



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

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Number	General Administration	Review Annually with Staff or Publish in Staff Handbook	Date
G-1	Internet Access for Students and Staff	✓ and review with PACs	March 30, 2010
G-2	School Closure and Bus Cancellations	✓ and review with PACs	July 12, 2018
G-3	Volunteers	✓ and review with PACs	December 11, 2002
G-4	Material Distribution	✓	April 13, 2004
G-5	Access to Student Records	✓	May 12, 1998
G-7	Boarding Allowance		January 21, 2010
G-8	Registration	✓	November 28, 2018

Number	Human Resources	Review Annually with Staff or Publish in Staff Handbook	Date
H-1	Staff Criminal Record Checks		January 16, 2007
H-2	Support Staff Sick Leave Benefit		December 12, 2019

Number	Instruction	Review Annually with Staff or Publish in Staff Handbook	Date
I-1	Course Challenge	✓	January 13, 1998
I-2	Course Equivalency	✓	January 13, 1998
I-3	Student Placement, Retention, and Acceleration	✓ and review with PACs	October 10, 2017
I-4	District Scholarship and Award	✓	January 14, 1997
I-5	Home Education		August 26, 2003
I-6	Student Reporting	✓	October 11, 2016
I-7	Work Experience	✓	February 11, 2019

Number	Operations	Review Annually with Staff or Publish in Staff Handbook	Date
O-1	Keys	✓	March 26th, 2012
O-2	Conveyance by School Bus		March 6, 2015
O-3	Conveyance by Sea Bus and Volunteers		January 11, 2000
O-4	Field Trips and Extra Curricular Trips	✓	June 13, 2006
O-5	Purchasing and Tendering		February 15, 2011

Number	Health and Safety	Review Annually with Staff or Publish in Staff Handbook	Date
S-1	Lice Management	✓ and review with PACs	February 6, 2017

S-2	Administration of Medicine	✓ and review with PACs	February 17, 2015
S-3	Emergency Plans and Drills	✓	January 16, 2007
S-4	Use of Scented Products	✓	April 2, 2007
S-5	Healthy Food Choices	✓ and review with PACs	October 12, 2010
S-6	Police Interviews	✓	February 12, 1980
S-7	Protection for Suicidal Students	✓	January 16, 2007
S-8	Anaphylaxis/Life-Threatening Medical Conditions	✓ and review with PACs	June 25, 2009
S-9	Workplace Risk Assessment	✓	November 30, 2018
S-10	Code of Conduct Infractions - Suspension Procedures	✓	February 15, 2011
S-11	Protection of Pupils and Maintenance of Order		December 11, 2019
S-12	Safety Protocol For Workers (Covid-19)		April 14, 2020