

Administrative Procedures Index

Last Updated: July 2024

SECTION 1000 - GENERAL ADMINISTRATION

- AP 1000 Strategic Plan, Enhancing Student Learning, and Continuous Learning Monitoring Cycle
- AP 1001 School Learning Plans
- AP 1002 School Calendar Approval Process
- AP 1101 Sexual Orientation Gender Identity (SOGI)
- AP Appendix 1101 Confidential Gender Support Plan Form
- AP 1104 District Parent's Advisory Council
- AP 1106 Parent Involvement in Education
- AP 1201 Acceptable Use of IT
- AP Appendix 1201 A Staff Permission to Access IT Form
- AP Appendix 1201 B Student Permission to Access IT Form
- AP Appendix 1201 C Student Media Website Consent Form
- AP 1202 Critical Incident and Privacy Breach
- AP 1203 Use of Personal Devices for District Work
- AP 1204 Cell Phones & Personal Electronic Devices
- AP 1206 Student and Employee Personal Privacy on the Internet
- AP 1207 Advertising, Canvassing and Commercial Solicitation
- AP 1209 Return of School District Property
- AP 1300 Freedom of Information and Protection of Privacy
- AP Appendix 1300 A Student Consent Freedom of Information Form
- AP Appendix 1300 B Freedom of Information and Protection of Privacy Act Fee Schedule
- AP 1301 Freedom of Information and Protection of Privacy Act Designation of Head
- AP 1304 Employee Records

- AP 1305 Data Retention
- AP 1306 Copyright
- AP 1307 Personal Information Management Program
- AP 1308 Privacy Impact Assessments
- AP 1310 Communication
- AP Appendix 1310 A Communication Protocol
- AP 1311 Social Media for Learning
- AP 1312 Media Relations
- AP 1315 Maintenance of Order
- AP Appendix 1315 Maintenance of Order Report to Superintendent Form
- AP 1400 Activity During Election Periods
- AP 1401 Event Protocol
- AP 1402 Visit Protocol
- AP 1403 Graduation Celebrations
- AP 1404 Flag Protocol
- AP 1405 Memorials for Deceased Members of the School Community
- AP 1503 Animals in Schools for Curricular Purposes
- AP Appendix 1503 A Prohibited Animals
- AP Appendix 1503 B Request to Introduce a Classroom Animal
- AP 1504 Assistance Dogs
- AP 1505 Heritage
- AP 1506 Office of the Ombudsperson Referral
- AP 1600 Emergency Procedures
- AP Appendix 1600 A Emergency Preparedness Manual
- AP Appendix 1600 B Emergency Preparedness Flipchart

- AP Appendix 1600 C Bomb Threat Checklist
- AP Appendix 1600 D Hold and Secure Placard
- AP 1601 School Bus Accident
- AP Appendix 1601 A Motor Vehicle Accident Investigation Checklist
- AP Appendix 1601 B Mechanic Motor Vehicle Incident Checklist
- AP Appendix 1601 C Motor Vehicle Incident Office Checklist
- AP Appendix 1601 D On-Scene Motor Vehicle Incident Form
- AP 1602 Winter Conditions
- AP 1603 Emergency Student Dismissal and or School Closure

SECTION 2000 - INSTRUCTIONAL PROGRAMS & MATERIALS

- AP 2004 Sensitive Issues and Alternate Delivery of Curriculum
- AP 2006 National Anthem
- AP 2101 Language
- AP 2103 Work Experience and Youth Work in Trades
- AP 2109 Online Learning
- AP 2110 French Immersion
- AP 2111 Outdoor Education Programs
- AP Appendix 2111 Outdoor Education Assessment Rubric
- AP 2112 School Library/Learning Commons
- AP 2113 Kootenay Lake International Program
- AP 2200 Learning Resources Selection
- AP Appendix 2200 Challenge Learning Resources Form
- AP 2202 Board/Authority Authorized (BAA) Courses
- AP Appendix 2202 Board/Authority Authorized Course Framework Template
- AP 2203 Scholarships and Bursaries

- AP 2300 Student Field Trips
- AP 2301 Student Eligibility for Extra-Curricular Activities
- AP 2302 Community Coaches
- AP 2303 Volunteers
- AP Appendix 2303 School Volunteer Package
- AP 2400 Home Schooling
- AP 2401 Research
- AP 2402 Specialty Programs/Academies

SECTION 3000 - STUDENTS

- AP 3000 District Code of Conduct
- AP 3100 Eligibility for Ministry Funded Enrolment
- AP 3101 School Choice, Student Transfer, and Catchment
- AP 3102 Supervision of Students
- AP 3105 Student Withdrawal from School, Program, or Course
- AP 3111 Exclusion of a Student
- AP Appendix 3111 Exclusion of Student Log Form
- AP 3112 Nominal Roll and Students Living on Reserve
- AP 3203 Care and Handling of Sick or Injured Students at School
- AP 3202 Provision of Menstrual Products to Students
- AP 3204 Student Medication
- AP Appendix 3204 Request for Medication at School Form
- AP 3205 Anaphylaxis
- AP Appendix 3205 A Anaphylaxis Action Plan Form
- AP Appendix 3205 B Anaphylaxis Student Form
- AP 3207 Head Lice

- AP 3300 Student Records
- AP 3303 Duty of Care
- AP 3304 Child Abuse & Neglect
- AP 3305 Student Attendance
- AP 3306 Police Investigations in Schools
- AP 3307 Searches of Students
- AP 3308 Physical Restraint and Seclusion of Students
- AP 3309 Student Suspension
- AP 3310 Illegal Use of Drugs and Alcohol
- AP 3311 Vandalism
- AP 3312 Possession of Weapons or Explosives
- AP 3401 Student Assessment and Promotion
- AP 3402 British Columbia School Completion (Evergreen) Certificate
- AP Appendix 3402 British Columbia School Completion (Evergreen) Referral Form
- AP 3403 Challenge for Course Credit
- AP Appendix 3403 Course Challenge Request Form
- AP 3404 Equivalency Credit
- AP Appendix 3404 Equivalency Credit Application Form
- AP 3406 Provision of Child Care

SECTION 4000 - PERSONNEL & EMPLOYEE RELATIONS

- AP 4000 Employee Code of Conduct
- AP 4001 Respectful Workplace Program
- AP Appendix 4001 Discrimination Report Form
- AP 4002 Anti-Racism and Cultural Safety
- AP 4004 Sexual Misconduct

- AP Appendix 4004 A Sexual Misconduct Procedures for Employees
- AP Appendix 4004 B Sexual Misconduct Students Over 12 Years
- AP Appendix 4004 C Sexual Misconduct Students Under 12 Years
- AP 4104 Appointment of Principals and Vice-Principals
- AP 4107 Staff Resignations
- AP 4108 Relocation Assistance for Senior Management
- AP 4110 Criminal Record Checks
- AP 4113 Confidential Medical Records
- AP 4114 Public Interest Disclosure Act
- AP Appendix 4114 A Public Interest Disclosure Act Disclosure Form
- AP 4200 Health and Safety in the Workplace
- AP 4203 Prevention of Violence in the Workplace
- AP 4205 Work in Sensitive Locations
- AP 4207 Near Miss Incidents
- AP Appendix 4207 Near Miss Incidents Reporting Form
- AP 4209 Communicable Disease
- Appendix 4209 Communicable Disease Plan
- AP 4210 Smoke and Vape Free Environment
- AP 4211 Scent Considerate Environment
- AP 4300 Administrative Organization Plan
- AP 4301 Excluded Staff Salaries and Benefits
- AP 4302 Role of the Secretary-Treasurer

SECTION 5000 - BUSINESS ADMINISTRATION

- AP 5001 Corporate Identity
- AP 5010 Fiscal Management

AP 5020 - School Inventories

AP 5050 - Budget Development, Monitoring, and Reporting

AP 5060 - Student Fees, Deposits, and Financial Hardship

AP 5110 - Accumulated Operating Surplus

AP 5140 - Overnight Accommodation

AP 5150 - Board Signing Authority

AP 5160 - Procurement and Purchasing

AP 5190 - Disposal of Real Property and Improvements

AP 5300 - Gifts

AP 5310 - Liability Insurance

AP Appendix 5310 - Liability Insurance Coverage for Non-Sanctioned Activities Form

AP 5612 - Transportation for Independent School Students

AP 5620 - Transportation Assistance

AP 5900 - Board-Owned Vehicles

AP 5901 - Asbestos

AP Appendix 5901 - Asbestos Management Plan

AP 5902 - Adjustment of Number of Classrooms

AP 5903 - Video Surveillance