	Series 1000 – Foundations and Superintendent/CEO Commitments		
Number	Name		
1001	Administrative Procedure Develop	ment	
1005	Community Service Volunteer Rec	cognition	
1005Fa	Community Service Participation	_	
1005Fb	Community Service Student SIP A	Approval Form	
1005Fc	Community Service SIP Parent Guardian Approval Form		
1005Fd	Community Service Tracking		
1005Fe	Community Service Evaluation		
1010	Community - Education Partnership		
1015	Conducting Research in the Brandon School Division		
1015Fa	Research Application		
1015Fb	Research Application Review Form		
1020	Consultation		
1022	Dispute Resolution		
1025	Division Foundations		
1030	Equity		
1040	Logo and Slogan		
1045	School Councils		
1050	System Goals and Continuous Im	provement	
1055	Whistleblower		
1055F	Reporting Suspected Wrongdoing	Form	
1060	Collection and Use of Data		

Series 20	00 – General Administration Superintendent/CEO	
Number	Name	
2005	Code of Conduct	
2010	Communications	
2015	Communications – Media Communications	
2020	Communications – School Messenger	
2025	Development of Educational Support Materials (Print, Non-Print and Computer Software)	
2030	Distribution of Materials in Schools	
2035	External and Internal Media Use of Images and Recordings	
2035F	External and Internal Student Media Release Form	
2035N	External and Internal Media Coverage (General) Notice to Parents	
2040	Gideon Bible Distribution	
2045	Information and Communication Technologies (ICT)	
2050 2050F	Information and Communication Technologies (ICT) Use by Staff Information and Communication Technologies (ICT) Staff Acceptable Use Agreement	
2055 2055F	Information and Communication Technologies (ICT) Use by Students Information and Communication Technologies (ICT) Student Acceptable Use Agreement	
2057 2057F	Allocation of Division Computer Equipment  MIST Inventory Control Form	
2060	Nutrition	
2065	Records Management	
2070	Records Management – Protection of Information Under the Youth Criminal Justice Act (Canada)	
2075	Records Management – Protection of Personal Health Information of Employees	
2080	Records Management – Protection of Personal Health Information of Students	
2085	Records Management – Protection of Personal Information of Employees	
2090	Records Management – Protection of Personal Information of Students	
2095	Records Retention and Disposition	
2100	Risk Response	
2105	Scent Controlled Facilities	
2120	School Closure Due to Inclement Weather	
2125	Social Media and Third-Party Educational Applications	
2125Fa	Social Media and Third-Party Educational Application Consent Form	
2125Fb	Social Media and Third-Party Educational Application – Project Proposal Form	
2130	Time Capsule	
2135	Smoke and Vapour Free Environments	
2140	Use of Cell Phones and Electronic Communication Devices by Employees, Trustees, Parents, Volunteers and Visitors	
2145 2145F	Web Page Guidelines for Brandon School Division External and Internal Staff Media Release Form	

Series 20 continue	00 – General Administration d	Superintendent/CEO
2150	Performing Arts within the Community	

Series 30	00 – Fiscal Management Secretary-Treasurer	
Number	Name	
3000	Accounting for School Generated Funds	
3001	Fundraising and parent Councils	
3002	School Fees and Fundraising	
3005	Banking Procedures	
3010	Budget – Instructional Equipment and Supplies	
3015	Capital Projects Approval	
3020	Expense Claims: Travel, Mileage and Reimbursements	
3020Fa	Travel Expense Account Form	
3020Fb	Mileage Expense Claim Form	
3020Fc	Reimbursement Claim Form	
3021	Car and Cell Allowances	
3025	Catering by CPRSS Food Services	
3030	CPRSS Shop Projects	
3035	Disposal of Equipment and Materials	
3040	Facsimile Signatures	
3045	First Nations Band/Education Authority Non-Resident Tuition Fees	
3050	MHSAA Activities	
3055	Payments	
3055F	Petty Cash Form	
3060	Purchasing Authority	
3065	Reimbursement of Costs for Ambulance and Personal Effects	
3070	School Telephones	
3075	The Friends of Education Fund	
3075F	Charitable Tax Receipt Project Designated Request Form	

	00 – Program and Instruction	Assistant Superintendent – Student Achievement Support Services	
Number	Name		
Student Programming			
4005	Advanced Placement Program		
4010	Assessment and Reporting of Stu	dent Learning and Achievement	
4015	Basic French		
4020	Conclusion of Classes in June		
4025	Distance Learning		
4030	Expansion of Band Program		
4035	Evaluation of Instructional Progra	ms and Services	
4040	French Immersion		
4045	Grades 9-12 Physical Education (	Credits	
4045F	Physical Activity Practicum Plan		
4050	Home Programming		
4055	Instructional Programs of Agencie	s Outside the School Division	
4060	Kindergarten Enrollment		
4065	Literacy Development of Students K-12		
4070	Lunch Program		
4075	Music Education		
4080	Numeracy Development of Stude	nts K-12	
4085	Off-Site Programs and Activities		
4085Fa	Low Risk Off-Site Activity Propose	al Form	
4085Fb	Higher Risk Off-Site Activity Proposal Form		
4085Fc	Driver/Vehicle Approval Form		
4085Fd	Passenger Assignment Form		
4085Fe	Billeting Guidelines		
4085Ff	Off-Site Activity/Trip Checklist		
4085Fg	Cross Border Consent Letter		
4085Fh	Emergency Response Plan Template		
4085Fi	Incident Report Form		
4090	Out of Class Physical Education A	·	
4090Fa	Parent/Guardian Declaration and Consent (Students under 18 years old)		
4090Fb	Student Declaration (Student 18 years and Older)		
4090Fc		Consent – Revised Activity Choices	
	(Students under 18 years old)		
4090Fd		ctivity Choices (Student 18 years and Older)	
4100	Student Safety Patrols		
4105	Work Experience Programs		
4505	Administering Medications to Stud		
4505Fa	Individual Medication Administrati	<b>-</b>	
4505Fb	Procedures for Handling Prescribed Medications		
4505Fc	Request to Administer Medication Form		
4510	Appropriate Educational Program	ming and Inclusion	

Series 400	000 – Program and Instruction	
continued Achievement Support Services		Achievement Support Services
Number	Name	
Student Programming		
4515	Blood Borne Infections / Handling Bodily Fluids	
4520	Child Abuse	
4525	Children with Known Risk of Anaphylaxis / Life Threatening Allergies	
4535	Human Diversity	
4540	Prevention of Communicable Disease / Infection Transmission	
4550	Use of Certified Service Dogs in Brandon School Division	
4555	Unified Referral and Intake System (URIS)	
4565	Standards for Seclusion and Restraint in Schools	
4565Fa	Use of Physical Restraint and Seclusion in Schools	
4565Fb	Tracking of Student During Seclusion	

Series 500	00 – Human Resources Director of Human Resources	
Number	Name	
5002	Accessibility Standard for Customer Service	
5003	Accessibility Standard for Employment	
5005	Addictions Abuse	
5010	Assignment of Professional Permanent Staff	
5015	Assignment of School Leaders	
5020	Collective Bargaining – Employee Participation	
5025	Confidential Information	
5025F	Pledge of Confidentiality	
5030	Criminal Record Check/Child Abuse Registry Check	
5035	Progressive Discipline	
5040	Employee Long Service Recognition	
5045	Employment of Non-Certified Vocational Teachers	
5050	Employment of Professional	
5055	Employment of School Leaders	
5060	Employment Requirements - Custodial and Maintenance	
5060F	Fifth (5th) Class Power Engineering	
5065	Employment Requirements - School Bus Drivers	
5070	Evaluation of Professional Staff	
5075	Evaluation of School Leaders	
5075F	Evaluation of School Leaders: School Leader Self-Assessment	
5080	Evaluation of Support Staff	
5090	Head Teacher	
5095	Leaves and Absences – Permanent Support Staff	
5100	Leaves and Absences – Professional Staff	
5105	Leaves and Absences – Senior Administration	
5110	Professional Staff – Group RRSP	
5115	Recruitment of Employees	
5120	Reduction in Workforce	
5125	Reporting Guidelines for Support Staff	
5130	Respectful Workplace	
5130Fa	Respectful Workplace Acknowledgement From	
5130Fb	Respectful Workplace Complaint Form	
5130Fc	Respectful Workplace Respondent Form	
5135	Supervision of Co-Curricular Activities	
5140	Work Hours – Summer	
5145	Workplace Accident Reporting	
5150	Workplace Safety and Health	
5150F	Workplace Safety and Health Acknowledgement From	
5155	Workplace Safety and Health - Contractors	
5160	Workplace Safety and Health – Duties and Responsibilities for Safety and	
	Health	
5165	Workplace Safety and Health – Inspections	
5165F	Safety Inspection Form	

Series 500	00 – Human Resources	Director of Human Resources
Number	Name	
5170	Workplace Safety and Health – Investigating Workplace Incidents and Refusals	
	to Work	
5170Fa	Hazard/Near Miss Report Form	
5170Fb	Incident Investigation Summary Report	
5170Fc	Refusal to Work Form	
5170Fd	Workplace Safety and Health Concern Form	
5175	Workplace Violence Prevention	
5175F	Violent Incident Report Form	
5180	Working Alone and In Isolation	

Series 600		ssistant Superintendent – Curriculum nd Continuous Improvement
Number	Name	id Continuous improvement
6005	Admission of International Students	
6005F	International Student Application For	m
6010	Admission of Non-Resident Students	
6010Fa	Application for Admission – Non-Res	sident
6010Fb	· · ·	Ion-Resident Student Living with Non-
	Custodial Caregivers	· ·
6010Fc	Request for Provincially Funded North	n-Resident Student Acceptance
6010Fd	Authorization for Release of Information	tion
6015	Age of Entrance	
6020	Assignment to Schools	
6025	Illegal Possession and/or Use of Alco	ohol, Cannabis (Marijuana), Illicit or Non-
	Medical Use of Drugs and Intoxicating	g Substances
6030	Interviewing of Students in School (combined with Investigation by Police in the	
	Schools)	
6035	Non-School Sponsored Student Groups Use of Schools	
6040	Registration of Students	
6045	Searches, Inspections, Screenings and Seizure	
6050	Student Accident Reporting	
6050F	Serious Incident Report	
6055	Student Attendance	
6060	Student Awards and Divisional Reco	gnition of Student Achievement
6065	Student Exchange	
6070	Student Insurance Program	
6075	Student Lockers	
6075F	Student Lockers – Conditions of Use	
6080	Use of Cell Phones and Electronic C	ommunication Devices by Students

Series 700	00 - Facilities Secretary-Treasurer	
Number	Name	
7005	Access by Students to School Buildings	
7010	Christmas Trees and Decorations	
7015	Emergency Use of Schools	
7020	Fire Drills	
7025	Joint Use of Community Facilities	
7030	Land or Financial Consideration Requirements for Municipal Subdivision Applications	
7035	Naming and Renaming of Division Facilities	
7040	Non-Divisional Use of Schools for Accommodation	
7045F	Non-Divisional Use of Schools for Accommodation	
7045	Parking	
7050	Responsibility for Damage	
7055	Restricted Public Advertising on School Property	
7060	School Flags	
7065	School Review	
7070	Staff Access Cards/Keys	
7070F	Building Keys Cards Blank	
7075	Traffic Control Signage	
7080	Use of Equipment in Schools by Outside Organizations	
7085	Video Surveillance	

Series 800	00 – Transportation Secretary-Treasurer	
Number	Name	
8005	Accidents Involving School Buses	
8005F	Bus Accident Report	
8010	Alternate Transportation	
8015	Cancellation of School Bus Service	
8020	Emergency Use of School Buses	
8025	Inner-City Transportation Services	
8030	Payment in Lieu of Transportation	
8035	Replacement of School Buses	
8040	Route Changes	
8045	School Bus Loading and Unloading	
8050	School Bus Maintenance and Inspection	
8055	School Bus Pickup Points	
8060	School Bus Routes	
8065	School Bus Stoppage at Railway Crossings	
8070	Student Conduct on School Buses	
8075	Student Transportation Safety	
8080	Transportation Eligibility	
8085	Transportation of Rural Students for Industrial Arts and Home Economics Classes	
8090	Transportation of Students Attending Private Schools	
8095	Transportation of Students From Other Division/Districts	
8100	Transportation to Other Than Designated Schools	
8100F	Guardian's Guarantee of Indemnity	
8105	Unauthorized Passengers	
8110	Use of School Buses by Outside Organizations	
8115	Use of School Buses for School Field Trips	
8115F	School Bus Requisition Form	