

Policy Title	Office Support - Schools		
Date of Issue	June 16, 1998	Related Procedure	
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan); November 19, 2013	Related Forms	
Review Date	November 1, 2018	Originator	Board of Trustees
References			

Policy:

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board's Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board is committed to ensuring student safety and to the continued development of partnerships with school and home.

2.0 POLICY

- 2.1 In order to ensure student safety, to enhance communication with parents and the community and to assist with the operation of the school, it is the policy of Bluewater District School Board to provide a basic complement of one full time (1.0 FTE) office professional for each school building in Bluewater District.
- 2.2 An additional complement for office support, based upon student enrolment and other factors, shall be provided for schools.
- 2.3 The Director of Education may authorize limited additional office assistance for schools during peak periods.