



KTCEA ADMINISTRATIVE PROCEDURES

100	General Administration	400	Personnel & Employee Relations
200	Instructional Programs & Materials	500	Business Administration
300	Students	600	Facilities & Operations

Please click the links below to access any of the Administrative Procedures. If there are problems accessing any of the pdf documents please contact communications@ktcea.ca and indicate which Administrative Procedure you are unable to access.

SECTION 100 GENERAL ADMINISTRATION
AP 101 Three Year School Plan
AP 110 School-Parent Advisory Committee
AP 111 Elders Advisory Committee
AP 121 Policies and Administrative Procedures Development, Review, and Distribution
AP 130 School Year
AP 140 Appendix A - Responsible Use of Technology - Students
AP 140 Appendix B - Responsible Use of Technology - Staff
AP 150 KTCEA Communications
AP 150 Appendix A - Communications Request Checklist
AP 151 School Social Media and Website Communication Standards
AP 155 Event Protocols
AP 175 Respectful Work and Learning Environment Guidelines
AP 176 Parent and Community Concerns and Complaints



SECTION 300 STUDENTS

AP 300 School Admittance Age

AP 304 Independent Students

AP 306 Student Placement

AP 307 Student Information System

AP 308 Provincial Approach to Student Information (PASI)

AP 310 Supervision of Students

AP 315 Student Health Services

AP 316 Administering Medical Treatment to Students

AP 316 Appendix A - Action Steps for Anaphylaxis Management

AP 316 Appendix B - How to Use the Epi-Pen Auto-Injector

AP 316 Appendix C - Differences Asthma and Allergies

AP 318 Student Health - Pediculosis - Head Lice

AP 320 Student Records

AP 322 Legal Custody of Children

AP 330 Student Attendance

AP 330 Appendix A - Attendance Taking Procedures & Rules

AP 333 Children in Need of Interventions

AP 350 Student Conduct

AP 351 Student Conduct on the Bus

AP 360 Student Evaluation

AP 362 Specialized Assessment

AP 365 High School Course Challenge Assessments



AP 541 Capital Asset Management

SECTION 600 FACILITIES & OPERATIONS

AP 601 Acquisition, Inventory and Disposal of Property - Furnishings and Equipment

AP 602 Use of Equipment and Materials

AP 603 Warehouse Storage

AP 604 Flag Protocol

AP 606 Maintenance Schedules

AP 607 Facilities and Equipment Maintenance

AP 607 Appendix A - Groundskeeping

AP 608 Playground Equipment, Inspections and Repair

AP 609 Maintenance Requests

AP 610 Access to Buildings

AP 611 Custodial Schedules and Duties

AP 612 Custodial Supply Orders

AP 613 Environmental Considerations

AP 615 Hazardous Materials

AP 616 Community Use of Schools

TRANSPORTATION

AP 625 Management of KTCEA and School Acquired Vehicles

AP 626 Transportation Eligibility

AP 628 Contract Bus Routes

AP 629 Bus Stops

AP 630 Transportation Safety Procedures

AP 630 Appendix A - School Bus Safety - Students and Parent Responsibilities



AP 630 Appendix B- Driver Responsibilities and Licensing

AP 632 Driver Hours of Service

AP 633 School Bus Cancellations

AP 634 Appendix A - Student Transportation in KTCEA Vehicles

AP 634 Appendix B - Student Transportation in Private Vehicles

AP 636 Fuel Purchasing

FOOD SERVICES

AP 640 Food Service Program

AP 641 Student Nutrition and Menu Planning

AP 642 Cook Ratio

AP 645 Kitchen Procedures

AP 646 Kitchen Cleanliness and Sanitation

AP 647 Kitchen Safety

AP 648 Kitchen Storage Guidelines

INFORMATION TECHNOLOGY

AP 656 Network and Data Security

AP 657 Network Access While on Leave

AP 660 Social Media

AP 661 Video Surveillance

AP 662 Software Licensing

HOUSING

AP 671 Provision of Housing or Accommodation

AP 672 Pets in Rental Units

AP 673 Housing Maintenance and Repair Requests

AP 674 Appliances and Furnishings



AP 675 Summer Rental Program

OCCUPATIONAL HEALTH & SAFETY

AP 680 General Occupational Health and Safety

AP 681 Joint Health and Safety Committee

AP 682 Personal Protective Equipment

AP 688 Pandemic Health and Safety Plan

AP 691 Incident Management

AP 692 Emergency Plans and Drills

AP 693 Emergency Response Measures

AP 694 Authority and School Level Emergency Response Plan

AP 695 Animals in Schools

