



## **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 Park West 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 Park West 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 Park West School Division.

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

The procedures reflected in this Manual are authorized by the Park West School Division Board Policy Manual. An additional document to view for guidance, procedures and practices as it relates to health and safety is the Health and Safety Program Manual.

The Administrative Procedure Manual and the Health and Safety Manual are the responsibility of the Superintendent/CEO. Both manuals must comply with the Board Policy Manual and provincial and federal legislation.