ADMINISTRATIVE PROCEDURES REQUIRING
ANNUAL SCHOOL REVIEW

Background

Several Foothills School Division Administrative Procedures (APs) need to be reviewed and discussed with staff teams on a regular basis, and earlier in the school year. This AP provides a calendar that ensures relevant APs are reviewed in a timely fashion by school principals, school teams and school councils at the beginning of each school year. This review schedule will ensure Learner Engagement, Support and Success in all schools and across the Division.

Procedures

1. All Division personnel will acknowledge review of required APs as outlined in Appendix A through Public School Works annually.
2. Annually, School Principals will refer to the calendar in Appendix A and review, discuss relevant APs with the staff team and school council accordingly.

Appendix A

The following is a calendar of APs that need to be reviewed by the school administration (SA) and/or discussed with staff (S) and/or the school community (SC) at the appropriate times of the school year. Please note that APs can be reviewed earlier than indicated at the discretion of the school leadership team.

August
• AP 110 - School Councils (SA) • AP 119 - Yearly School Review of Administrative Procedures (SA) • AP 151 - Parental/Guardian Concerns and Complaints (SA) • AP 155 – Elected Officials Communications & Event Protocol (SA) • AP 200 - Organization of Instruction (SA) • AP 213 - Inclusive Ed Programming (SA) • AP352 – Request for Information/Interviews/Apprehension of Students by Police or Social Workers (SA) • AP 353 - Searches of Students or Personal Property (SA) • AP 379 - Student Organizations & Clubs (SA) • AP 390 - Appeals (SA) • AP 160 - Employee Health and Safety (SA, S) • AP 165 - Critical Response Plans (SA, S) • AP 260 - Field Trips (SA, S) • AP 325 - Child Abuse (SA, S) • AP 421 - Teacher Growth Supervision and Evaluation (SA) • Professional Code of Conduct for Teacher and Teacher Leaders (SA)

September
• AP 144 - Responsible Use of Technology (SA, S) • AP 146 - Social Media Code of Professional Conduct (SA, S) • AP 147 - Staff Digital Communications (SA, S) • AP 311 - Physical Restraint, Seclusion and Time Out (SA, S) • AP 403 - Harassment Prevention, Reporting and Investigation (SA, S) • AP 404 - Duty to Report (SA, S) • AP 421 - Teacher Growth Supervision and Evaluation (S) • Professional Code of Conduct for Teacher and Teacher Leaders (S) • AP 441 - Support Staff Growth Supervision and Evaluation (SA, S) • AP 170 - Bullying and Threatening Behavior (S) • AP 205 - Controversial Issues & Human Sexuality Education (SA, S, SC) • AP 222 - First Nations, Metis and Inuit (SA, S, SC) • AP 240 - Guidance & Counselling Services (SA, S, SC) • AP 309 - Learning Environments that Respect Diverse Sexual Orientations, Gender Identities (SA, S, SC) • AP 310 - Safety & Security of Students (SA, S, SC) • AP 315 - Students Healthy and Safety (SA, S, SC) • AP 316 - Administration of medication to students (SA, S, SC)

- [AP 117 - Severe Allergies](#) (SA, S, SC)
- [AP 330 - Student Attendance](#) (SA, S, SC)
- [AP 350 - Student Code of Conduct](#) (SA, S, SC)
- [AP 360 - Assessment, evaluation and reporting of student learning](#) (SA, S, SC)
- [AP 410 – Employee Conduct & Conflict of Interest (](#)SA, S)
- [AP 411 – Nepotism – Employment of Close Relatives](#) (SA, S)

October

- [AP 102 - School Education Plan and Annual Education Plan Results Report](#) (SA)
- [AP 361 - Use of Provincial Achievement, Diploma exam results & Student Learning Assessment](#) (SA, ST, SC)
- [AP110 – School Councils](#) (SC)
- [AP119 – Administrative Procedures Requiring Annual School Review](#) (SC)

November to June

- [AP 380 - Students' Council: Annual fundraising report](#) (SA)