

School Year: _____

SUMMARY OF PERSON RESPONSIBLE FOR COMMITTEES				
COMMITTEE NAME	COMMITTEE CHAIRPERSON	COMMITTEE MEMBERS	DEPARTMENT	SIGNATURE
Health & Safety			Vice Principal	
			Teacher Primary	
			Teacher Elementary	
			Teacher Upper Elementary	
			Maintenance	
			Guard Rep.	
			Food Services	
Transportation			Vice Principal	
			Teacher Primary	
			Teacher Elementary	
			Teacher Upper Elementary	
Discipline			Principal	
			Teacher Primary	
			Teacher Elementary	
			Teacher Upper Elementary	

COMMITTEE NAME	COMMITTEE CHAIRPERSON	COMMITTEE MEMBERS	DEPARTMENT	SIGNATURE
Emergency Coordinator			Principal	
			Teacher Primary	
			Teacher Elementary	
			Teacher Upper Elementary	
			Other Employees	
PERSONS RESPONSIBLE FOR SCHOOL LIFE				
Action Team for Partnership	Principal		Principal	
			Vice Principal	
			Teacher Primary	
			Teacher Upper/Elementary	
Home Room Teachers	Upper Elementary DC		Division Coordinator	
			Class Six	
			Class Seven	
			Class Eight	
PERSONS RESPONSIBLE FOR SCHOOL LIFE				
Parent Magazine			Teacher Primary	
			Teacher Elementary	
			Teacher Upper/Elementary	

POLICY CHANGE REQUEST

Name: _____ Submission Date: _____

List any other persons who desire to see changes to this policy:

Policy Name and Number: _____

Rational for change:

Signature: _____

Principal's Response:

Principal's Signature: _____ Returned Date: _____

ADM POLICY – 2.06.01

Name: _____ **Date:** _____

Personnel Data Changes: [Fill in the correct area that needs to be changed]

Name:

Address:

Land Line Telephone:

Mobile Telephone:

Emergency Contact:

Inheritance Information:

Education Certificate/Degree: [Attach documentation]

Educational Workshops to add to personnel file: [Attach documentation]

Teacher/employee Signature: _____

SCHOOL MANAGEMENT

POLICY:

The Board of Trustees and Ullens School's Management Committee have the ultimate responsibility for the ethical and proper management of Ullens School as well as being accountable to Ullens Education Foundation. Both the Board of Trustees and Ullens School's Management Committee entrust the academic and daily school operations to the Principal.

In keeping with the Vision of Ullens School, the school direction, which is comprised of the Principal and Vice-Principal[s] strive to operate using a collaborative system of management where the teaching faculty have opportunities to give input into operations of Ullens School.

PROCEDURE:

Definition of Terms:

School Leadership Team refers to the Principal/Vice Principal, the Division Coordinators and Executive Secretary.

Teacher Leadership Committee refers to a small number of teachers who form a committee to ensure that the teaching faculty is faithful to the Vision of Ullens School and the commitment to creating a supportive and professional work environment.

Ullens School's operations are divided into two main areas;

- **School Operations** which includes the following committees
 - Health and Safety Committee -
 - Transportation Committee -
 - Discipline Committee
 - Hiring Committee
 - Emergency Coordinator
 - Action Team for Partnership

- **School Life** which includes the following areas:
 - Home Room Teachers
 - Assembly Coordinator
 - Special Events
 - Sports Day
 - Special Days
 - Parent Magazine
 - Volunteer Coordinator
 - Teacher's Leadership Committee – [teacher teams rotate every two weeks]

Committee Selection and Organization:

- At the beginning of each school year Ullens School Principal/Vice Principal, Division Coordinators and Teaching Faculty meet to establish the following;
 - Ullens School's Calendar of Events

Ullens School

- Chairpersons of the various School Operations Committees. The terms of all these committees are one year. A teacher may be any committee chairperson for a period no more than two years.
 - Person's responsible for the areas describe in School Life.
- Each committee is briefly described below. The duties and responsibilities of each committee are detailed in each of the appropriate sections of the Operations Manual.

SCHOOL OPERATIONS COMMITTEES:

1. **Health & Safety** is responsible for the general safety of Ullens School buildings and compound as well as assuring the maintenance of appropriate health standards. See **ADM POLICY – 5.02.**
2. **Transportation** is responsible for the safe loading and unloading of children upon school arrival and dismissal as well as verifying with the drivers for any problem situations. See **ADM POLICY – 8.02.**
3. **Discipline** is responsible for the daily verification of the Discipline Binder in the Main Office, the weekly tabulation of the disciplinary action sheets and the distribution of the week's summary to the persons responsible. See **ADM POLICY – 6.01.**
4. **Hiring** is composed of members designated by the Principal and follows established government guidelines. See **PERS. POLICY – 1.01.02.**
5. **Emergency Coordinator** is the person responsible for the activation of the Emergency Telephone Chain upon the Principal's/Vice Principal's direction. See **ADM POLICY – 5.03.**
6. **Action Team for Partnership [ATP]** is a committee composed of Ullens School's Administration, Teaching Faculty and Parents. An ATP Parent Coordinator is a vital member of this committee. See **Volunteer Manual – Section 4.**

School Life Organization and Committees:

- At the beginning of each school year Ullens School Principal/Vice Principal, Division Coordinators and Teaching Faculty meet to establish the following areas of Ullens School's School Life.
- Some areas of School Life have a one year member commitment while in other areas membership can rotate for each event/activity.

SCHOOL LIFE AREAS WITH ROTATING MEMBERS:

1. **Teacher's Leadership Committee:** The Leadership Committee rotates on a bi-monthly basis. This committee is a vital part of creating a school that lives Ullens School's Vision. It is responsible for Ullens School's teaching faculty school life.

General Functioning Guidelines:

- The Leadership Committee list is made by the Division Coordinators. After one full rotation of each group a new list is made for the second rotation and so on.
- The duties and responsibilities are established each term as needed.

- Proper documentation of all the Leadership Committee's decisions is done at each meeting.
- A monthly summary of important decisions should be done and posted on the teacher's bulletin board so that these are not forgotten.

Duties and Responsibilities:

- Some of the responsibilities of this committee are as follows but not limited to these.
 - Cooperate actively to fulfill the vision of the school.
 - Lead the teaching staff in a reflective feedback on the teaching faculty's goal statement. A goal statement is created at the beginning of each new school year. It is a statement which commits teacher's to work following high standards of professionalism.
 - Commit to respectful interaction with all co-workers to the best of the teacher's abilities
 - Commit to help each other in times of need
 - Commit to honor and celebrate joyous occasions of teachers.
 - Maintain an orderly staff lounge and ensure that it is a welcoming place for all teachers.
 - Maintain a display board for the teaching staff
- 2. **Assembly Coordinator** is the person responsible for the coordination of school assemblies. This can be done in a committee composed of teachers and/or teacher/senior students with the students helping in the set up and clean up before and after assemblies. The assembly coordinator may change with each school term.

Duties and Responsibilities:

- Some of the responsibilities of this committee are as follows but not limited to these
 - Works in collaboration with the Principal/Vice Principal, Division Coordinators and Teaching Faculty.
 - Themes are chosen according to the Vision of Ullens School for assemblies and/or according to the needs of the school community.
 - Frequency of assemblies depends on the school's needs but at least one assembly in each term is organized.
 - Organizes the content of each assembly according to the theme[s] chosen either at the beginning of each school year or of each term.
 - Enlists the help of different class levels to participate in some manner in each assembly.
 - Distributes a summary of the assembly themes, and dates/times.
 - Arranges for the preparation of the hall in terms of microphones, sound system, seating arrangements.
 - Prepares an end of year evaluation of the assemblies.

3. Rotating Days and Special Events:

Definition of Terms:

- Special Events are events which happen once a year such as a fashion show, a talent show etc. It is an event that requires a lot of preparation and organization.

Ullens School

- Special Days are days that add to the school's spirit such as a kite flying day, teacher, parent or student day etc.

- Sports Day can be coordinated with other schools

Special Events, Special Days and Sports Days are set annually in the School Calendar. Individual teachers take responsible for one event or day. A committee can be formed at the discretion of the teacher responsible.

- Besides organizing the event and/or day it is the responsibility of the teacher in charge to establish and record the organization of the day/event so that the following year there is a foundation on which to build the next day/event.

Conduct a teacher evaluation/feedback on the day/event so that strengths can be acknowledged and weaknesses improved.

SCHOOL LIFE AREAS WITH ONE YEAR MEMBER COMMITMENT:

1. Home Room Teachers are teachers that are responsible for a lower and upper elementary class for a whole school year.

- The purpose of a Home Room Teacher is to
 - Develop a respectful relationship with students so that students will have a contact teacher with whom to discuss issues and concerns.
 - Provide student guidance when necessary
 - Inform students of school policies, procedures, events and activities
 - Read daily announcements
- The duties and responsibilities of the Home Room Teachers are as follows.
 - Meet daily with the class 15 minutes prior to the scheduled beginning of classes.
 - Engage students as mentioned above
 - Become familiar with students as this teacher acts as a guide and mentor for the particular class assigned to them.
 - Prepare and execute team and spirit building activities
 - Keep the job charts and leadership committee responsibilities current
 - Conduct class meetings for this particular class at least once a week
 - Conduct morning circle for this particular class at least twice a week or as needed.

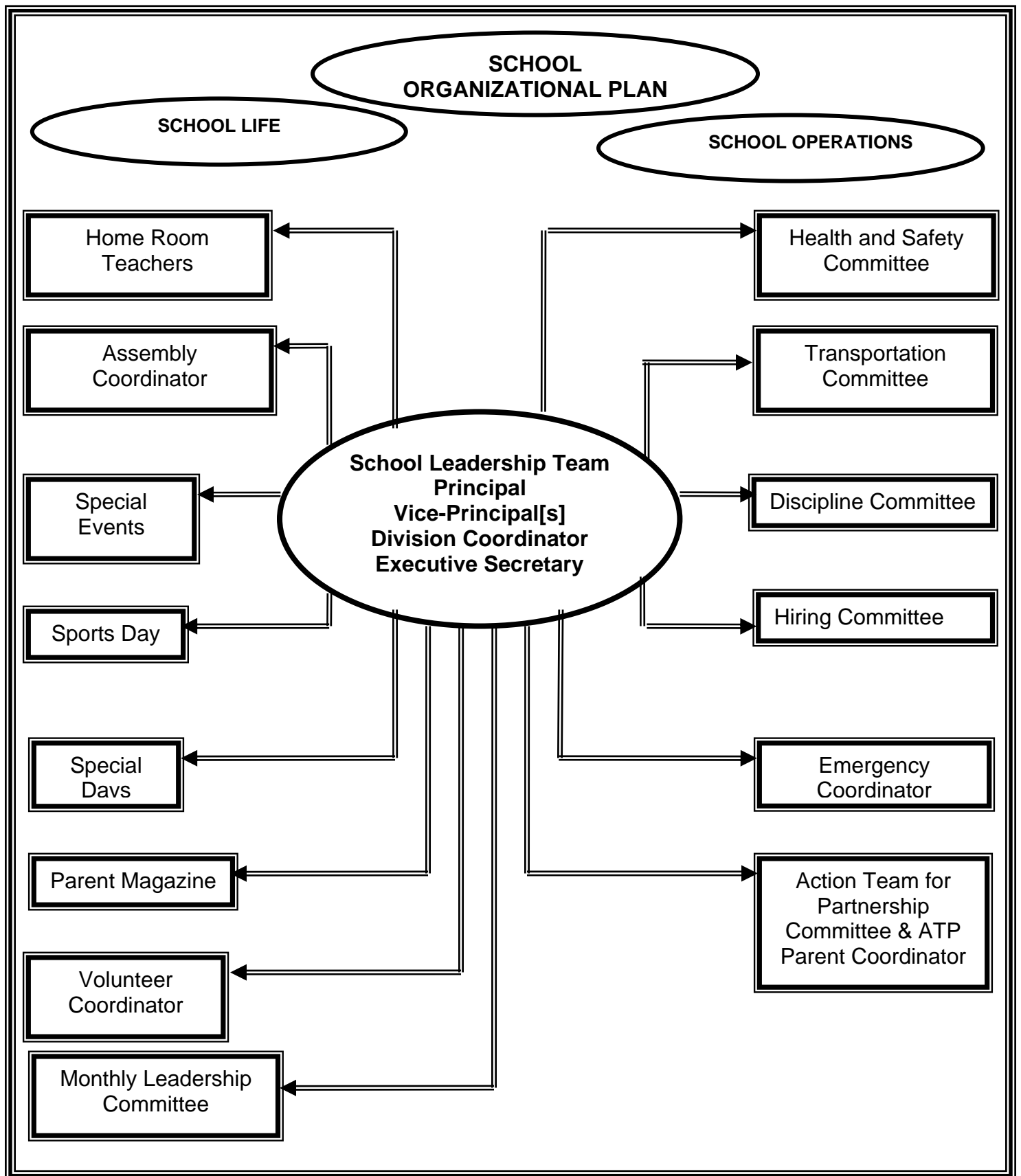
2. Parent Magazine Committee needs at least one teacher from each division to choose the various articles and pictures that will go into this magazine that will be published three times [3] a year.

- This committee can link with the ATP Parent Coordinator and/or the Volunteer Coordinator.

- The committee seeks final approval from the Principal/Vice Principal before the publication goes to print.

- Annually this committee organizes itself in accordance with the tasks that are needed to Publish a Parent Magazine

Ullens School's Organizational Chart follows on the next page.



RISK MANAGEMENT

POLICY:

Risk management involves the process of planning, organizing and controlling the resources and activities of Ullens School in order to minimize the adverse effects of accidental losses. This includes the implementation of risk control practices, which promotes the safety and well being of Ullens School as a whole.

PROCEDURES:

Decisions around risk management are reviewed periodically at the administration meeting and at regular staff meetings. Changes needed are implemented immediately.

Safety Guard:

Ullens School has a 24 hour security guard system:

- The Security Guard is responsible for signing in visitors to Ullens School compound as well as general security concerns such as doing nightly security of exterior doors and windows, keeping the grounds clear of vagrants etc. and other duties as assigned by the Principal

Keys:

The Main Office administration staff is responsible for the recording of the keys given to Ullens School staff.

- A complete set of duplicate key is kept securely in the main office.

Finances:

Ullens School financial procedures and practices are in accordance with set accounting practices and according to all government laws governing non-profit school institutions. Financial procedures are designed to minimize any financial risk to Ullens School.

- The Board of Trustees is entrusted with the responsibility for the efficient and proper use of all Ullens Education Foundation funds.
- The Accounts Department establishes its policies and procedures in consultation and collaboration with the Principal.

Insurance:

- The Ullens School obtains premises insurance after research as to the best price for the best insurance requirements.
- Any planned activity that is not normally part of Ullens School educational services and has a risk component, must be reported to the Principal not less than ten working days prior to the commencement of the event.
- All accidents, property losses, injuries, and potential third party incidents are reported as soon as possible to the Principal. A critical incidence report is filled out within 24 hours.

Data Systems, Computer Entered Data and Computer Back up of Files:

- Administration computers can only be accessed through the use of the password known only to the administration staff.

Computer Safety:

- The maintenance of all technological systems is the sole responsibility of the Information Technological Officer. He/she is the only person authorized to fix any technological problems.
- Administration staff regularly monitors and update the anti-virus protection for all computers.
- Computer problems are dealt with immediately.
- Only administration staff is allowed to use the administration computers.
- All staff and volunteers, sign a Computer/Internet Usage Agreement, which is placed in their personnel file.

Petty Cash:

The petty cash box is the responsibility of the Accounts Department and they are the only ones to have access to the petty cash box,

FILES:

Student Files:

- The administration staff responsible for student files assures that all student files information is up to date.
- Student files are considered confidential and a release of information form needs to be sign by the parent/guardian for the release of any information within the file.
- Student files are kept in a secure cabinet and are accessible only by Main Office staff.
- Teachers who wish to view a student file must do so in the Main Office as no student file can leave the Main Office premises.
- Student's files of students who have completed their education at Ullens School are stored in perpetuity in a secure location.
- One Main Office secretary is responsible for all student files under the direction of Vice principal.

Principal Files:

The following files are kept in the locked filing cabinet in the Principal/Vice-Principal[s] office.

- Past and current staff files
 - Past and current strategic planning events and meetings
 - Past and current request for proposals
 - Past and current research projects
 - Current board business
 - Current staff supervision files
- Teacher's/employee's files are considered confidential and a release of information form needs to be sign by the teacher/employee for the release of any information within the file.
 - The update of teacher's/employee's files is done under the supervision of the Principal who designates a Main Office staff to accomplish this confidential responsibility.

Financial Files:

All financial files are the responsibility of the Accounts Department and are kept in the locked file in this department. The account or bookkeeper is also responsible for the proper storage of financial files.

ABSENCE OF PRINCIPAL

POLICY:

Ullens School strives to maintain safe, effective and efficient educational service delivery even in the absence of the Principal.

Definition of Terms:

Liabilities can either be minor or major.

- **Length of Principal absence** also is a factor in determining the limits and liabilities of the replacement person in terms of minor or major areas of decision-making.
- **Minor concerns, issues** are those that **do not affect** the common good of Ullens School, educational service provision to students and/or daily operational issues concerning staff and volunteers. All concerns and issues that **can wait a day** are left for the Principal return the next day.

* Example: A teacher calls in sick for the day, a teacher replacement is organized.

- **Major concerns, issues** are those that **do affect** the common good of Ullens School, educational service provision to students and/or daily operational issues concerning staff and volunteers. . All concerns and issues that **cannot wait** becomes the responsibility of the Principal's replacement.

* Example: A parent brings in a grievance from concerning educational services rendered. If this is left for a long period of time, this could affect the common good of Ullens School in terms of its reputation and/or be of importance to staff concerned in this situation.

PROCEDURES:

- In the absence of the Principal, a Vice-Principal[s] is named to oversee the daily operations of Ullens School.

Limitations on the Principal Replacement:

- **Only one to two days up to one week replacement:**
 - Works with administration staff is there as any minor issues or concerns as defined above.
 - Major decisions wait for the return of the Principal.
 - There is no signing authority for financial refunds.
 - There is no spending authority given even for small amounts.
 - Does not assume responsibility for committee meetings and/or committee work but can attend if this is the request of the Principal.
 - If attending a committee meeting upon the Principal's request, notes are kept and explained to the Principal upon his/her return.

- Correspondence is not sent in the name of the Principal except if requested by the Principal.
 - Does not attend regular community meetings unless requested by the Principal.
 - Does not have access to any personal files and financial records.
 - Complaints of persons served must be addressed within 48 hours and dealt with within a seven business day period. Thus if the absence is two days or less, the complaint is left for the Principal[s] return. If the Principal's absence is more than two days and that there is a possibility that the complaint time line will not be respected, then the Vice Principal can begin the process of dealing with the complaint in question.
 - All complaint proceedings are noted in a written report given to the Principal.
 - In the event that a staff person experiences a crisis situation, this is dealt with immediately and the Critical Incident Report outlines the actions of the Vice Principal.
 - In the event that legal documentation for a student is requested, the Vice Principal follows the confidentiality policy.
 - Does not deal with employee legal documentation.
- **More than one week and up to one month replacement:**
- Fulfills the above conditions that are pertinent in the section above.
 - Works with administration staff if there are any minor issues or concerns as defined above.
 - Major decisions can wait for the return of Principal unless there is an emergency at which time the Vice Principal contacts the Chairperson of the Management Committee.
 - There is no signing authority for any financial transactions. There is no spending authority given even for small amounts. All financial matters are referred to the proper designated person[s]. In case of an emergency expenditure the Chairperson of the Management Committee is contacted for permission to regulate the emergency expenditure.
 - Does assume any responsibilities for any committee meetings and/or work according to the Principal directions.
 - Notes for all committee work is kept and explained to the Principal upon his/her return.
 - Correspondence may be sent in the name of the Principal.
 - Attends regular community meetings and reports to the Principal.
 - Does not have access to any personal files and financial records.
 - A person's served complaint has a specific time line, which must be respected, then the Vice Principal in consultation with the Chairperson of the Management Committee can begin the process of dealing with the complaint.
 - All proceedings are noted in a written report given to the Principal.
 - Can deal with employee legal documentation in consultation with the Chairperson of the Management Committee.

PURCHASE OF SERVICE CONTRACTS

POLICY:

A Purchase of Service Contract is a written agreement between Ullens School with an outside party, which may be a company, agency, and/or individual. Such an agreement must follow the Society's Vision Statement, Conflict of Interest Policies, Ethical Standards and financial obligations and limitations.

PROCEDURE:

- A Purchase of Service Contract provides the following information:
 1. The name of the service.
 2. The name of the person from which the service is being purchased.
 3. The period of time to contract covers.
 4. The financial agreement.
 5. Job description if appropriate.
 6. List of duties and responsibilities if appropriate.
 7. A termination clause.
 8. Any other information deemed necessary by the Principal/Vice-Principal in order to keep the Purchase of Service Contract clear and flexible.

CHANGING OF POLICIES

POLICY:

Policies are guideline for the efficient and effective delivery of educational services and for the common good of Ullens School. Policies may be changed at the specified review periods or when a need arises that causes the Ullens School Team to re-examine any particular policy.

PROCEDURE:

Process of Policy Change:

- Any member of the Ullens School's Team has the right to ask for a change in any policy be those in the Personnel or Operations.
- Any request by an individual no matter their position to change a policy must submit the form ADM FORM – 2.05.01 to the Principal. The Principal decides on the strength of the request if the policy needs to be discussed for possible changes.
- The process is as follows for **Personnel Policies**;
 - Policy Change Request is filled out and submitted to the Principal.
 - The policy changes are done only in committee through a collaborative effort during a committee meeting.
 - Changes to the Personnel Policies are presented at the Management Committee's regular meeting where it is discussed and moved for final approval.
 - The teachers/employees of Ullens School are then advised of the changes.
- The process is as follows for **Operational Policies**;
 - Policy Change Request is filled out and submitted to the Principal.
 - The policy changes are done only in committee through a collaborative effort during a committee meeting.
 - The revised policy is approved at the School Leadership Level
 - The teachers/employees are then advised of the changes.

Management Committee Members:

- Any Committee Member can request a policy change.

Board of Trustees:

- The Board of Trustees has authority to change and/or amend any policies that deal with financial matters either in committee as above or at a monthly meeting time.

- All revisions to financial policies must be approved by the Board of Trustees prior to their insertion into the appropriate policy manual.
- Documentation of Board approved policies will be noted in the Board of Trustee's .meeting minutes

Principal

The Management Committee authorizes the Principal] to amend operational policies as required to ensure effective and efficient operating of Ullens School.

- The Principal may request any policy changes to ensure effective and efficient operating of Ullens School but must follow the established policy change procedures.
- Operational policies can be amended/changed with the collaboration of Ullens School's teachers/employees and the Principal/Vice-Principal[s].

Employees:

- The employees may request of the Principal that a policy be amended and/or changed for the effective and efficient operation of Ullens School.

Note:

All changes to all policies will be noted on the bottom left hand corner of the document with the recording of a revision date to ensure that policies are current at all times.

CHANGING OF ADDRESS AND/OR TELEPHONE NUMBER

POLICY:

Each teacher/employee is responsible to keep Ullens School informed at all times of any changes in his/her names, telephone number, marital status or number of dependents, person to notify in case of emergency and how to contact them and name of personal physician. This information should be given to the Main Office. Such information is required for callback, benefit entitlement and other official communications.

When a teacher or an employee resigns from Ullens School, the employee is responsible to provide a forwarding address to Ullens School to ensure that any relevant documents can be forwarded.