

ADMINISTRATIVE PROCEDURES



Current Administrative Procedures



Moved to Administrative Procedures

PUBLIC

Business Finance

Food Services in Schools

Personal Information Management Program

September Start-Up Directive - Appeals and Financial Hardship Processes

Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity or Criminal Activity

Community Partnerships

Community Care Licensing for Schools

Parent Advisory Council (PAC) Liability Coverage

Volunteers in Schools

Volunteers in Schools - Checklist

Volunteers in Schools - Code of Conduct

Fundraising

Relations with Parents of Students

Parent Advisory Council (PAC)

Volunteers

Volunteers (Regulations)

Community Service and Fundraising by Schools

Community Service and Fundraising by Schools (Regulations)

Advertising and Sponsorship in Schools

Distribution of Information from Outside Sources

Distribution of Information from Outside Sources (Regulations)

Critical Incidents

Memorials in Schools

Response to Unexpected Health Emergencies

Human Resources

Criticism by Non-Employees about Schools or District Employees

Instructional Programs

Early Literacy and Numeracy Essential Skills Profile Administration

Field Study Forms and Driver Abstracts

Library Learning Commons

Appeals (Regulations) Appeals Related to Instructional Resource Materials and Library Learning Commons Materials

Form: Request for Reconsideration of Learning Resource(s)

Proposals for Educational Programs with External Partnerships (Appendix)

Memorandum of Understanding for Educational Programs with External Partnerships (Appendix)

Operations/Facilities

Adventure Playgrounds

Assistance Dogs in Schools

Assistance Dogs in Schools - Appendices

Automated External Defibrillation (AED) Devices

Check-In at Schools and District Facilities

Combustible Materials in Facilities

Fire Hazards/Combustible Materials

Garbage and Recycling Process Overview

Jurisdictional Exemptions for Work Normally Performed by Operations Support Staff

School Enhancement Projects

Skateboarding/Scootering on District Property

Spraying - Adjacent Orchards

Transportation Services Management (Regulations) Guiding Principles for Transportation in Central Okanagan Public Schools

Transportation: Authority and Responsibility

Transportation: Authority and Responsibility (Regulations)

Integrated Pest Management
Sites, Facility & Equipment Enhancements
School Closures/Consolidation (Regulations)
School Reconfigurations (Regulations)
District Smoke, Vapor and Cannabis Free Environment
Video Surveillance Closed Circuit Television (CCTV)
Video Surveillance Closed Circuit Television (CCTV) (Regulations)
Public Use of School Facilities
Public Use of School Facilities Schedule of Rental Fees (Appendix)
Public Use of School Facilities (Regulations)

Students

Access to an Educational Program, Provision of an Education Program, and Suspension of Behaviourally Challenged Students
Access to Students and Student Records
Admission of Students
Enrollment Application and Wait List Procedure for Students
Enrollment of Students of Non-Resident Parents or Guardians
Identification and Support to Gifted Students
Jordan's Principle
Jordan's Principle - Jordan's Principle Handbook
Medical Alert - Managing Students with Anaphylaxis/Medical Conditions
Medical Alert - Supporting Students Diagnosed with Diabetes
Medical Alert - Supporting Students Diagnosed with Epilepsy/Seizure Disorders
Physical Restraint and Seclusion in School Settings
Registration and Wait List Procedure for Students of Ordinarily BC Resident Parents or Guardians
Student and District Enhancing Student Learning Requirements
Student's Adjusted School Schedule Plan (SASSP)
Student Placement (Regulations)
Form: Athletic Eligibility Information for Students Transferring Schools
Admission of International Education Students
Health Promoting Schools
Student Fees (Regulations)

Medical Treatment of Students (Regulations)

Form: Request for Administration of Medication at School Form

Form: Medical Alert Planning Form

Form: Managing Students with Medical Alert Photo ID Form

Discrimination Toward and By Students (Regulations)

Discipline

Discipline (Regulations)

Form: Indefinite Suspension - Information Sheet for Parents/Guardians

Form: Appeal to Board of Education

Appeals Related to Student Placement (Regulations)

District Student Council (Regulations)

Technology

Student Use of Network Services and Digital Technologies

ADMINISTRATIVE PROCEDURES



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ADMINISTRATION ONLY

Business Finance

Online Incident Report Forms

Privacy Impact Assessments

Recovery of Vandalism Costs

Financial Planning and Reporting

Accumulated Operating Surplus

Investments

Community Partnerships

Inviting Speakers to Schools

Event Protocols

Critical Incidents

Communicable Disease Protocol (for students) with Interior Health

Extreme Heat Procedure

RCMP and Central Okanagan Public Schools Alert Protocol

Smoky Skies Procedure

Wildfire Preparation and Planning

Human Resources

Bullying and Harassment Investigation Procedures

CUPE Banked Overtime

Discretionary Absences

Student Supervisor Recruitment

District-Level Administration Staff: Compensation

District Level Administration: Evaluation of Performance

District Level Administration: Evaluation of Performance (Regulations)

District Level Senior Administrative Staff: Secretary-Treasurer, Deputy Superintendent, Assistant Superintendents and Directors: Evaluaiton of Performance

District Level Senior Administrative Staff: Secretary-Treasurer, Deputy Superintendent, Assistant Superintendents and Directors: Evaluaiton of Performance (Regulations)

Directors: Selection and Appointment

Principals and Vice-Principals: Selection, Appointment and Transfer

Principals and Vice-Principals: Selection, Appointment and Transfer (Regulations)

District Principal: Selection and Appointment

Role of the Principal/Vice-Principal

Principal and Vice-Principal Evaluation of Performance

Principal and Vice-Principal Evaluation of Performance (Regulations)

Employee Recognition

Employee Wellness

Instructional Programs

Field Studies - Access to District Transportation

Operations/Facilities

Utility Outage Procedure

Educational Facilities: Use and Management

Educational Facilities: Use and Management (Regulations)

Child Care

Protocol for Flying Flags at Half-Mast

Real Property Dispositions (Regulations)

Students

Enrollment Application and Wait List Procedures - Letters

Indefinite Suspension Information Sheet for Parents
Recording Incidents of Student Discipline in MyEDBC
Reporting/Recording Student In-School Alternate Work Location Assignments
Special Education Primary Contact Person
Form: Student Suspension Information Sheet
Celebration of Graduation
Provision of Menstrual Products to Students
Student Safety Patrols and Adult Crossing Guards
Secondary Student Transitions and Graduation
Admission of Students Involved in Exchange or Other Reciprocol Programs
Admission of Students Involved in Exchange or Other Reciprocol Programs (Regulations)

Technology

Technology Hardware Standards and Purchasing Procedures

ADMINISTRATIVE PROCEDURES



Current Administrative Procedures



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STAFF ONLY

Business Finance

Certificates of Coverage (Proof of Liability Insurance)
Copyright Material - Acknowledgement and Release
Copyright Material - Acknowledgement and Release - Form
Gift Giving and Staff Functions
Personal Property Loss and Damage Report
Personal Property Loss and Damage Report - Form
Privacy Breach and Critical Incident Response Procedure
Public Interest Disclosure Act (PIDA)
Purchase Cards
Purchasing
School Bookkeeping
Travel and Expense Reimbursement
Utilization and Monitoring of District Owned and/or Leased Vehicles
Vandalism to an Employee Vehicle Report
Vandalism to an Employee Vehicle Report - Form
Purchasing
Expenses: Auto and Travel

Community Partnerships

Critical Incidents

Media Protocol in a Crisis
School Lockdown Procedure
Suicide Prevention Protocol for School Personnel

Human Resources

CUPE Job Evaluation Maintenance Procedures
CUPE Statutory Holidays & Return from Layoff
Employee Injury Incident Report
Employee Resignations and Retirement
Facility Emergency Procedure After Regular Working Hours
Mandatory Record Checks-Staff
Mileage and Expense Claims
Personnel Files
Principal Designate
Relief CEAs Assigned to Students with Fragile Health Conditions
Site-Level Staff Orientation
Teacher Job Share Guidelines (including Appendix)
Teacher Job Share Proposal Template
Work Authorization Beyond the Regular School Year - Days in Lieu
Work Authorization Beyond the Regular School Year - Days in Lieu - Form
Work Authorization Beyond the Regular School Year
Work Authorization Beyond the Regular School Year - Form
Work Experience Placements - Eligibility of Teachers to Arrange
Working Alone
Recruitment and Assignment of Teaching and Support Staff
Job Sharing
Job Sharing (Regulations)
Evaluation of Teachers

Evaluation of Teachers, Criteria and Procedures (Appendix)
Evaluation of Teachers (Regulations)
Form: Teacher Performance Appraisal - Full Appraisal
Form: Teacher Performance Appraisal
Self-Funded Leave Plan
Form: Application to Participate in School District No. 23 Self-Funded Leave Plan
Form: School District No. 23 Self-Funded Leave Plan Memorandum of Agreement
Retirement
Human Rights (Regulations)
School Counselling
School Counselling (Regulations)
Violence in Workplace (Regulations)
Form: Violence/Threat/Intimidation/Harassment (VTIH)
Respectful Workplace (Regulations)

Instructional Programs

Alternatives to Animal Dissection
Principles of Assessment
Cultural Performances
Library Learning Commons
Instructional Resources and Library Learning Commons Resources
Instructional Resources and Library Learning Commons Resources (Regulations)
Proposals for Substantive Change (Distinct Schools, Unique Programs and Specialty Academies)
Proposals for Substantive Change (Distinct Schools, Unique Programs and Specialty Academies) (Appendix)
Board/Authority Authorized (BAA) Courses
Board/Authority Authorized (BAA) Courses (Appendix)
Form: Board/Authority Authorized (BAA) Course Framework Template

Operations/Facilities

Field Studies Booking Procedures - Schools
Fire Drills and Fire Safety Requirements
Operation of Intrusion Alarm Systems at Schools

Safety Work Orders

School (After Hours) Emergency Operations Department Services

Students

Student Files, Permanent School Records and Transcript of Grades

Field Studies - Curricular and Extra-Curricular

Field Studies Activities (Appendix)

Field Studies - Curricular and Extra-Curricular (Regulations)

Form: Field Studies Application

Form: Field Studies Parent/Guardian Permission

Form: Transportation of Central Okanagan Public Schools Students Vehicle Use and Authorized Driver's Statements

Form: Student Using Vehicle for Field Studies - Curricular and Extra-Curricular

Injury/First Aid Procedures

Injury/First Aid Procedures (Regulations)

Technology

Access to District Microsoft Office 365 Education

Network Service Outage

Employee Use of Network Services and Digital Technologies