

## 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
Age Appropriate Placement	IKE
Academic Responsibility	IKAF
Academic Responsibility	IKAF-R
Academic Placement/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
Administrators, Appointment of School	GCAB
Administrator Selection Procedure, School	GCAB-R
Administrators, School	GCABA
Administrators, School – Roles and Responsibilities	GCABA-R
Adult and Continuing Education	IHD

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

<b>POLICY NAME</b>	<b>CODE</b>
Attendance at Non School Division Based Professional Learning	<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>
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>
Medication to Students, Authorization for Administration of Prescribed	<b>JLCD-E1</b>

<b>POLICY NAME</b>	<b>CODE</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 Learning 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>
Out-of-School Program Approval in Principle Form	<b>IJOA-E3</b>



<b>POLICY NAME</b>	<b>CODE</b>
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
Procedure for Hiring of Teachers	GCF-R

<b>POLICY NAME</b>	<b>CODE</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 Learning 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 Learning, IT Approval for Virtual	<b>GCID-E4</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**