of Administration of Prescribed	<b>JLCD-E2</b>
Meetings of the Board	<b>BE</b>
Meetings of the Board, Electronic	<b>BCABE</b>
Membership in The Manitoba Association of School Trustees	<b>BK</b>
Moveable Equipment Inventory	<b>DIDA</b>
Naming of Facilities	<b>FF</b>
Negotiations Committee	<b>BDED</b>
New Board Member Orientation	<b>BIA</b>
New Teaching Staff, Interim Report	<b>GCOA-E4</b>
Nutrition	<b>EFBA</b>
Oath of Office	<b>BBBB-E</b>
Out of Province Professional Development Request for Support	<b>GCID-E3</b>
Out of Class Physical Activity Grades 9 to 12, Risk Management for	<b>IJFA</b>
(Out of Class) Parent Declaration and Consent and Student Declaration Forms – Students Under 18	<b>IJFA-E1</b>
(Out of Class) Student Declaration Form – Student 18 Years and Older	<b>IJFA-E2</b>
(Out of Class) Parent Declaration and Consent and Student Declaration Forms Additional New Activities – Students Under 18	<b>IJFA-E3</b>
(Out of Class) Student Declaration Form Additional new Activities – Students 18 and Older	<b>IJFA-E4</b>
(Out of Class) Physical Activity Inventory, Eligible	<b>IJFA-E5</b>
Out-of-School Education	<b>IJOA</b>
Out-of-School Education, Procedures For	<b>IJOA-R</b>
Out-of-School, Letter of Informed Consent for Local Community Activities	<b>IJOA-E1</b>
Out-of-School Activities, Parental Informed Consent For	<b>IJOA-E2</b>



<b>POLICY NAME</b>	<b>CODE</b>
Out-of-School Program Approval in Principle Form	IJOA-E3
Out-of-School Program Approval Form	IJOA-E4
Out-of-School Program Documentation of Final Details	IJOA-E5
Out-of-School Activities Ski or Snowboard Education Programs, Parental Informed Consent for	IJOA-E9
Out-of-School Education, Parent Meeting Guidelines	IJOA-E10
Parent Committees Fiscal Accounting Reporting	KBEA
Parent Declaration and Consent and Student Declaration Forms – Students Under 18	IJFA-E1
Parent Declaration and Consent and Student Declaration Forms Additional New Activities – Students Under 18	IJFA-E3
Parent/Guardian Approval Form – Challenge for Credit	IGCC-E1
Parent-Run User-Pay Lunch Supervision Programs	JLIA
Parent-Run User-Pay Lunch Supervision Programs Regulation	JLIA-R
Parental Informed Consent	IJOA-E1
Parental Informed Consent for Out-of-School Activities	IJOA-E2
Payment of Accounts	DK
Performance Assessment of Support Staff	GDO
Performance Assessment - Teacher Second Consecutive Year Form	GCOA-E6
Permit for Public Use of Property Form	KF-E3
Personal Leave of Absence	GCC
Personal Leave of Absence Procedures	GCC-R
Personal Electronic Devices, Student Use of Student Supplied	JICJ
Personal Property	ECADA
Persons from Outside Organizations Working Within the School	IJOE
Physical Activity Inventory, Eligible	IJFA-E5
Pledge of Confidentiality	GBJA-E
Policy Development, Review and Dissemination	BGA
Power Vehicles on School Grounds	ECEA
Precautions for Dealing with Body Fluids, Routine Practices and Additional	JLCEA-R

<b>POLICY NAME</b>	<b>CODE</b>
Procedure for Hiring of Teachers	<b>GCF-R</b>
Procedure Regarding Use and Rental of School Buildings and Facilities	<b>KF-R</b>
Procedures for Bereavement / Compassionate Leave of Absence	<b>GCCAAA-R</b>
Procedures for Maternity / Parental / Adoptive Leave of Absence	<b>GCCAC-R</b>
Procedures for Out-of-School Education	<b>IJOA-R</b>
Professional Development Sessions and Conferences, Attendance at	<b>GCID-R</b>
Professional Development Sessions and Conferences, Report	<b>GCID-E1</b>
Professional Learning Request for Support	<b>GCID-E2</b>
Professional Learning Request for Support, Out of Province	<b>GCID-E3</b>
Professional Growth Conference Form	<b>GCOA-E3</b>
Professional Growth Plan	<b>GCOA-E2</b>
Professional References	<b>GCF-E2</b>
Professional Staff Orientation and Mentorship	<b>GCH</b>
Professional Staff Orientation and Mentorship Procedure	<b>GCH-R</b>
Program Policy Review and Personnel Committee	<b>BDEF</b>
Protocol for Responding to Student Threat-Making Behaviours	<b>JICDAC-R1</b>
Public Participation at Board Meetings	<b>BEDH</b>
Purchasing and Tendering	<b>DJB</b>
Reasonable Accommodation	<b>GBA</b>
Reasonable Accommodation Procedure	<b>GBA-R</b>
Reasonable Accommodation Exhibit	<b>GBA-E</b>
Recognition of Ill or Bereaved	<b>GBM</b>
Recognition of Non-Returning Board Members	<b>BBBCA</b>
Recommendation to Superintendent – Hiring of Teaching Personnel	<b>GCF-E1</b>
Reconsideration of Challenged Learning Resources	<b>IJK-R</b>
Recruitment and Hiring of Teachers	<b>GCE/GCF</b>
Religious Accommodation	<b>ACD</b>

<b>POLICY NAME</b>	<b>CODE</b>
Religious Accommodation Procedure	<b>ACD-R</b>
Report – Professional Learning Sessions and Conferences	<b>GCID-E1</b>
Reporting Student Progress	<b>IKAB</b>
Request for Formal Reconsideration of Learning Resources	<b>IJK-E</b>
Respect for Human Diversity	<b>ACF</b>
Retirement and Long Service Procedure for Functions	<b>GBLA-R</b>
Risk Management for Out of Class Physical Activity Grades 9 to12	<b>IJFA</b>
Rules of Debate and General Matters in Board Meetings	<b>BEDD</b>
Safe, Caring, and Respectful Schools	<b>JICDAA</b>
Safe, Caring, and Respectful Schools	<b>JICDAA-R1</b>
Safety Patrols, School	<b>JLIC</b>
School Administrators, Appointment of	<b>GCAB</b>
School Administrator Selection Procedure	<b>GCAB-R</b>
School Administrators	<b>GCABA</b>
School Administrators Roles and Responsibilities	<b>GCABA-R</b>
School Administrators – Form for Evaluation of	<b>GCOCA-E1</b>
School Administrators – Form for Interim Evaluation of	<b>GCOCA-E2</b>
School Attendance Areas	<b>JC</b>
School Board Elections	<b>BBB</b>
School Board Legal Status	<b>BB</b>
School Board Operation By-Law	<b>BED</b>
School Board Powers and Duties	<b>BBA</b>
School Budget Carryover	<b>DBBA</b>
School Division Boundary Map	<b>BB-E</b>
School Division Legal Status	<b>AA</b>
School Division Map	<b>AA-E</b>
School Division Philosophy and Goals	<b>AD</b>

<b>POLICY NAME</b>	<b>CODE</b>
School Facilities Review	<b>FBC</b>
School Fundraising	<b>JJE</b>
School Funds Fiscal Accounting and Reporting	<b>DIA</b>
School Properties Disposition	<b>DN</b>
School Safety Patrols	<b>JLIC</b>
School Use Form	<b>KF-E2</b>
School Volunteers	<b>IJOC</b>
Schools of Choice	<b>JFBA</b>
Search	<b>JIH</b>
Search Procedures	<b>JIH-R</b>
Secretary-Treasurer Roles and Responsibilities	<b>CDBA</b>
Smudging	<b>JICG-E</b>
Solicitations in Schools	<b>KH</b>
Specialized Assessment	<b>IKAE</b>
Specialized Assessment Procedures	<b>IKAE-R</b>
Staff Dress Code	<b>GBEBA</b>
Staff Safety When Working Alone	<b>GBGB</b>
Start-Up Funds to Schools for Anniversary Celebrations	<b>DFCA</b>
Student Awards	<b>JM</b>
(Student) School Safety Patrols	<b>JLIC</b>
Student Complaints and Grievances	<b>JII</b>
Student Complaints and Grievances Procedures	<b>JII-R</b>
Student Dismissal Precautions	<b>JLIB</b>
Student Declaration Form – Student 18 Years and Older	<b>IJFA-E2</b>
Student Declaration Form Additional new Activities – Students 18 and Older	<b>IJFA-E4</b>
Student Dress Code	<b>JICA</b>
Student Fee Guidelines	<b>JQ-R</b>

<b>POLICY NAME</b>	<b>CODE</b>
Student Pictures	JRD
Student Progress, Reporting	IKAB
Student Records	JRA
Student Registration and Admission	JFA
Student Suspension and Expulsion	JKD
Student Suspension and Expulsion Policy, Definitions	JKD-E2
Student Suspension and Expulsion, Legal Basis for	JKD-E1
Student Transportation	EEA
Student Transportation Procedures	EEA-R
Student Use of Student Supplied Personal Electronic Devices	JICJ
Student Welfare (Children in Need of Protection)	JLEB
Substitute Professional Staff	GCG
Substitute Professional Staff Guidelines	GCG-R1
Substitute Professional Staff Procedure	GCG-R2
Substitute Staff, Arrangements for	GCG-R3
Substitute Staff Feedback Form	GCG-E/GDGB-E
Superintendent Powers and Responsibilities	CBC
Teachers	GCA
Teachers, Recruitment and Hiring of	GCE/GCF
Teachers, Procedure for Hiring of	GCF-R
Teacher Leaders	GCAC
Teacher Leaders Roles and Responsibilities	GCAC-R
Teacher Performance	GCO
Teacher, Performance Assessment	GCOA-E5
Teacher Performance Assessment Schedule	GCOA-E1
Teachers Roles and Responsibilities	GCA-R
Teacher Transfer Procedure	GCKA-R

<b>POLICY NAME</b>	<b>CODE</b>
Teacher Transfers	<b>GCKA</b>
Violence Threat Risk Assessment	<b>JICDAC</b>
Threat-Making Behaviours, Protocol for Responding to Student	<b>JICDAC-R1</b>
Violence Threat Risk Assessment Reporting, Collecting, Sharing and Storing Information	<b>JICDAC-R2</b>
Time Out	<b>JICDAA-R3</b>
Tobacco-Free Schools	<b>ADC</b>
Tobacco Use by Students	<b>JICG</b>
Tobacco Use by Students – Regulation	<b>JICG-R</b>
Trustees' Professional Development Request	<b>BIB-E</b>
Tuition Charges	<b>JFA-R</b>
Tutoring of Students	<b>GCRD</b>
Unauthorized Persons on School Property	<b>KIB</b>
Use and Rental of School Buildings and Facilities	<b>KF</b>
Use and Rental of School Buildings and Facilities, Procedures Regarding	<b>KF-R</b>
Use and Rental of School Buildings and Facilities, Conditions of Use	<b>KF-E1</b>
Use Form, School	<b>KF-E2</b>
Use of Division and School Owned Material and Equipment, Authorized	<b>EDC</b>
Use, Permit for Public Use of Property	<b>KF-E3</b>
Use of Hold	<b>JICDAA-E1</b>
Vandalism	<b>ECAC</b>
Violence Threat Risk Assessment	<b>JICDAC</b>
Violence Threat Risk Assessment Reporting, Collecting, Sharing and Storing Information	<b>JICDAC-R2</b>
Volunteer Informed Consent and Acknowledgement of Risks for Higher Care Out Of School Activities	<b>IJOA-E8</b>
Volunteer Driver Form	<b>IJOA-E6</b>
Weapons	<b>JICI</b>
Weapons, Responding to on School Site	<b>JICI-R1</b>
Weapons, Definitions for	<b>JICI-E1</b>

**POLICY NAME**

**CODE**

---

Workplace Safety and Health

**GBG**