



# Turtle River School Division - Administrative Procedure

## GENERAL ADMINISTRATION

### INDEX

1. Emergency School Closings
2. Guidelines For Complaints
3. News Releases
  - News Coverage by Media for Reasons ....School Events
  - News Coverage for Sports, Academic ...Social Events
  - General Media Coverage Notice to Parents
4. Acceptable Use of Technology and Networks
5. Guidelines for Parent Councils
6. Graduation AwardStudent Awards and Scholarships

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Emergency School Closings

#### **EMERGENCY CLOSINGS:**

School(s) may be closed as a result of a decision by division personnel whenever the further operation of the school(s) would constitute a safety hazard for students. This decision should be made by the superintendent in consultation with the transportation supervisor and the principal(s) concerned. The local trustee should be informed, when possible.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 2004	



# Turtle River School Division - Administrative Procedure

## Section A – General Administration

### Guidelines for Complaints

The board members and supervisor shall follow the following guidelines in dealing with complaints.

As a general principle, board members and supervisors in the organization shall attempt to deal with concerns or complaints by directing individuals initially to the appropriate level in the chain of command. Individuals should be requested to express their concerns in writing.

1. Board members and supervisor should first encourage an individual to express their concern(s) directly with the staff person concerned (e.g. teacher, bus driver, payroll clerk, etc.)
2. Should an individual again express concern (s) to a board member or supervisor, or indicate that they have already expressed concern(s) to the staff member(s) involved, they should next be encouraged to express the concern(s) to the staff member's immediate supervisor. (e.g. school principal, etc.)
3. Should the individual indicate the concern(s) has (have) not been satisfactorily resolved at the staff member's immediate supervisor's level, the person should be directed to express the concern(s) at the next supervisor's level (e.g. superintendent of schools, transportation supervisor, etc.)
4. Should the concern(s) or complaint(s) not be resolved by the divisional supervisor to the satisfaction of the individual, they shall be instructed to put the complaint in writing and direct same to the board.
5. If the written concern is directed to the board, the item is to be included on the next board meeting's agenda. The reasons for concern or complaint must be clearly stated and duly signed by the complainant(s).
6. Delegations: If a group or individual requests to appear as a delegation before the board, the request must reach the division, in writing, at least five days before the next regular meeting of the board. The reason for attending must be provided. The request must be signed by the delegates or their designate. The secretary-treasurer will then confirm the time the delegation is to appear on the agenda.
7. The board shall determine the future course of dealing with the complaint, keeping in mind the chain of command, divisional personnel policies, the Public Schools Act and Regulations, etc.
8. The preceding are guidelines which should apply in most situations unless concerns or complaints are perceived to be of an emergency nature. Where concerns or complaints are perceived to be of an emergency nature, they should be dealt with by a special meeting of the board in accordance with the Public Schools Act.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	February 26, 2019	



# Turtle River School Division - Administrative Procedure

## Section A – General Administration

### Media

#### **NEWS RELEASES**

Any board sponsored news releases on behalf of the division should be disseminated by the superintendent, secretary-treasurer and or board chairperson. News releases applying to any group of employees shall be given to those employees before release whenever possible and practical. Any information released by a particular school must be read and approved by the principal before such release is made.

#### **PUBLIC GIFTS TO THE SCHOOLS**

All public gifts to a school should be reported to the board by the principal. All gifts become the property of the Turtle River School Division.

#### **General Media Coverage Notice to Parents**

Turtle River School Division receive requests from mass media representatives (newspapers, magazines, radio or television stations, web sites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast, or sold to other media outlets.

Media requests will be carefully considered before being approved by the principal. School may cooperate with the media, within reason to encourage celebration of school achievements and share information with others. However, we recognize that there are instances where you may not wish your child to be recorded. If you do not wish your child to participate in media coverage, school staff will involve your child in other activities during the media's attendance.

In cases where the media wish to interview, photograph, or profile your child in the school, the principal will seek the General Media Coverage Consent Form appendix A section (ii) Page 39. This form shall be fill out annually and filed at the school. If your consent is absent, no such interview will take place.

The Turtle River School Division cannot prevent media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the Turtle River School Division prevent the media from interviewing students in these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the media may take non-specific, non-identified recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recordings has been taken, the Turtle River School Division cannot restrict or limit subsequent publication or re-broadcast.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



## Turtle River School Division - Administrative Procedure

### Section A – General Administration

#### Media

#### **NEWS COVERAGE BY MEDIA FOR REASONS OTHER THAN PROMOTION OF SCHOOL EVENTS**

Media or pressure groups shall not be permitted to enter the schools at anytime unless authorized by the board. Students shall not be interviewed at any time while under the care of the Turtle River School Division. Staff is not to be interrupted during working hours.

#### **NEWS COVERAGE FOR SPORTS, ACADEMIC PROGRAMS AND SOCIAL EVENTS**

News coverage of sports and social events in connection with school activity will be allowed at the discretion of the principal.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		



# Turtle River School Division - Administrative Procedure

## Section A – General Administration Acceptable Use of Technology and Networks

Turtle River School Division recognizes that Information and Communication Technologies (ICT) plays an important role in today's learning environment. Technology provided to both students and teachers are unique and powerful ways to enhance the way they teach/learn. Turtle River School Division's objective is to ensure student/staff members interact in a positive manner when using ICT both at school and in the community.

Successful operation of the network requires that account holders regard Turtle River file servers and computers as shared resources. It is important that members conduct themselves in a responsible manner while using the network.

### **Information and Communication Technology Guidelines**

The following is a list of guidelines for account holders, as well as a list of specific behaviors that may lead to suspension or termination of an account holder's computer access privileges.

1. Turtle River School Division technology and networks are intended for educational and/or research purposes only.
2. When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your school. All material that students compose, receive and/or store in their folder should abide by regular classroom standards for appropriateness.
3. Using the division's technology and networks, or using any personal communication devices for illegal, inappropriate, or obscene purposes, for the purpose of cyber-bullying, or in support of such activities, is prohibited.
  - a. As per amendments to the Public Schools Act (2014) as refer to 41 (1)(b2), 47.1(2)(b) and 47.1(2)(b) and 47.1(2), Turtle River School Division will not tolerate cyber-bullying. Please refer to our Safe and Caring School policy page 147i - 147xvi.
4. A network account shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account. Network accounts remain the property of Turtle River School Division, and therefore may be subject to periodic checks to ensure responsible usage.
5. It is recommended for account holders to change his or her password every 90 days.
6. Do not share your password with anyone.
7. Do not damage/deface the computer systems or networks in anyway.
8. Do not violate any copyright laws or license agreements.
9. Do not interfere with the operation of networks or devices by installing or loading software, shareware or freeware.
10. Use good judgement at all times and model safe and respectful digital citizenship.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration

#### Acceptable Use of Technology and Networks

11. Do not attempt to gain unauthorized access to systems, programs or computer equipment.
12. Exit immediately from sites that are inappropriate (site offering pornographic, racist, sexist, defamatory or otherwise objectionable material).
13. Social media and web tools are used to aid communication and facilitate learning. Turtle River students and staff members should always keep in mind that information posted and/or shared is a reflection on the school community and is subject to the division's policies. When using any type of social media applications it is an expectation to adhere to the guidelines.
14. Respect the right and privacy of other users of ICT.
15. When using personal electronic communication devices, whether in school or elsewhere, it is expected this will occur in a manner which is respectful, safe and legal.
16. You are accountable for your actions, which may result in the loss of privileges and/or other disciplinary action(s) if the rules of appropriate use are violated. This may include suspension, expulsion from Turtle River School Division or referral to appropriate local, provincial or federal authorities.
17. Acknowledge the acceptable use policy by annually signing the applicable agreement, on the student registration form. Turtle River School Division staff members must acknowledge the acceptable use policy when signing their contract. Please fill in and sign, Information and Communication Technology staff authorization form (Appendix A (ii) Page 32).
16. Turtle River School Division staff members are responsible for supervising student use of computer technology.

#### **Rights and Responsibilities of the System Administrators**

1. Administrators and Technical Support personnel reserves the right to monitor all activities involving the use of technology to maintain system integrity and ensure that students and staff members are using the system responsibly.
2. Turtle River School Division Senior Administration reserves the right to filter out any materials from the internet.
3. Turtle River School Division reserves the right to deny access of computer technology to any individual who violates these guidelines or any federal or provincial law.
4. The system administrators may remove local files that are unacceptable and/or in violation of the Turtle River Acceptable Use of Technology and Networks Policy.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Acceptable Use of Technology and Networks

#### **Consequences for Inappropriate Use**

1. Discipline for violation of any part of this policy shall apply to all users. Disciplinary action may include, but not limited to: loss of their Internet access, and/or their network access, suspension, expulsion or dismissal.
2. Teachers are held to a higher standard and are held to a higher code of conduct.
3. Students and/or parents/guardians shall be financially responsible for willful damage to equipment.
4. Illegal/criminal activity involving ICT use will be referred to the appropriate law enforcement agency.

#### **COMMUNICATION DEVICES/PERSONAL ELECTRONIC DEVICES**

Turtle River School Division recognizes the value of communication devices and personal electronic devices to students, families and schools. We are aware of the role our schools play in modeling their appropriate use. We also recognize that the educational integrity of the school, privacy of others and safety during school emergencies must be protected at all times. Therefore, the following conditions will apply to the use of communication devices and personal electronic devices.

1. Devices may only be activated or used in the school during class time when designated by a staff member for educational purposes under direct supervision. Use of electronic communication devices outside of regular class time will be determined by the school's policy. It is also the expectation that all staff will have their personal devices turned off during instructional time unless being utilized for educational purposes.
2. Use of communication devices or personal electronic devices to bully, harass, cheat, or cause damage to someone's character will not be tolerated and disciplinary measures will be taken. If any use is deemed to be inappropriate the communication device may be confiscated.
3. At no time can camera, video camera or audio recorder functions be used without prior permission from the staff member in charge.
4. The school division assumes no responsibility in any circumstances for the loss, destruction, or theft of any electronic device brought to school or to any school related event by a student.
5. Staff members and students that have communication devices that are the property of the division are deemed to have a need for the device and should be utilized only to conduct business in the school setting.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	





# Turtle River School Division - Administrative Procedure

## Section A – General Administration

### Acceptable Use of Technology and Networks

School officials, including classroom teachers, may confiscate any electronic device if there is suspicion that school rules or divisional policies are being violated. School administration may search devices if there is suspicion that school rules or divisional policies are being violated. The consequences for violation of this policy will be in accordance with the school discipline policy and acceptable use of technology & network policy.

Additional information regarding Bring Your Own Devices can be found at <http://www.edu.gov.mb.ca/k12/docs/support/byod/index.html>

### **Website / Web Page/ Social Media**

The Board recognizes that school websites and the use of social media are a valuable source for information to keep communities informed of events and activities at school and as public relation tool. A school or classroom website provides the capacity to publish student work online, and increase communication between the teacher, parent, and student.

The Board therefore expects that each school in the Division, unless objected to by a majority of parents, will make an effort to have internet presence through a school website/social media. In addition, the Board reasonably expects that the school will make every reasonable effort to ensure that the content presented on the website is kept current.

While these goals are warranted to be important, schools must ensure that in attempting to meet these goals the safety and interests of students are preserved. No content shall be posted until the school administrator has provided assurance that it meets all the Division guidelines for content and safety of children.

### **WEBPAGE/ WEBSITE/ SOCIAL MEDIA CONTENT GUIDELINES**

These regulations shall govern the content and development of division and school websites/ social media in Turtle River School Division which are to be made accessible to the Internet.

#### ***Posting Photographs on School Websites/ social media:***

- \* Schools are permitted to post student photos on their websites/ social media, but only if a signed release form has been received from a parent before posting the photo. (Please see the release on the Student Registration Form)
- \* Group photos, such as teams in action, where no one student is recognizable can be published without parental permission being obtained. Release forms would be required for any student who is recognizable in the group photo.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Acceptable Use of Technology and Networks

- \* Picture captions shall identify the activity or class, not the individual students in the photo. Picture captions will not include first and/or last names of students.

#### ***Posting Student Work on School Websites/ social media:***

- \* Permission is required from both the student and the parent before posting student work on school websites/social media . (Please see the release on the Student Registration Form)
- \* Student work should appear with a copyright notice prohibiting the copying of such work without express written permission.<sup>1</sup>
- \* In the event that permission is requested to copy a student's work, such a request will be forwarded to the parent or guardian.
- \* Student work is to be identified only by the student's first name.
- \* Any parent or guardian who wishes to have a student's work removed from any school's Website should contact the School Administrator for that page.

#### ***Identifying Recipients of School Awards or Special Honours:***

- \* Schools may only identify students by their first name.
- \* In instances where the award winner(s) have been published in a newspaper, or shown on television, the information is considered to be in the public domain and schools may therefore identify such award winners by first and last name on the school website/ social media . However, schools must first approach parents for permission to post their son or daughter's full name on the website/ social media.

#### **Electronic Portals**

An electronic portal is a web accessed area where student and staff work may be stored and viewed. The site is secured so that only individuals can access the site with a username and password. Parental consent forms must be completed which specify where the portal is and how to access it. As well, the type of work the parent's child is doing there and the information stored must be explained to the parent prior to the student's access to the portal. (as per registration form)

All users access the Turtle River School Division *networks and* Internet at their own risk. Turtle River School Division will do its best to provide error free, dependable access to the computing resources associated with *network and* Internet use. The Division cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Acceptable Use of Technology and Networks

A declaration of copyright ownership for page content and student work. This will consist of a statement at the bottom of the page like, "Copyright © 2007 Turtle River School Division. All rights reserved." Turtle River School Division

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 25, 2017	



# Turtle River School Division - Administrative Procedure

## Section A – General Administration Guidelines for Parent Councils

Turtle River School Division Board of Trustees believes that education is a shared responsibility among parents, the community, students, staff and the Board. By working together we all contribute to the improvements of our schools and to the success of our students. The Board shall provide parents/guardians with the information they need to support their children’s education and shall involve them in decisions, which affect their children and their schools. The Board is committed to ensuring that all parents/guardians and members of our diverse community have opportunities to participate in the school system, and shall provide the support necessary to achieve that goal. It is expected in the ongoing discussion, activities and decision making of the Parent Council that such will be conducted always with a view to acting in the best interests of all children in the school.

### **The Parent Council Guidelines**

The school council will work in cooperation with schools staff, trustees, parents and community within the following mandate:

1. As an advisory structure to administrator and staff, presenting parental and community perspectives and concerns on issues related to programs, school planning and the general management of the school.
2. As a means of disseminating information about the school and parental priorities and promoting community understanding and involvement in the school.
3. As a liaison between the school, parents, community and other school support organizations for the purpose of information sharing and cooperation.
4. As an advisory structure to the school in matters relating to the School Division.
5. As a partner with the school in projects and activities which are identified by the school and parent council in its planning priorities.

### **Roles and Responsibilities of The Parent Council**

1. To promote community interest, understanding and involvement in the school.
2. To establish ongoing communication with all parents of the school and with the school’s community.
3. To establish a means of regular accountability to the school and community for council involvement, activities, expenditures and recommendations.
4. May serve as an advocate on behalf of the all children of the school.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 22, 2014	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Guidelines for Parent Councils

5. May participate in terms of providing input into the development of the annual school plan.
6. Will provide an agenda to local Trustee prior to their meeting

#### **Parent Council: Formation and Organization**

The Division will recognize one parent organization per school as the legitimate Parent Council for that school. Legitimacy is to be determined through an annual advertised meeting so as to ensure all parents/Community members have the opportunity to become a part of that Council. Notice for the annual organizational meeting, must be advertised to the community no later than 14 days prior to the meeting.

The composition of the Council should include a majority of parents with the principal as advisor and at least one member of the teaching staff as a staff representative. Community membership and involvement is encouraged.

The order of business for this annual meeting shall be as follows:

1. Election of the president, who must be a parent of the school and not the administrator or a teacher from the school. The administrator shall preside over this first portion of the meeting until the president is elected.
2. The newly elected president will assume the chair and preside over the election of the remaining executive. It is suggested that the executive be composed of, at minimum, a vice-president, a secretary and/or a treasurer.
3. The secretary will assume responsibility for recording the minutes for meetings and will read the minutes of the last regular meeting and the last annual meeting, if such are available, for adoption by the group assembled. Minutes should be provided to the division office and local trustees. These minutes should be posted on the school website.
4. An accounting record of the funds for the organization is to be developed, in accordance with GAAP, such that the books of the organization can be audited on an annual basis. The treasurer will assume responsibility for the books of the Council and together with the president shall arrange for a bank account in the name of the organization. Any two of President, Vice President, Secretary or Treasurer will serve as signing officers for the organization.
5. A letter from the Council, following the annual meeting, should be submitted to the Board of Trustees to request formal recognition of the Parent Council for the school for that school year. The letter should include the name of the

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 22, 2014	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Guidelines for Parent Councils

organization, the names and addresses of the executive (for the year) and a schedule outlining regular meetings for the year. A copy of the minutes of the annual meeting should be attached.

#### **Parent Council: Operations**

1. The Council must consider the development of a constitution and rules of operating procedures. The administrator is available to assist in this regard.
2. The Council will hold regularly advertised open meetings, within the school.
3. The Council shall conduct its meetings according to procedures/constitution which should include; a published agenda for the meeting, the maintenance and adoption of minutes and a treasurer's report on the current state of funds of the Council.
4. When deciding on projects and activities for the school, the Council must consult with the principal so as to ensure that Division requirements and school priorities are considered. The Parent Council is to have input into the development of the annual school plan such that priorities are mutually understood.
5. When undertaking fund-raising projects, the Council must seek input from the Principal as to Divisional parameters and policy, as fund-raising is ultimately done in the school's name and reaches a common community.
6. Principals are ex-officio members

#### **The Role of the School Division with Parent Councils**

1. The School Division shall endeavor to make available to Parent Councils the information they require to provide effective input to their school. The Division's Mission, Vision, Manual shall be made available through the school.
2. Trustees may attend Parent Council meetings so as to provide and receive input. The local Trustee is welcome to attend all school Parent Council meetings.
3. The Board will invite the Parent Council to have input into the annual Division planning.
4. The Board will invite the Parent Council to a pre-budget meeting

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 22, 2014	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Guidelines for Parent Councils

#### **The Role of The Principals with The School's Parent Council**

Develop the annual school plan that addresses the priorities and directions of the Division, after considering input from staff and Parent Council.

Serve as an advisor to the Parent Council and arrange for teacher representation to the Council. The principal will endeavor to ensure the Parent Council has access to the school level information they require to provide adequate input to the school on issues of program, procedure and resource utilization.

Facilitate communication between the school board, senior administration, school staff, parents and community.

Develop school level communication procedures so as to ensure a good public relations image of the school in the community.

#### **The Role of Teachers with The Parent Council In Their School**

Teachers will support the establishment of Parent Councils as an integral part of the school and will strive to maintain positive communication.

A teacher representative will be named to attend Parent Council meetings as a part of the Council. Teachers are welcome to attend Council meetings.

#### **References:**

[Manitoba Association of Parent Councils Guidelines](#)

[Manitoba Education and Advanced Learning: School Partnerships: A Guide for Parents, Schools, and Communities](#)

[The Manitoba Public Schools Act](#) has established regulations that guide Councils for School Leadership. The regulations are applicable only to parent councils that are set up and structured according to the legislation.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 22, 2014	



## Turtle River School Division - Administrative Procedure

### Section A – General Administration Graduation & Graduation Awards

#### **GRADUATION:**

Schools may permit former students, who attended most of their schooling in the Turtle River School Division but may have completed their final year or several years in another institution, to participate in the graduation exercises with their peers provided that they have met the graduation requirements. Individual schools may access a graduation fee.

#### **GRADUATION AWARD**

The Turtle River School Division board shall sponsor an annual cash award of two hundred dollars to each graduating student, with an average of 80% or higher, who wins the Governor Generals Award. In addition, the Turtle River School Division board shall sponsor an annual cash award of one hundred dollars to each graduating grade 12 student, with an average of 80% or higher. The award should be presented by a trustee of the division. Graduating students shall qualify for only one of the above awards and not be entitled to receive both.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023	April 8, 2008	





## Turtle River School Division - Administrative Procedure

### Section A – General Administration Student Awards and Scholarships

#### **STUDENT AWARDS AND SCHOLARSHIPS**

The division board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarships and distinguished service in any school activity.

An approved awards program will receive financial support from the division board which will be \$1.00 per student enrolled in the school.

The professional staff is authorized to review and approve, or reject, proposed trophies, prizes, scholarships, or other awards from non school donors.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2023		