

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: CF</b></p>
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**SCHOOL BUILDING ADMINISTRATION**

Principals

Principals shall be responsible to the Superintendent for administering the general policies and programs of the school system as they apply to that particular school. The principal shall be responsible for the detailed organization of the school, for the assignment of duties to members of their staff, and for the supervision of the instructional program.

Requests for the after-school use of school facilities and specified items of equipment should be submitted to the office of the Secretary Treasurer on a form available at the office.

Assistant Principals

Assistant Principals shall be directly responsible to the Secretary Treasurer for the proper maintenance and cleanliness of the school buildings.

Feb/84,June/98