

## Introduction

Lakeshore School Division has a long history of providing quality education to students.

This Manual of Administrative Regulations and Procedures has been developed to help Principals support the vision of the school division, while instituting meaningful change at the school level to meet the needs of students, teachers, and of the community population. These regulations and procedures are intended to enable the Superintendent/CEO, as the sole employee of the Board, to fulfill the mandate of public education while leading the school division toward achievement of its stated mission.

This Manual of Regulations and Procedures is to be used in conjunction with the Board Policy Manual of Lakeshore School Division. The procedures within this document reflect provincial legislation and priorities, as outlined in *The Public Schools Act*, *The Education Administration Act*, *The Safe Schools Charter*, *The Workplace Safety and Health Act*, and *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 Lakeshore School Division.

Underlying the administrative policies and procedures is the basic assumption that all employees of Lakeshore School Division will work towards achieving the mission of the school division.

The decisions, regulations and procedures reflected in this manual are authorized by the Lakeshore Board Policy Manual, in particular Executive Limitations Policies, EL – 1.1 – EL – 1.9.

## **Mission**

The Board desires a Division that is **inspiring all learners to be successful**. In this spirit, the following mission statement has been adopted:

**The Lakeshore School Division is committed to the delivery of quality education to all learners through the use of innovative instruction and curricula. We strive for excellence with a caring, dedicated staff who continue to develop strategies to meet the challenges of an ever-changing society. We will attain these goals by way of consultation, collaboration, and communication with partners in education...**

## **Vision**

- Inspiring all learners to be successful

Collective core values, which constitute the foundation for policy, guide the actions and activities of the Board and the Division:

## **Core Values**

- Decisions will consider the best interests of students as a primary guiding principle
- Decisions will reflect fiscal practicality and responsibility
- Decisions will be data-driven (planning process, prioritized decisions based on learner's needs)
- In order to achieve the above, innovation and creativity are encouraged
- Fairness
- Decisions will be developed through compromise and consensus

The actions and activities of the school division are guided by core beliefs:

## **Core Beliefs**

- We believe that all learners learn differently
- We believe that all learners want to learn
- We believe that all learners can learn
- We believe that all learners have a right to learn
- We believe that all learners learn best in a safe, secure, and culturally appropriate environment.