INTRODUCTION

This **MANUAL OF POLICIES AND PROCEDURES** was formulated during the 2009/2010 school year, and formally adopted for the **PORTAGE LA PRAIRIE SCHOOL DIVISION** by the Board of Trustees on June 24th, 2010, to take effect on July 1st, 2010.

Signatures: _____

(Chair)

_____

(Secretary-Treasurer)

DEDICATION

This **MANUAL** is dedicated to the people of the **PORTAGE LA PRAIRIE SCHOOL DIVISION,** with the intent that its policies and procedures will provide guidance and direction, which lead to high education standards.

PORTAGE LA PRAIRIE SCHOOL DIVISION
MANUAL OF POLICIES AND PROCEDURES

This **MANUAL** is the property of the **PORTAGE LA PRAIRIE SCHOOL DIVISION.**   Additions, deletions, or changes are to be made by the person/organization to whom the **MANUAL** has been assigned, and as directed by the Board of Trustees.

Policies outline the general principles by which the **PORTAGE LA PRAIRIE SCHOOL DIVISION** is guided in the governance of all aspects of its operation.

The Board of Trustees makes this **MANUAL** available to all who are affected by its policies.

ACKNOWLEDGEMENT

The **PORTAGE LA PRAIRIE SCHOOL DIVISION** Board of Trustees wishes to express its appreciation to all those who, by giving their time and thought, have helped in the formulation of policies and procedures for our School Division.

FORWARD

About Policies, Regulations, and Exhibits

Policies are principles adopted by the Board of Trustees to chart a course of action for the **PORTAGE LA PRAIRIE SCHOOL DIVISION.**   Policies may include statements of facts, beliefs, goals and objectives, or directives. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day matters; they need to be specific enough to give the administration clear guidance.

Regulations are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done, that is, what **procedures** are to be followed.

Exhibits are documents intended to provide additional information and to facilitate the understanding and uniform application of policies and regulations (maps, lists, calendars, forms in use, etc.)

How the manual is organized

The **MANUAL** organization is based on the classification system developed by the Educational Policies Service of the National School Boards Association. The system has been simplified and adapted to the local situation, to provide an efficient means of coding, filing, and finding policies, administrative regulations, and exhibits.

There are 12 major sections, each bearing an alphabetical code:

Section **A** - FOUNDATIONS AND BASIC COMMITMENTS
Section **B** - SCHOOL BOARD GOVERNANCE AND OPERATIONS
Section **C** - GENERAL DIVISION/SCHOOL ADMINISTRATION
Section **D** - FISCAL MANAGEMENT
Section **E** - OPERATIONS (PROPERTY AND TRANSPORTATION)
Section **F** - FACILITIES DEVELOPMENT
Section **G** - PERSONNEL
Section **H** - NEGOTIATIONS
Section **I** - INSTRUCTIONAL PROGRAM
Section **J** - STUDENTS
Section **K** - SCHOOL – COMMUNITY RELATIONS
Section **L** - RELATIONS WITH EDUCATION AGENCIES

Each policy heading is based on logical sequence and alphabetical sub coding – For an example, examine the page(s) immediately following the tab for Section A – FOUNDATIONS AND BASIC COMMITMENTS.

The page(s), which follow the tab for each section, present the policy headings, and serve as a table of contents for each section or "chapter" of this **Manual**.

There are two ways to find a policy, regulation, or exhibit in the **Manual**.

1. Consider where the policy would be filed among the 12 sections (e.g. student issue, Section J: STUDENTS). Turn to the table of contents for that section and glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters to locate the sheet, which will appear in alphabetical order within that section. Pages of the **Manual** are alphabetically listed in the upper right-hand corner.

2. Turn to the Code Finder Index at the end of the **Manual**. The Code Finder is an alphabetical index of all policy headings in the **Manual**. Look up your topic as in any index, find the alphabetical code, and use the Code to locate the sheet in the **Manual.**

Additional Information

Various signs and symbols are used in the **Manual.**

R. This symbol following a code indicates that the statement is an **Administrative Regulation**, not a Board policy. The statements appear on **blue** pages, following policies.

E. Exhibit. This symbol following a code indicates that this is a reference document, such as a calendar, a map, an application form, etc. rather than a policy. Such documents are on **yellow** pages.

M.R. Manitoba Regulation

PSA   Public Schools Act

No date entry indicates that the policy was adopted at the time the **Manual** was adopted by the Board of Trustees. Further revision dates will be added as they occur.

Pertinent legal references are given to tell the reader where, in provincial or federal law, they may find certain statutes that relate to a policy.

Certain policies/regulations relate to others and overlap with other policies/regulations. Cross-references are provided to help the reader find all of the related information.