

Pine Creek School Division Policy Manual Contents

The Pine Creek School Division Policy Manual has been organized utilizing the National Education Policy Network (NEPN) classification system. NEPN uses an alphabetic coding system, designed so that policies can be easily and quickly located, to organize policies. The system is contained in 12 sections as follows:

- Section A **FOUNDATIONS AND BASIC COMMITMENTS**
Section A of the classification system is a repository for statements related to the division's legal role in providing public education and the underlying principles on which the division operates.
- Section B **SCHOOL BOARD GOVERNANCE AND OPERATIONS**
Section B of the classification system is a repository for statements about the school board, how it is elected, organized, how it conducts meetings and operates.
- Section C **GENERAL SCHOOL ADMINISTRATION**
Section C of the classification system contains policies on school management, administrative organization, and school building and department administration – including the administrative aspect of special programs and system wide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators, and school principals. All phases of policy implementation – procedures or regulations are properly located in this section.
- Section D **FISCAL MANAGEMENT**
Section D of the classification system contains policies, regulations, and exhibits on school finances and the management of funds.
- Section E **SUPPORT SERVICES**
Section E of the classification system contains policies, regulations and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation and food services.
- Section F **FACILITIES PLANNING AND DEVELOPMENT**
Section F of the classification system contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings.

- Section G **PERSONNEL**
Section G of the classification system contains policies, regulations, and exhibits on all school employees except for the superintendent (policies on the superintendent are found in Section C, General Administration). The category is divided into three main divisions: GB has policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.
- Section H **NEGOTIATIONS**
Section H of the classification system contains policies, regulations, and exhibits on the bargaining units recognized by the school board and authorized under provincial law.
- Section I **INSTRUCTION**
Section I of the classification system contains policies, regulations, and exhibits on the instructional program; basic curricular subjects, special programs, instructional resources, and academic achievement.
- Section J **STUDENTS**
Section J of the classification system contains policies, regulations, and exhibits on students – admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.
- Section K **SCHOOL, COMMUNITY, AND HOME RELATIONS**
Section K of the classification systems contains policies, regulations, and exhibits on parent and community involvement in the schools. Except for policies concerning education agencies, statements on public sector relations with the school division are located in this section.
- Section L **EDUCATION AND AGENCY RELATIONS**
Section L of the classification system contains policies, regulations, and exhibits on the school division's relationship with other education agencies – including other school systems, regional or service districts, private schools, colleges and universities, education research organizations, and provincial and national education agencies.