



INTRODUCTION

This Administrative Procedure Manual has been developed to enable the Superintendent/CEO to fulfill the mandate of public education, the mission of the school division, and to guide the prudent stewardship of Swan Valley School Division resources. This manual is intended to help administrators support the vision and mission of the division while meeting the learning needs of students, of teachers, and of the community.

This Manual operationalizes the Swan Valley School Division Board Policy Manual. The procedures within this document reflect the requirements of the school division and provincial legislation as outlined in The Public Schools Act, The Education Administration Act, The Safe Schools Charter, The Workplace Safety and Health Act, Appropriate Educational Programming in Manitoba: Standards for Student Services, PHIA (Personal Health Information Act) and FIPPA (Freedom of Information and Protection of Privacy Act). Compliance with federal legislation including The Charter of Rights and Freedoms and The Constitution Act are also reflected within the policies and procedures of Swan Valley School Division.

Underlying these administrative procedures are the basic assumptions that all employees of Swan Valley School Division work ethically and mindfully towards achieving the mission of the school division.

The procedures reflected in this Manual are authorized by the Swan Valley School Division Board Policy Manual.

The Administrative Procedure Manual is the responsibility of the Superintendent/CEO. The manual must comply with the Board Policy Manual and provincial and federal legislation.