



# **ADMINISTRATIVE PROCEDURES MANUAL**

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Prairie South School Division No. 210

Updated June 13, 2017

# PREFACE

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This Administrative Procedures Manual is designed to be the primary written source of administrative direction for the Division. It is designed to be entirely consistent with the Board Policy Handbook, and is an extension of policy in the form of procedures. This Manual may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

There are 5 categories in which administrative procedures are placed in the Manual. The categories are:

- 100 General Administration
- 200 Instructional Programs and Materials
- 300 Students
- 400 Personnel and Employee Relations
- 500 Business Administration

Procedures placed in the 100 section are those of a general administrative nature or those which have applicability to at least 2 other categories in the Manual. The procedures in 200, 300, and 400 are specific to each of the titles. The Business Administration procedures include finance, facilities, and student transportation matters.

A logical flow of procedures is attempted in the categories. For example, criteria for student admission is followed by attendance area requirements, by various safety considerations, by the maintenance of records, by daily attendance, by supervision and discipline, and lastly, by evaluation procedures.

Gaps in the numbering sequence facilitate the insertion of additional administrative procedures that may be developed at a future time.

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## **BUSINESS ADMINISTRATION 500**

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## Administrative Procedure 500

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### BUDGET

#### Background

The annual operating budget shall reflect the Board's budget assumptions and priorities as established by the Board and Director of Education annually. The vision, mission, guiding principles and goal statements as detailed in the Board's strategic plan guide the establishment of these principles and guidelines.

The Superintendent of Business and Operations shall ensure there is no fiscal jeopardy or material deviation of actual expenditures from the approved operating budget.

In preparing the annual budget the Superintendent of Business and Operations is responsible for ensuring that a process involving consultation with the Board and other parties deemed necessary is undertaken.

The Superintendent of Business and Operations shall establish the capital budget with a five-year planning approach for capital expenditures.

#### Procedures

##### 1. Management and Procedures

- 1.1 The standard revenue and expenditure classifications as prescribed by the Ministry of Education are to be used.
- 1.2 Expenditures are not to exceed the amount budgeted in the major expenditure classification:
  - 1.2.1 Monies from a special fund are to be expended only for the purpose for which the fund was established.
  - 1.2.2 Emergency expenditures may be approved by the Director of Education up to an amount of \$100,000 in excess of budget. Emergency expenditures in excess of \$100,000 require Board approval.
  - 1.2.3 The Director of Education may approve change orders with a value up to \$20,000. Change orders in excess of \$20,000 require Board approval on recommendation of the Director of Education.
- 1.3 The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
- 1.4 Decentralized expenditures are determined annually. Principals are responsible for the effective control of expenditures within the budgetary limits established for their school.
- 1.5 The Superintendent of Business and Operations, in consultation with the Director of Education, is to initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.

- 1.6 The Superintendent of Business and Operations is responsible for managing budget control and for the preparation of quarterly fiscal accountability reports through the Director of Education.
- 1.7 The Superintendent of Business and Operations is responsible for the overall determination and management of operating and capital budgets, processing budget data, developing the budget document, and preparing the budget for presentation through the Director of Education.
- 1.8 The Superintendents and managers of each program and/or operations are responsible for the determination and management of the assigned budget for their department.

## **2. Calendar**

The Superintendent of Business and Operations will establish a calendar guideline for each budget year and propose same for inclusion in the Board Annual Work Plan.

## **3. Decentralized Funding Allocation**

- 3.1 The Director of Education will present annual decentralized school budget appropriations to schools as part of the annual budget for approval by the Board of Education.
- 3.2 The decentralized school budget funding appropriations shall reflect the educational priorities of the school division and of the particular school.
- 3.3 The decentralized school budget allotments to schools shall be determined by formula based on previous year September 30 enrolments.
- 3.4 Schools that have a 10% or more increase in student population from previous year September 30<sup>th</sup> enrolment and the school's decentralized budget carry forward is 25% or less than the current year decentralized allocations, that school will qualify for more funding. The schools that qualify will get the current rate per student for each additional FTE student over the previous September 30<sup>th</sup> enrolment.
- 3.5 Principals may access monthly financial statements of their decentralized budgets.
- 3.6 Principals may plan to carry forward 100 percent (100%) of unspent /overspent funds in each year.
- 3.7 Account descriptions are as per the [School Decentralized Account Descriptions](#).

## **4. Capital Budget**

- 4.1 The Facilities Manager, in consultation with the Superintendent of Business and Operations, is to produce and maintain a three-year Preventative Maintenance Renewal Plan in accordance with *Administrative Procedure 540 – Facilities Planning*.

Reference: Sections 85, 87, 109, 110, 278, 279, 281, 282 Education Act

June 7, 2016

## Administrative Procedure 501

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### BUDGET CARRY OVER

#### Background

The Superintendent of Business and Operations shall make provision for the carry over of unspent school and School Community Councils (SCC) budget allocations from one budget year to the next. The carry over provisions do not apply to Central Office budget managers.

#### Procedures

1. The following procedures are observed regarding carry over of funds.
  - 1.1 Principals shall be permitted to carry over all unspent funds from their decentralized budget and professional development budget allocations. SCC's shall be permitted to carry over up to one year's allocation.
  - 1.2 Carry over funds shall be recorded as internally restricted accumulated surplus.
  - 1.3 Carry over funds shall be spent on any type of expenditures typically made through school or SCC budgets.
  - 1.4 Schools or SCC with deficits shall be required to utilize carry over funds to cover the deficit. Any schools or SCC's with a deficit will submit a plan to the Superintendent of Business and Operations detailing how the school or SCC will pay off their deficit. These plans will be forwarded to the appropriate Superintendent of Operations.
  - 1.5 At the end of each fiscal year Superintendents of Operations shall be provided with the fiscal results for each of their schools and SCC's as appropriate.
  - 1.6 Carry over funds can be accumulated up to a maximum of 100 percent and up to 1 year's allocation of the annual school or SCC budgets.
  - 1.7 The Board has retained authority to approve budget allocations for a program and any unspent funds for a multiple year program will be determined at year end and may be carried forward as internally restricted surplus.

References: Board Motion: 06/22/2010 – 1262 and 06/22/2010 – 1264

June 13, 2017

## Administrative Procedure 505

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### STUDENT FEES

#### Background

The following guidelines apply to all fees at the school level:

All students will have access to all programs regardless of their access to financial resources.

There are to be no fees for curricular activities and programs.

Extra-curricular fees are to be charged with caution and discretion.

#### Procedures

##### 1. General

- 1.1 Fees are to be collected and administered through the school business office as per the [Student Fee Schedule](#).
- 1.2 The principal is to submit an annual accounting of all school fees and funds to the Superintendent of Business and Operations by June 30.

##### 2. Fee Schedule

- 2.1 The Superintendent of Business and Operations is responsible for maintaining a Student Fee Schedule under the direction of the Director of Education.
- 2.2 Conditions and instructions for the levying of any fee are to form part of a Student Fee Schedule.
- 2.3 Fees in the schedule are to be stated at maximum amounts per category.
- 2.4 All fees must be equal to, or less than actual costs.
- 2.5 Fees may be lowered or waived for individual students at the discretion of the principal.
- 2.6 School Community Councils are to review the list of student fees established by the principal for the school to ensure it is in alignment with the Division procedures and community capacity.

Reference: Sections 85, 87, 109, 110, 142, 171, 173, 175 Education Act

May 4, 2010

## Administrative Procedure 510

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### SCHOOL GENERATED FUNDS

#### Background

As each school within the Division is a part of the corporate body of the Division, each school's generated funds are to be included in the Division's annual audited financial statement. In keeping with generally accepted accounting principles, adequate processes and controls are to be implemented and maintained.

#### Procedures

1. The principal shall be responsible for the administration of all school generated funds.
2. All accounting for school generated funds shall comply with procedures as outlined in the [Guidelines for School Generated Funds](#).
3. Descriptions for the use of GL Codes in the school generated funds software are outlined in the [Summary of SchoolCash GL Codes](#).

References: Education Act: Sections 85, 87, 109, 110, 175

July 12, 2013

## Administrative Procedure 511

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### TANGIBLE ASSETS AND AMORTIZATION

#### Background

Tangible Capital Assets have useful lives extending beyond the accounting period, are used by the school division to provide services to the public and are not intended for sale in the ordinary course of operations. Tangible capital assets include land, buildings, school buses, other vehicles, furniture and equipment, computer hardware and software, audio visual equipment, capital lease assets, and assets under construction. Tangible capital assets are recorded at cost (or estimated cost when the actual cost is unknown) and include all costs directly attributable to the acquisition, design, construction, development, installation and betterment of the tangible capital asset. The school division does not capitalize interest incurred while a tangible capital asset is under construction.

#### Procedures

The cost of depreciable tangible capital assets, net of any residual value, is amortized on a straight line basis over their estimated useful lives as follows:

Land improvements (pavement, fencing, lighting, etc.)	20 years
Buildings	50 years
Buildings – short-term (portables, storage sheds, outbuildings, garages)	20 years
School buses	12 years
Other vehicles – passenger	5 years
Other vehicles – heavy (graders, 1 ton truck, etc.)	10 years
Furniture and equipment	10 years
Cell phones	2 years
Computer hardware and audio visual equipment	4 years
Computer software	5 years
Leased capital assets	Lease term

Assets that have an historical or cultural significance, such as works of art, monuments and other cultural artifacts, are not recognized as tangible capital assets because a reasonable estimate of future benefits associated with these properties cannot be made.

References: Education Act: Sections 85, 87, 109, 110, 175

June 10, 2014

## Administrative Procedure 512

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# INVENTORY MANAGEMENT

## Background

Prairie South School Division is required by *The Education Act, 1995* to prepare and regularly maintain an inventory of its assets sufficient for the purposes of property control and financial planning. Such planning includes consideration for placing insurance, replacing damaged equipment, and the disposal of property.

## Procedures

### 1. Inventory

- 1.1 The Business Manager, in consultation with the Superintendent of Business and Operations, is responsible for developing procedures for maintaining inventories.
- 1.2 The inventory is to be updated annually, as required by the insurance company, using an independent appraisal source.

### 2. Replacement and Repair

- 2.1 The Facilities Manager, in consultation with the Superintendent of Business and Operations, is to provide direction and procedures for the replacement and repair of school property.
- 2.2 Procedures for the replacement and repair of school property incurred by careless or willful acts are to be in accordance with *Administrative Procedure 357 – Break-in, Theft, and Vandalism*.

### 3. Disposal of Property

- 3.1 Property or material that has no further value to the school division is to be disposed of in a manner that provides maximum benefit to the Division.
- 3.2 Schools shall supply a list of surplus assets to the Facilities Manager. The list shall provide a description of each item, condition, year or age and estimated value if any.
- 3.3 The Facilities Manager, in consultation with the appropriate Superintendent, supervisor, or principal, will determine what is surplus, obsolete, and worn out property.
- 3.4 Surplus assets will be offered to all schools within the school division at no cost prior to being offered for sale.
- 3.5 The Facilities Manager may use the following methods to dispose of any remaining school property other than lands and buildings:

### 3.5.1 *Public Auction*

An auction is to be used when a sizable accumulation of surplus property is available at one location.

### 3.5.2 *School Sale*

A sale of surplus assets at the school level may be held at a school following written approval of the Facilities Manager.

#### **Procedures:**

- The school advertises the sale of surplus assets “as is” in the school newsletter and other means of local advertising as deemed necessary. Advertising costs up to \$100 shall be paid by the school division.
- Each item for sale shall be numbered. Bid sheets will be made available. A separate bid sheet shall be used for each item and placed in the bid container.
- Items will be awarded to the highest bidder.
- Any expense involved in picking up items will be borne by successful bidder.
- Payment by cash or cheque by successful bidder must be made at time of pick up. A numbered receipt shall be issued to the purchaser.
- The school shall provide the Facilities Manager with a list of items sold, a copy of each receipt issued and a cheque for the full proceeds of the sale payable to Prairie South School Division No. 210.
- A list of unsold items shall be provided to the Facilities Manager who may authorize the disposal of those items.
- At the discretion of the Board the funds can be allocated to school funds or SCC.

### 3.5.3 *Tenders*

Competitive bidding is to be used when the quantity, type, or location of the surplus supplies will not encourage attendance at a sale:

#### **Procedures**

- The school division advertises the sale of property and requests sealed bids.
- Property is offered for sale “as is” and “where is”.
- The Division makes no warranty.
- Property is available for inspection.
- Any expense involved in picking up of the properties is borne by the successful bidder.
- The Division reserves the right to reject any or all quotations.
- Bids may be required to be accompanied by a deposit.
- Property is awarded to the highest bidder.

- 3.5.4 *Trade-In*  
Surplus equipment may be traded in if the trade-in value is expected to exceed the value estimated to be obtained in a sale.
- 3.5.5 *Salvage or Disposal*  
If the property is of insufficient value to defray the costs of sale, it may be disposed of by selling for salvage value. Property may be disposed of if it has no material value.
- 3.5.6 Proceeds from sales will be credited to the general funds of the school division.

Note: The Board has retained the authority to sell, lease, transfer or exchange its lands or buildings.

Reference: Sections 85, 87, 109, 110, 347, 348 of the Education Act

June 7, 2016

## Administrative Procedure 513

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# PURCHASING

## Background

Purchases of materials, supplies, and equipment are to be made in accordance with principles and procedures designed to acquire best value for Prairie South School Division.

## Procedures

### 1. Definitions

The following definitions are cited to ensure consistent interpretation:

- *Formal Competitive Bid* – A process requiring the invitation to bid to be advertised in the local newspaper(s) and/or such other media as is required to meet the requirements of the *Education Act 1995*, and applicable trade agreements (New West Trade Partnership Agreement, Agreement on Internal Trade). This term would include tenders and requests for proposals
  - *Formal Tender* — A formal process for obtaining sealed bids from competing organizations where the specific goods or services required can be clearly defined and bidders cannot suggest alternatives.
  - *Request for Proposal* — A formal process for obtaining sealed proposals from competing organizations and evaluating those proposals against stated requirements, using a predefined evaluation process and a predefined set of evaluation criteria in which price is not the only factor and bidders have the ability to suggest alternatives or propose solutions. The process can include negotiation and the request for a best and final offer.
- *Written Quotation*—A less formal process requiring selected vendors to submit written quotations.
- *Local Purchase Order*—A legal contract between the school division and a vendor that gives the vendor authority to ship and charge for the goods specified in the order.
- *Standing Order*—A contract that provides for a vendor to supply specified products or services for a specified period of time with actual requirements to be determined, requested, and delivered when and as required.
- *Purchase Card*—A type of credit card which includes management features available to the division. It is issued by the division to chosen staff.

### 2. Processing Purchases

2.1 A formal competitive bid is required when:

- The Director of Education deems it to be in the best interests of the school division; or

- It is a requirement of *The Education Act, 1995*; or
  - It is required by a trade agreement covering the MASH sector.
- 2.2 A minimum of three (3) written quotations should be requested when:
- The value of the item is expected to be between \$15,000 and \$75,000; or
  - The Director of Education deems it to be in the best interests of the school division.
- 2.3 Goods and services up to an aggregate cost of \$15,000 may be purchased directly by the applicable Budget Manager utilizing a local purchase order. Where possible contracts will be negotiated centrally and Budget Managers or their designate will order directly from that supplier. Goods and services obtained through the formal tender process are excluded from this authority.
- 2.4 Goods and services up to an aggregate cost of \$5,000 may be purchased by an authorized purchase card holder utilizing a purchase card. Where a centrally negotiated contract is in place goods and services covered by that contract must still be purchased from the contracted vendor.
- 2.5 It is expected that all requirements for goods and services purchased through the formal competitive bid process will be ordered by the schools and the Budget Managers at the time of the formal tender.
- 2.6 The lists of goods and services to be obtained through the formal competitive bid process is to be subject to an annual review to determine items of inferior quality and/or items to be added or deleted.
- 2.7 The Business Manager has the lead responsibility for conducting formal tenders.
- 2.8 In those cases where the competitive bid process is utilized, consideration is to be given to process, quality, and the supplier's reputation, as evidenced by previous performance and service.
- 2.9 Where no competitive supply market exists, or it is considered in the best interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the lowest possible price.
- 2.10 All goods and services purchased are to be obtained through the use of an approved purchase order with the exception of small goods and services purchased by means of petty cash funds or purchase cards. Where a vendor has an electronic ordering system and that system allows access to school division discounts, orders may be placed directly on the system without the use of a purchase order.
- 2.11 Purchasing processes, forms, and services are to be utilized only for authorized school division business.
- 2.12 No school division employee utilizing purchasing processes is to accept any gift or benefit, whether in the form of goods, services, loans, or favours, from any individual, organization, or corporation which is interested directly or indirectly in dealings with the Division, subject to normal exchange or hospitality between persons doing business together.

### 3. Responsibilities and Authorities

- 3.1 The Board of Education has delegated authority for the award of competitive bids to the Director of Education or designate except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those competitive bids. A report of competitive bids awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.

Competitive bids will be required for the purchase lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized by the Education Act 1995 exceeding \$200,000.

- 3.2 The Business Manager in consultation with the Superintendent of Business and Operations is responsible for purchasing practices and procedures.
- 3.3 The Business Manager has the authority to revise requisitions according to established standards, provided such revisions are discussed with the requisitioner.
- 3.4 Purchases may be authorized only by budget managers in the person of the Director of Education, Superintendents, managers, and principals. Budget managers can delegate authority to authorize purchases within certain limits.

Reference: Sections 69, 85, 87, 109, 110, 344, 349, 352, 354, 355 Education Act  
Education Act Regulations Section 83.1, 83.3  
Annex 502.4 Agreement on Internal Trade

June 7, 2016

## Administrative Procedure 516

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# ACCOUNTING STANDARDS

## Background

The Division maintains financial records in accordance with the generally accepted accounting principles (GAAP) as set out in the Chartered Professional Accountants (CPA) Handbook. The Board of Education further follows the public sector accounting standards (PSAS) as set out by the CPA Public Sector Accounting Board (PSAB). As well, the accounting treatment incorporates reporting requirements set by the Saskatchewan Ministry of Education.

## Procedures

### 1. Responsibility

- 1.1 The Superintendent of Business and Operations is responsible for maintaining and managing the Board's accounting standards and making recommendation to the Director of Education regarding the allocation of Division proceeds.

### 2. Restricted Funds Planning

- 2.1 Internally restricted surplus for operating expenditures may be established on recommendation to the Board. The purpose of the restricted surplus is to fund:
  - 2.1.1 School budget allocation carry forwards
  - 2.1.2 SCC budget allocation carry forwards
  - 2.1.3 School generated funds
  - 2.1.4 Ongoing Board approved programs
- 2.2 Internally restricted surplus for capital expenditure may be established on recommendation to the Board. The purpose of the restricted surplus is to fund:
  - 2.2.1 The purchase of land
  - 2.2.2 New buildings
  - 2.2.3 Renovations and additions
  - 2.2.4 Furniture, equipment, and supplies
  - 2.2.5 Major building repairs and,
  - 2.2.6 Replacement of equipment.
- 2.3 Externally restricted surplus funds are those provided by government transfer with stipulations that have not been met by the Division.

- 2.4 Any restriction on prior years' surplus is to be shown in the audited financial statements of the Board of Education.

### **3. Trust Funds**

- 3.1 The Superintendent of Business and Operations is authorized to receive donations for the purpose of establishing scholarships and student bursaries. Funds are to be held in trust for the purposes intended.
- 3.2 The Superintendent of Business and Operations is to make every effort to comply with the conditions specified by the donor.
- 3.3 The Superintendent of Business and Operations may recommend to the Director of Education that funds be held in trust by the Board for purposes other than student scholarships and bursaries.

Reference: Sections 85, 87, 109, 110, 286 Education Act  
Public Accounts Regulations

June 2, 2015

## Administrative Procedure 517

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### ACCOUNTING GUIDELINES

#### Background

To the extent applicable, Prairie South School Division is to use the accrual method of accounting for revenues and expenditures.

#### Procedures

##### 1. Accounting System

The accounting system must make it possible to:

- 1.1 Provide an accurate record of all financial transactions of the school division.
- 1.2 Produce meaningful interim and annual financial reports.
- 1.3 Show compliance with legal provisions.
- 1.4 Provide a basis for safeguarding the financial resources of the school division.

##### 2. Classification of Accounts

The classification of accounts is to be consistent with the requirements of the Saskatchewan Ministry of Education and, in accordance, where applicable, with Generally Accepted Accounting Principles (G.A.A.P.) and standards as set by the Public Sector Accounting Board (P.S.A.B.)

##### 3. Reporting

- 3.1 Financial reports are to be prepared quarterly to reflect financial operations, the current condition of the budgetary accounts, and other information necessary to monitor operations.
- 3.2 An audited financial report is to be prepared as at 31 August in each year and presented to the Board.

Reference: Sections 85, 87, 109, 110, 286 Education Act  
Public Accounts Regulations

June 7, 2016

## Administrative Procedure 518

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# PAYMENTS OF ACCOUNTS

## Background

Payments to those persons, vendors, institutions, and agencies having provided goods or services to the school division are to be made in accordance with prevailing business practices.

## Procedures

### 1. Pay Day Schedules

- 1.1 Direct deposits of salary payments of regular teachers are to be issued in accordance with the provisions of the Local Collective Bargaining Agreement.
- 1.2 For all other regular employees, direct deposits of salary payments are to be issued before the end of each month.

### 2. Compensation for Expenses

- 2.1 The Superintendent of Business and Operations is responsible for publishing annually the schedule of rates and regulations governing the compensation of employees for expenses incurred related to their authorized duties.
  - 2.1.1 All Employees
    - 2.1.1.1 An employee who is directed to attend a meeting or professional development event at a location different from his or her usual workplace will be reimbursed for the cost of a hotel room providing the employee is required to leave their work location prior to 7:30 a.m. on the day of the event and the location is in excess of 100 kms each way, from the employee's assigned school/work location. For travel distances less than 100 kms each way, a hotel room may be arranged upon authorization from the applicable Superintendent.
    - 2.1.1.2 In all cases where more than one person is travelling to a common destination, employees are expected to form car pools and use the least number of vehicles possible in the circumstance.
      - 2.1.1.2.1 Exceptions to this practice must be approved by the applicable Superintendent in advance.
      - 2.1.1.2.2 In situations where an employee chooses to travel on their own for personal reasons, they forfeit the right to claim the travel reimbursement.

### 2.1.2 Non-Teaching Employees

2.1.2.1 A non-teaching employee *required* to work additional hours in excess of what is outlined in the employee's letter of offer or contract shall be compensated at the appropriate rate.

Requests for payment of additional hours must be approved by Human Resources prior to the event. If the employee chooses, and the supervisor agrees, additional hours may be banked and taken at a later date upon mutual agreement between the employee and the supervisor. If an employee is invited and *encouraged* to attend, the employee shall be paid in accordance with their letter of offer or contract and may leave the event upon working their regular daily hours.

2.1.2.2 If the employee is required to travel to another location different from their usual workplace to perform work, the time travelling to and from that other location is counted as work time.

2.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds.

## 3. Vendors

3.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.

3.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.

3.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.

3.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director of Education or the Superintendent of Business and Operations.

3.5 Payment is to occur after the relevant budget manager or designate has certified, by signature, satisfactory receipt of goods and services, coded the invoice, and the relevant pre-audit has been undertaken.

## 4. Petty Cash

4.1 Petty Cash funds are to be administered by the principal.

4.2 Petty cash funds are not to exceed \$400.

4.3 Petty cash funds are to be used solely for payment for minor items that cannot be paid by other means (i.e. student refs, student babysitters). No single purchase is to exceed \$50.

4.4 All purchases are to be supported by appropriate receipts and invoices.

4.5 Petty cash funds are to be replenished upon receipt of a properly executed requisition with the required invoices and receipts attached.

4.6 Petty cash funds are subject to audit at any time.

**5. Honoraria**

5.1 Honoraria may be paid to individuals contributing to institutes, seminars, or workshops who are not employees of the Board.

5.2 The honorarium is to appropriately compensate for the expertise and time of the resource person and should reflect the industry standard.

5.3 Individuals are to be reimbursed for travel, meals, and accommodation, as required.

5.4 Payments of honoraria are to be approved by the Principal/Budget Manager.

Reference: Education Act: Sections 85, 87, 109, 110, 175 Education Act  
Labour Standards Act  
Prairie South Teacher Local Bargaining Agreement  
CUPE Agreement

June 13, 2017

## Administrative Procedure 519

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# REPORTING OF SCHOOL DIVISION LOSSES

### Background

All losses of trust money, public money, or property over \$500 that are due to fraud or similar illegal acts must be reported to the Director of Financial Analysis and Reporting, Education Funding Branch, Ministry of Education.

The Prairie South School Division emphasizes an ethical and positive work environment which promotes honesty, integrity, respect, service excellence and accountability. There is a zero tolerance policy towards fraud and similar illegal acts. Zero tolerance means the school division will investigate all suspected incidents of fraud or similar illegal acts and take appropriate disciplinary and legal action in all confirmed cases.

Any employee who has knowledge of a suspicious incident within the Prairie South School Division, which may involve a fraud or similar illegal act, shall report it immediately. This includes incidents which involve an employee, a student, a supplier, a contractor or other third party.

Allegations made under this procedure are serious. No employee who has acted in good faith shall be subject to any reprisal for reporting, or proposing to report, a suspected fraud or similar illegal act.

### Procedures

#### 1. Employee Responsibilities

- 1.1 Employees are required to act lawfully and in accordance with Prairie South School Division's policies, procedures and directives.
- 1.2 Employees with knowledge of a suspicious incident within the school division, which may involve a fraud or similar illegal act, should contact their immediate supervisor. The supervisor will then contact their Manager or Superintendent who will then inform the Director of Education. Where there is reason to believe an employee's supervisor may be involved, the employee should directly contact their Manager or Superintendent.
- 1.3 Employees should provide as much relevant, factual detail as possible in their reports but should not undertake their own investigation to collect evidence or information.
- 1.4 Employees reporting suspicious incidents under this procedure should treat the matter as confidential and not discuss it with anyone other than those directly involved with the investigation.

## 2. Employer Responsibilities

- 2.1 Prairie South School Division is responsible to prevent and detect fraud and similar illegal acts through a system of internal controls. Prairie South School Division will ensure these controls are in place and operating as intended. Controls should be monitored through such means as internal audits, review of variance and exception reports by management. Deficiencies detected should be fixed and controls and processes modified as required.
- 2.2 Prairie South School Division is responsible to take reasonable steps, through training and other communication methods, to ensure that employees are aware of and understand the procedures which affect them, including reporting suspicions of fraud or similar illegal acts.
- 2.3 When incidents of suspected fraud or similar illegal acts are identified, Prairie South School Division is responsible for investigating all incidents. If confirmed, the school division will:
  - 2.3.1 take disciplinary action against employees, which may include termination and legal action;
  - 2.3.2 proceed with legal action against other parties as recommended by legal counsel;
  - 2.3.3 pursue recovery of losses; and
  - 2.3.4 implement corrective action to reduce the likelihood of similar future incidents.
- 2.4 Prairie South School Division will comply with all applicable laws, policies, directives and other authorities when investigating, reporting and following up on incidents.

## 3. Police Involvement

Except in situations involving criminal acts where it is clear that the police should be notified, Prairie South School Division may consult with legal counsel to determine whether the police should be notified for any loss over \$500 which may have resulted from fraud or similar illegal acts. Prairie South School Division will consider contacting law enforcement authorities immediately if a police presence is a matter of urgency (such as incidents involving a theft or break-in) or where assistance is required to secure evidence.

## 4. Investigation

- 4.1 All allegations will be investigated to determine if a fraud or similar illegal act has occurred. Prairie South School Division will exercise discretion, based on the nature and relative size of the incident, to determine the extent of the investigation.
- 4.2 Prairie South School Division will ensure responsibility for investigations is clear. The Director of Education will assign responsibility to an individual or an oversight committee to conduct the investigation. Investigations must be objective, regardless of the relationship with a third party or the position, work record or length of service of an employee.

- 4.3 All participants in investigations are to keep the details confidential. Correspondence, reports and other documents related to suspected or actual cases of fraud are to be treated as confidential and kept in secure confidential files. Any issues related to confidentiality should be discussed with Prairie South School Division legal counsel.
- 4.4 A record of the investigation will be maintained, including details of pertinent telephone conversations, meetings and interviews, as well as working papers and results of audits and similar reviews.
- 4.5 Where a preliminary investigation fails to substantiate that a fraud or similar illegal act has taken place, the conclusion will be documented and the employee responsible for leading the investigation will ensure it is communicated to the parties involved in the investigation that no further action is required.
- 4.6 Where a preliminary investigation determines that there are reasonable grounds for an allegation, further work must be undertaken. Where an employee is involved, it may also be appropriate to consider suspending the employee against whom an allegation has been made. This may be with or without pay depending on the circumstances, and must be done in collaboration with the Superintendent of Human Resources.
- 4.7 Upon completion of the investigation, a written report will be prepared which includes information such as background (e.g., nature of incident and circumstances which permitted it, description and amount of any losses, etc.), a summary of the investigation (e.g., work performed, including audits, interviews, police involvement, etc.), the conclusion and recommended actions (e.g., discipline, prosecution, recoveries, changes to operating practices to mitigate risk, etc.). The content of this report will depend on the particular circumstances.
- 4.8 The report will be provided to the Director of Education who will determine additional distribution, including timely reporting to the Ministry of Education.

## 5 Discipline

Where employee fraud or similar illegal activity is confirmed, disciplinary action, up to and including termination, shall be considered by the Director of Education in consultation with the area Superintendent and Superintendent of Human Resources.

## 6 Recovery of Losses

- 6.1 If a fraud or similar illegal act has been committed, all reasonable steps, including legal action, should be taken to recover any losses incurred.
- 6.2 Where an employee is involved, Prairie South School Division will also pursue recovery.

July 13, 2017

## Administrative Procedure 521

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### SCHOOL DIVISION SPONSORSHIP

#### Background

Prairie South School Division is committed to ensuring fair and equitable transactions with all members of the community.

The Division actively encourages the establishment of positive relationships and partnerships with the community so long as such relationships provide opportunities to expand resources and experiences that benefit students. This may involve financial sponsorship from the school division.

#### Procedures

1. Sponsorship requests which fall within a particular program area will be directed to the Superintendent of Operations with responsibility for that program area. The Superintendent of Operations may authorize a sponsorship to a maximum of \$200 when determined to be beyond the scope of the decentralized budget.
2. Sponsorship requests which do not fall within a program area will be directed to the Director of Education. The Director of Education will determine if the activity provides opportunity to expand resources and experiences that benefit students. The Director of Education may authorize sponsorship to a maximum of \$2,500.

Reference: Sections 85, 87, 109, 110, Education Act

October 2, 2007

## Administrative Procedure 522

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# ADVERTISING AND CORPORATE SPONSORSHIP

## Background

Prairie South School Division is committed to ensuring fair and equitable transactions with all members of the community.

The Division actively encourages the establishment of positive relationships and partnerships with the business community so long as such relationships provide opportunities to expand resources and experiences that benefit students.

## Procedures

### 1. Partnerships

- 1.1 Partnerships in education are to be mutually beneficial and follow the [Ethical Guidelines for Business – Education Partnerships](#) established by the Conference Board of Canada.
- 1.2 Partnerships may be established if they:
  - 1.2.1 Enhance the quality of education for learners through meaningful connections to the education program
  - 1.2.2 Are based on clearly defined expectations, roles, and responsibilities of partners as developed through a consultation process
  - 1.2.3 Are evaluated on an on-going basis
  - 1.2.4 Are voluntary and may be terminated by one or both partners at any time, and
  - 1.2.5 Meet the requirements to be recognized as a Full Partnership or Program-Based Partnership as per the [Partnerships Rationale](#), completes a [Partnership Proposal](#) and [Partnership Agreement](#).

### 2. Curricula

- 2.1 The Division does not support or accept sponsorship of any curriculum in the school by a business or corporation.

### 3. Materials

- 3.1 The materials sponsored or developed by corporations must be:
  - 3.1.1 Accurate, objective, and complete
  - 3.1.2 Written in a manner appropriate to the target age group and,
  - 3.1.3 Promoted as conservatively as possible.
- 3.2 Subject to the approval of the Director of Education, corporate sampling or product distribution, either on or off school premises may be permitted if it is consistent with and enhances the school program.

- 3.3 The demonstration of materials at a school by a representative of a business is permitted subject to the approval of the Director of Education.

#### **4. Professional Development Activities**

- 4.1 Sponsorship of employee professional development activities is permissible subject to the approval of the Director of Education.

#### **5. Extra-Curricular Activities**

- 5.1 Sponsorship of specific events is permitted if such involvement is consistent with the goals, values, and mission of the school division.

#### **6. Advertising**

- 6.1 The direct advertising or selling of products or services that are not consistent with the goals and guiding principles of the school division is not permitted on school division premises.
- 6.2 Passive advertising as found on vending machines, equipment, and print materials is permitted, if authorized by the principal.
- 6.3 Signage which explicitly promotes a business or product is permissible provided it is needed to acknowledge the contribution of a business for a specific event.
- 6.4 No one company is to be given exclusive rights to any form of advertising, signage, or corporate contribution to a school, however, subject to Director of Education approval, these rights may be given to a portion of a school, provided it is consistent with the values of the school division.

#### **7. Donations**

- 7.1 All donated materials must be educationally appropriate to the school.
- 7.2 Donation of money for fund-raisers, awards, or bursaries may be accepted. Refer to *Administrative Procedure 370 – Student Awards*.
- 7.3 Charitable receipts must be processed through the office of the Superintendent of Business and Operations.

#### **8. Donations by Prairie South School Division**

- 8.1 Prairie South will not contribute to:
- 8.1.1 Politicians, candidates, political parties or organizations or lobby groups,
  - 8.1.2 Any organization that is not part of Prairie South School Division, and
  - 8.1.3 Individuals seeking to raise funds for a cause or event.

Reference: Sections 85, 87, 109, 110, 175 Education Act  
Ethical Guidelines for Business Education Partnerships

June 2, 2015

## Administrative Procedure 530

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# INSURANCE MANAGEMENT

## Background

The Superintendent of Business and Operations shall ensure continuous property and liability insurance as required by *The Education Act, 1995* is maintained.

## Procedures

### 1. Responsibility

- 1.1 The Business Manager, in consultation with the Superintendent of Business and Operations, is responsible for insurance management functions of the Board and school division.

### 2. Specifications

- 2.1 All specifications for the procurement of insurance are to be consistent with the Division's schedule of insurable values and guidelines for placing insurance:
  - 2.1.1 Appraisal of buildings and contents:
    - 2.1.1.1 To establish insurable values the services of a professional appraisal firm is to be retained.
    - 2.1.1.2 The appraisal is to be current and updated on an annual basis.
    - 2.1.1.3 Coverage for schools and Division facilities is to be 100% of replacement value, less non-insurable or excluded items.
  - 2.1.2 Liability insurance is to indemnify the Board and its employees in respect to claims for damages to property or for personal injury or death arising from any activity or service authorized by the Division.
  - 2.1.3 Student accident insurance is to assist in indemnifying guardians when a student is injured in a school sponsored activity.
  - 2.1.4 Exclusions and limitations:
    - 2.1.4.1 Staff and parents are to be advised to carry personal all-risk coverage for personal belongings.
    - 2.1.4.2 Teachers or parents transporting students in private or leased vehicles are to be informed that it is recommended that they have third party liability insurance of at least two million dollars in accordance with *Administrative Procedure No. 555 – Transportation in Private Vehicles*.

### **3. Loss or Damage**

- 3.1 When any property covered by insurance is lost, damaged, or destroyed, a notice and details concerning the loss is to be sent to the Business Manager.
- 3.2 Procedures in terms of willful damage are to be followed in accordance with *Administrative Procedure No. 357 – Break-In, Theft, Vandalism*.

Reference: Sections 85, 87, 109, 110 Education Act

September 1, 2006

## Administrative Procedure 540

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# FACILITIES PLANNING

### Background

The Superintendent of Business and Operations is responsible for the regular operation and orderly development of Prairie South School Division facilities. In order to efficiently manage present and future facility needs, the Superintendent of Business and Operations is to prepare and maintain a three year Preventative Maintenance Renewal Plan forecasting expenditures anticipated for new school buildings, major renovations, and other major capital expenditures for which borrowing of funds may be necessary.

(Note: The Preventative Maintenance Renewal Plan is reviewed and approved annually by the Board.)

### Procedures

#### 1. Preventative Maintenance Renewal Plan

- 1.1 The Preventative Maintenance Renewal Plan is to be maintained by the Facilities Manager in collaboration with the Superintendent of Business and Operations and the Director of Education.
- 1.2 The plan is to include:
  - Demographic review and enrolment analysis
  - Current or proposed new construction
  - Current or proposed additions
  - Current or proposed alterations or reconstruction
  - Major repairs.
- 1.3 Projects will be prioritized with the following rating system:
  1. Emergency Items
  2. Life cycle; Health & Safety – Priority given to items that are at risk of imminent failure or at the end of life cycle
  3. Functional Upgrades to Improve Learning
  4. Facility Retrofits – Covers any area of interior or envelope that is not included in the above items.

These items will be ranked High, Medium or Low within each priority.

- 1.4 Proposals pertaining to educational specifications of new buildings and those undergoing significant remodeling are to be developed in consultation with a defined group of stakeholders as defined by the Director of Education.

Reference: Sections 85, 87, 108, 109, 110, 343, 345, 347, 350 Education Act  
Sections Part X1X.3, 77, 79 Education Regulation

June 7, 2016

## Administrative Procedure 541

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# MAINTENANCE, INSPECTION, CLEANLINESS AND SAFETY

### Background

Maintenance and inspection of Prairie South School Division facilities and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Division is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

All supervisory staff shall ensure that all personnel have access to safety training as required by provincial legislation.

### Procedures

#### 1. Responsibility of Facilities Manager

The Facilities Manager is to arrange for Occupational Health and Safety training for facility personnel as required by provincial legislation as determined by the Superintendent of Operations in charge of safety. The Facility Manager shall also establish safe work procedures and practices as outlined in the following documents: [Facility Operator Manual](#) and [Facilities Safety Manual](#).

#### 2. Responsibility of Principals

- 2.1 The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds. The principal is responsible for reporting general maintenance and repairs required in the school and on the school grounds.
- 2.2 The principal and facility operators are to establish procedures for establishing and monitoring the school grounds, equipment, and facilities. Minor items in need of attention are to be carried out by the facility operator. Major items are to be reported to the Facilities Manager.

#### 3. Annual Review of Facility

- 3.1 The principal is to submit recommendations for facility repair and minor renovations to the Facilities Manager for consideration in the budget process.
- 3.2 Major capital construction items will be submitted by the Director of Education to the Board when developing its Preventative Maintenance Renewal Plan for submission to the Ministry of Education.

#### **4. Playground Development**

- 4.1 Community groups and School Community Councils that are contemplating development of a school playground are to work in conjunction with their principal and the Facilities Manager.
- 4.2 A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared for presentation to the Director of Education.
- 4.3 Safety, accessibility and equipment standards as detailed by the Facilities Manager must be adhered to in all aspects.
- 4.4 Details as to actual construction involving tenders, purchasing, and contracting services are to be in accordance with school division directives provided by the Facilities Manager.
- 4.5 School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

#### **5. School Grounds Development Funding Policy**

All new school grounds and all school grounds undergoing renovation are required to meet CSA Standards. The Division will assist local school communities in upgrading and developing their school grounds by providing the following funding assistance:

- 5.1 All schools shall be eligible for funding of up to \$30,000.
- 5.2 All Division funding shall be made available on a 50/50 basis with fund raising done by school communities, i.e. if a school raises \$12,000 then the Board shall match up to \$12,000.
- 5.3 In the event that a school ground structure is determined by the school division facilities staff to be unsafe, the Division may provide in advance, up to \$5,000 of its contribution to allow for the purchase and installation of some school ground structure pending the completion of any fundraising efforts by the school.
- 5.4 Applications for school ground development funding shall be submitted to the Facilities Manager by February 1, to be included in the upcoming budget year which runs from September 1 to August 31.
- 5.5 Charitable receipts shall be made available to individuals and businesses donating to school ground projects provided funding is sent directly to the Prairie South School Division No. 210. These funds will continue to form part of the fundraising portion done by the school.
- 5.6 Purchasing and expenses for playground development shall be administered by the school division facilities department in consultation with the purchasing and accounting departments.

## 6. Roof Level Fall Protection

Shall apply to all employees, including third party service providers, working for the school division in elevated areas such as rooftops and elevated platforms.

Applicable Regulations & Standards include:

- A. Saskatchewan Occupational Health and Safety Regulations*
- B. Canadian Standards Association(CSA) – Z259 Series*

### 6.1 Responsibilities

Managers:

- 6.1.1 Ensure that only trained individuals are assigned work that requires the use of fall protection systems.
- 6.1.2 Ensure the appropriate equipment is purchased and available for employees.
- 6.1.3 Assure worker compliance with this policy.
- 6.1.4 Assist in the development, updating, and delivery of the training program.
- 6.1.5 Maintain all training records.

Reference: Sections 85, 87, 109, 110, 116, 175, 190 Education Act  
Occupational Health and Safety Act  
National Building Code  
National Fire Code

June 13, 2017

## Administrative Procedure 542

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# COMMUNITY USE OF SCHOOL FACILITIES

## Background

Prairie South School Division believes that maximum use of school facilities should occur both in serving the needs of students and other members of the community.

In providing for the community use of schools the Division levies a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations, and other groups seeking to promote the educational, cultural, and recreational aspects of community life.

The Division does not ordinarily rent space to any individual or firm for commercial or monetary gain with the exception of the Centennial Auditorium which is available for this purpose.

Provisions are made to use the schools when requested for conducting local, provincial, or federal elections.

Prairie South School Division reserves the right to deny any application to rent its facilities on a case by case basis at its own discretion.

Prairie South School Division reserves the right to undertake its own productions to help offset operational costs and promote local talent.

## Procedures

### 1. Activities – School Use

#### 1.1 Classroom or Gymnasium – No Charge

- School sponsored students' activities.
- School Community Council meetings and activities.
- School Board employee meetings and functions.
- Parent Association meetings and functions.
- Activities limited to children of school age and for the most part resident in the school community.
- Established community partnerships and professional development activities.

#### 1.2 Classroom or Gymnasium – Caretaking fee will be charged when additional facility operator hours are required.

- Approved groups sponsored by local community and recreation organizations.

- Benevolent organizations.
- Service clubs and other community groups sponsoring events at which no charge is made.
- Organizations, groups, and clubs that are service-oriented in nature and are targeted at Pre-school to Grade 12 students and whose function is to raise funds for their respective non-profit organization.
- Other meetings authorized by the principal and the School Community Council.

#### 1.3 Classroom and Gymnasium – Rental and Caretaking Fee

- Refers to organizations, groups, and clubs that are service-oriented in nature but whose function is to raise funds for the respective non-profit organization.
- Private business including those with school aged children (dance studios, karate schools, etc.).
- Elections.

#### 1.4 Auditorium – Rental Fee

- Refers to organizations, groups, and clubs that are service-oriented in nature but whose function is to raise funds for the respective non-profit organization.
- Private business including those with school aged children (dance studios, karate schools, etc.).

#### 1.5 Auditorium Improvement Fee

- Refers to everyone listed above who charges an admission fee.
- School sponsored student activities shall be subject to these fees when selling tickets for productions.
- Those events that have free admission are exempt.

### 2. Rental Rates and Charges

- 2.1 The Board of Education approves rental rates on an annual basis. Rates are established for use of classrooms and gymnasias.
- 2.2 Charges for caretaking services are annually reviewed and approved by the Board.
- 2.3 Schools will be billed for additional Facility Operator time required on week-ends for tournaments or other special events at the established rates.
- 2.4 Day-to-day rental rates and charges are published in the Division's [Schedule of Fees](#).
- 2.5 Ongoing long-term lease agreements shall be negotiated as required.

### 3. Application for Rental

- 3.1 Applications for rental or use of school facilities are to be made to the principal, with the exception of the Centennial Auditorium which shall be made through the Auditorium Manager.
- 3.2 The principal, in consultation with the school staff, may allocate space for various activities.
- 3.3 The principal has the authority to approve applications, but must submit to the Facilities Manager any application which departs from the procedures as outlined. The Facilities Manager in consultation with the Superintendent of Business and Operations will approve or reject such applications.
- 3.4 Payments of fees and charges for all facility rentals are to be made to the school office or division office, when approval of the event is given. Fees are to be submitted monthly to the Accounting Department with a report on rental activity.

#### 4. Restrictions

- 4.1 School premises must be left in a tidy condition by the party renting the school.
- 4.2 Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Facilities Manager so that a suitable settlement may be made.
- 4.3 Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under 18 years of age.
- 4.4 Security personnel must be provided by the renter in all cases where school buildings are being rented during regular school hours on any instructional day where the event/rental circumstances are such that the general population has access to the school building.
- 4.5 The following are not permitted on school property:
  - Smoking or tobacco use (see *Administrative Procedure 162 – Tobacco and the use of Tobacco Products*).
  - Illicit use of drugs and alcohol.
  - Alcoholic beverages except as permitted by joint use agreements.
  - Public dances, except as permitted by joint use agreements.
  - Motorized vehicles on school grounds except in authorized parking areas.
- 4.6 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance. Prairie South School Division reserves the right to request a copy of the lessee's comprehensive general liability insurance policy prior to approving an application to rent its facilities.

## **5. Division Office Facilities**

- 5.1 The Director of Education may approve the use of the Division office meeting facilities for school division related groups, principal and vice-principal groups, teacher and support staff groups.
- 5.2 The business of the school division will take precedence in scheduling meeting rooms.
- 5.3 The office premises are to be left in a clean and tidy condition and the building secured as directed by the Facilities Manager.

Reference: Sections 85, 87, 109, 110, 175 Education Act

June 7, 2016

## Administrative Procedure 543

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# NAMING OF SCHOOLS, DIVISION BUILDINGS, ROOMS, GROUNDS AND FIELDS

### Background

In naming a school, Division building or rooms therein, it is desirable to use a name that identifies the building as unmistakably being part of Prairie South School Division.

### Procedures

#### 1. Naming

- 1.1 Names for schools, Division buildings, rooms, grounds and fields therein, are to be submitted to the Director of Education who will submit them to the Board for its consideration.
- 1.2 Names may be submitted by School Community Councils for new facilities or as a request to change the name of an existing facility. Discussion of proposals should occur, in the first instance, at the local community level.

#### 2. Signage

- 2.1 Signage on school division facilities and grounds must be done in consultation with and the approval of the Facilities Manager.

Reference: Sections 85, 87, 109, 110, 175 Education Act

July 13, 2017

## Administrative Procedure 550

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# SCHOOL BUS SAFETY

## Background

Prairie South School Division makes provision for a school bus safety program to facilitate the safe transportation of students.

## Procedures

### 1. Safety Program

- 1.1 An on-going school bus safety program shall be maintained and kept current by the Transportation Manager.

### 2. Transportation of Carry-On Items

- 2.1 Assuming there is room, every object carried onto the bus for transportation that cannot be held by a passenger is placed as close to the front barrier as possible and as low as possible. These objects cannot exceed the height of the barrier or extend into the aisle and must be placed in front of or under a seat that is close to the front of the bus.
- 2.2 Sport Equipment including but not limited to: golf clubs, hockey equipment, hockey sticks, curling brooms, baseball bats, lacrosse sticks, skateboards, snowboards, skis and poles, or other similar items are not allowed. Skates must be in a bag.

### 3. Workshops

- 3.1 Bus driver workshops shall be held annually. All bus drivers are required to attend. Topics may include the following:
  - Defensive driving
  - Bus driving skills
  - Emergency accident procedure
  - First Aid
  - Driver assertiveness training and,
  - Training in dealing with children with special needs

### 4. Student Awareness

- 4.1 The Transportation Manager is responsible for maintaining a student awareness program regarding bus safety. Principals shall cooperate and assist in the maintenance of the program.

## 5. Driver Instruction

- 5.1 Prospective new bus drivers are required to complete adequate training prior to transporting students. Driver training instructions are to be given by the Transportation Manager, or designate.

## 6. Driver Manual

- 6.1 The Transportation Manager is to develop and keep current a [\*Bus Drivers' Manual\*](#). The manual is to outline the duties of bus drivers, current Board procedures relevant to student transportation, and relevant information and forms required by drivers. Each driver is to receive a copy of the *Bus Drivers' Manual* and ensure that it is kept current.

## 7. Evaluation

- 7.1 The Transportation Manager is responsible for ensuring that evaluation and assessment of school bus drivers is conducted on an on-going basis. A School Bus Drivers' Evaluation Report is to be completed for each driver on a rotational basis.
- 7.2 The Transportation Manager is responsible, on an annual basis for assessing the Board's school bus safety program.

Reference: Sections 85, 87, 109, 110, 121, 194, 195, 196, 197, Education Act  
Highways and Transportation Act  
Traffic Safety Act

November 2, 2017

## Administrative Procedure 551

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### BUS MAINTENANCE AND INSPECTION

#### Background

The Transportation Manager is responsible for implementing an ongoing preventative maintenance program and for ensuring that school buses meet the requirements of Saskatchewan Government Insurance (SGI) Vehicle Standards & Inspection and other applicable school bus standards.

#### Procedures

1. Maintenance and safety standards are to meet the approval of SGI Vehicle Standards & Inspection, the Ministry of Education and the school division.
2. It is the duty of bus drivers to ensure that safety inspection certificates are valid and retained in the buses.
3. Regular maintenance is to be carried out according to a schedule as established by the Transportation Manager.
4. Fuel is to be obtained only at designated locations as determined by the Transportation Manager or designate.

Reference: Saskatchewan Government Insurance Vehicle Safety Inspection Standards Manual.  
Sections 85, 87, 109, 110, 121, 194, 195, 196, 197 Education Act  
Highways and Transportation Act  
Traffic Safety Act

June 10, 2014

## Administrative Procedure 552

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### STUDENT CONDUCT ON SCHOOL BUSES

#### Background

Prairie South School Division expects that student conduct on school buses is to be consistent with that expected of the student in the classroom.

#### Procedures

##### 1. Posting of Rules

- 1.1 Rules are to be posted by the driver in each bus.
- 1.2 Rules are to be developed by the Transportation Manager.

##### 2. Failing to Abide by Rules

- 2.1 The school bus driver does not have authority to refuse bus transportation to a student who fails to abide by the rules, or who misbehaves on a bus.
- 2.2 The school principal is ultimately responsible for handling serious discipline issues up to and including the suspension of a passenger's bus riding privileges. The specified period of time will be determined by the principal. Under such circumstances, the student is still expected to attend school.
- 2.3 The first day of the suspension is to be the school day following the day the student and parent or guardian are informed of the suspension by the principal.
- 2.4 The principal is to inform the appropriate Superintendent.
- 2.5 The seriousness of the misbehaviour may warrant immediate suspension. In these circumstances the driver will consult with the Transportation Manager or designate. The Transportation Manager or designate may immediately suspend a child from the bus until the matter can be resolved with the principal. The parents or guardian will be advised of the aforementioned information.

Reference: Section 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act  
Highway Traffic Act

September 1, 2006

## Administrative Procedure 553

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# CLOSURE – SEVERE WEATHER AND STUDENT TRANSPORTATION

### Background

Because of the geographic size of Prairie South School Division the Board believes that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education is authorized to dismiss students, discontinue transportation services, and/or close school in emergency situations.

### Procedures

#### 1. Responsibility of the Director of Education

- 1.1 The Director of Education, in consultation with the principal(s), may close one or more schools in the Division.
- 1.2 The Director of Education is to instruct the Transportation Manager, who shall inform bus drivers when classes have been rescheduled, students have been dismissed, or a school has been closed.
- 1.3 The Director of Education shall receive, review, and maintain on file reports from the Transportation Manager and principals regarding the stopping of any operation of buses or schools.
- 1.4 The Director of Education will cancel applicable bus routes when the temperature including wind chill reaches  $-40^{\circ}\text{C}$  or lower.
- 1.5 Buses may be cancelled pending consideration of the following factors:
  - Severely drifted or extremely icy roads
  - Limited visibility because of fog or blowing snow
  - Other environmental conditions are typically announced by Environment Canada through its telephone information services, web site or on a local radio station.
- 1.6 The decision to cancel morning buses shall be made by 7:00 a.m.
- 1.7 The decision to cancel afternoon buses shall be made no later than 2:00 p.m.
- 1.8 If a bus is cancelled in the morning it will not operate in the afternoon.
- 1.9 School buses provided for out-of-school curricular and extracurricular activities are also cancelled on days that transportation services are cancelled.

## **2. Responsibility of Principals**

- 2.1 In consultation with the Director of Education, principals are responsible for deciding when to relocate students or, when applicable, to reschedule classes to ensure the safety and well-being of students.
- 2.2 When students are relocated, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians either directly or indirectly.
- 2.3 The principal is to inform the principal(s) of any other school(s) and other appropriate authorities affected by the decision.
- 2.4 If necessary, the principal is responsible for billeting students and staff at the school. The Division will assume any costs incurred.
- 2.5 The principal is to maintain a record of emergency residences for all bus students.
- 2.6 The principal is to ensure that the school is accessible to students during normal school hours when classes have been dismissed or when the school has been closed.
- 2.7 Due to the diversity of weather conditions within the Division, the principal may contact the Director of Education seeking direction for school closure in response to local weather conditions.

## **3. Responsibility of Bus Drivers**

- 3.1 Each bus driver is responsible for canceling a route to ensure the safety and well-being of his/her passengers. This includes school buses used for transporting students for other educational and school related activities.
- 3.2 Having made such a decision, the bus driver is to inform the Transportation Manager by telephone or radio.
- 3.3 Under no circumstances should buses start on the route at the height of a winter storm.
- 3.4 Under no circumstances shall bus drivers commence their routes prior to normal departure time.
- 3.5 If the decision is made before students have been picked up from home in the rural area, the driver is to inform parents or guardians of all passengers that the bus will not operate.
- 3.6 If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. In the rural area, drivers are to inform parents or guardians directly or indirectly of the location of the students. The driver must also inform the principal and Transportation Manager.
- 3.7 Local radio stations will be informed of bus cancellations when an entire school is affected. Bus cancellation information shall be available on the Prairie South Schools website at [www.prairiesouth.ca](http://www.prairiesouth.ca).

#### **4. Responsibility of Transportation Manager**

- 4.1 The Transportation Manager is to facilitate communication among schools, bus drivers, and parents or guardians.
- 4.2 The Transportation Manager is to inform the Director of Education whenever a partial bus operation has been cancelled due to weather conditions.
- 4.3 In the event bus service is cancelled pursuant to 1.5, the Transportation Manager shall notify the bus drivers and schools through local radio stations and internal communication.
- 4.4 The Transportation Manager is to notify news media to broadcast pertinent information for parents and students.

#### **5. Responsibility of Teacher and Other School Personnel**

- 5.1 Except when notified that the school is closed, all teachers and personnel are expected be in attendance for the purpose of performing their normal or related duties. Personnel are not to lose pay when informed that the school has been closed.
- 5.2 Upon receipt of a written explanation, the Superintendent of Human Resources may deal with individual instances of absence due to weather or other hazardous situations.

#### **6. Responsibility of Parents or Guardians**

- 6.1 Parents or guardians of all bus students are to arrange for appropriate emergency residences for the individual students and to inform the school and bus driver of those arrangements.
- 6.2 Parents and guardians always have the right to keep their children at home during severe weather conditions or when in the considered opinion of the parent or guardian, they have concern regarding the safety of their children. They also have the right to drive their children to school if the bus does not run.
- 6.3 Parents or guardians are responsible to ensure that their children are appropriately dressed for weather conditions.

Reference: Highway Traffic Act  
Sections 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act

June 7, 2016

## Administrative Procedure 554

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### SPECIAL USE OF BUSES

#### Background

Prairie South School Division endorses the use of school division buses for transporting students for educational and school related activities.

#### Procedures

##### 1. Approved Activities

- 1.1 Buses may be used to transport students for the following activities:
- Educational tours and class trips
  - Outdoor educational trips
  - Co-curricular activities

##### 2. Application and Charges

- 2.1 The principal is to submit a request for a bus to the Transportation Manager at least one week prior to the date of use.
- 2.2 Appointment of a driver is the responsibility of the Transportation Manager or designate.
- 2.3 The school is to be billed at established rates for special bus use.

Reference: Sections 85, 87, 109, 110, 116, 194, 195, 196, 197 Education Act  
Highways and Transportation Act  
Traffic Safety Act

September 1, 2006

## Administrative Procedure 555

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# TRANSPORTATION IN PRIVATE VEHICLES

## Background

The Division strongly favors the practice of using buses to transport students. However, there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

## Procedures

### 1. Special Events

- 1.1 Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- 1.2 Only employees or parents and guardians may convey students. They must have completed an [Application for Automotive Driver Authorization](#) form and have it approved by the principal annually.
- 1.3 Students may transport themselves to school-approved events if the principal approves.
- 1.4 It is recommended that staff or parents authorized to use their vehicle by the principal have third party liability insurance of at least two million dollars.
- 1.5 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- 1.6 Parents and guardians using their vehicles may be reimbursed at the school division rate.

### 2. Work Experience Program

- 2.1 Students participating in Career and Work Exploration programs are to receive \$0.30/km compensation for travel.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197, Education Act  
Traffic Safety Act

June 7, 2016

## Administrative Procedure 556

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### CONVEYANCE ALLOWANCE

#### Background

The preferred method of transportation service delivery is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Superintendent of Learning and/or Transportation Manager will recommend special arrangements to the Chief Financial Officer for approval.

#### Procedures

1. **Eligibility for Conveyance Allowance:**
  - 1.1 Conveyance allowance may be available to eligible students:
    - 1.1.1 Students warranting special consideration based on their particular special needs. Each case will be considered on its merits/unique situation/student's specific needs.
    - 1.1.2 French Immersion Program:
      - a. For students residing outside the Palliser Heights and Gravelbourg Schools catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.
      - b. The allowance will only be paid if the student(s) is transported on a school bus. If a student only rides the bus one way then the authorized amount paid will be one half of the daily rate.
  - 1.2 The daily rate of conveyance allowance is determined by the per kilometer amount established by the Board. The daily maximum limit for authorized conveyance allowance will not exceed \$50. Parents seeking conveyance allowance exceeding \$50 may submit a request for review by the Board.
  - 1.3 Applications for travel in previous years are not eligible and will not be approved.
  - 1.4 Eligibility for conveyance allowance is subject to approval on an annual basis. The approval may be subject to change or be discontinued if the original circumstances warranting the service have changed and/or a divisional assessment of service warrants discontinuation of service.
  - 1.5 The actual amount of conveyance allowance which will be paid monthly is calculated by multiplying the daily rate by the number of days in each calendar month on which the student, or at least one of the students in a family, was in attendance at school.
  - 1.6 Mileage must be driven in order to claim the allowance. Where carpooling occurs, only the person doing the actual driving may make a

claim. If additional kilometers are required to pick up the second child those kilometers can be added to the claim.

- 1.7 Measuring: The distance from your residential property to the school is measured by the shortest trafficable route over roads open for public use and will be measured using Bus Planner.
- 1.8 Only one conveyance allowance will be paid per family.
- 1.9 Conveyance allowance is only available from one address and to one school facility. This address must be the principal place of residence of the student's parent or guardian. For students under shared guardianship, parents must decide from which address they will apply for assistance.

## 2. Responsibility of Transportation Manager

- 2.1 All requests for students with special needs will be assessed by the Learning Department.
- 2.2 If approved, then the transportation coordinator will provide information about conveyance allowances, including the current per kilometer rate in effect, and a conveyance allowance form to the parent/guardian.
- 2.3 The transportation coordinator will obtain the monthly student attendance report from the school which confirms student attendance and it is also used to determine the number of days a parent/guardian is eligible to receive the allowance.
- 2.4 The completed conveyance allowance form is reviewed to ensure that the parent or guardian qualifies and to verify trip distance.

## 3. Responsibility of Parent

- 3.1 If a parent/guardian believes that they may be entitled to a conveyance allowance it is their responsibility to contact the Moose Jaw Transportation Office (306-694-8750 or email inquiry to [transportation@prairiesouth.ca](mailto:transportation@prairiesouth.ca)) to determine eligibility.
- 3.2 If approved, at month end, the parent/guardian submits a claim form to the Moose Jaw Transportation Office. The completed form can be emailed to [transportation@prairiesouth.ca](mailto:transportation@prairiesouth.ca).
- 3.3 Claims must be submitted by the 15 of the following month. Claims received after this date will not be eligible for reimbursement.

Reference: N/A  
Related: Board Policy 17  
June 7, 2016

## Administrative Procedure 570

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### FUNDS FOR SCHOOL ANNIVERSARY CELEBRATIONS

#### Background

The school division recognizes and supports activities highlighting significant milestones in the history of division schools, which may involve present and former students, present and former staff members and others in the general school community. The school division acknowledges that these activities serve to strengthen school-community relationships.

In consideration of the above, the school division shall assist those schools planning a formal anniversary celebration with start-up funding. Funds will be allocated to schools that are celebrating anniversaries at 25-year intervals.

#### Procedures

1. The principal shall form a committee for the purpose of designing an appropriate school anniversary event.
2. The principal shall submit, in writing, to the Director of Education a request for funding for their school anniversary celebration.
3. Funding will be allocated as follows:
  - 3.1 25 year anniversary = \$1,000
  - 3.2 40 year anniversary = \$1250
  - 3.3 50 year anniversary = \$1,500
  - 3.4 60 year anniversary = \$1750
  - 3.5 75 year anniversary = \$2,000
  - 3.6 100+ year anniversary = \$2,500

Reference: Section 85, 87, 109 Education Act

June 13, 2017