



Committee Meeting Agenda

February 14, 2018 – 6:30 p.m.

- 1. Call to Order**

- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda

- 3. Appointments**
 - 3.1 Sturgeon Heights School, Lord's Prayer Parent Survey, Mr. Jonathan Konrad, Principal, Sturgeon Heights School

- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – January 17, 2018

- 5. Presentations**

- 6. Reports from Senior Administration**

- 7. Reports from Trustees and Standing Committees**

- 7.1 Chair's Report
- 7.2 Trustees Report
- 7.3 Building & Maintenance
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 8.4 Labour Management Committee (Policy Review – CUPE)
- 8.5 Community Services Advisory Board

9. New Business

- 9.1 Policy Tracker
- 9.2 Policy E/IV/4 – Employee Absences

9.3 Policy F/I/4 – Copyright

9.4 Policy F/IV/1 – School Attendance Policy

9.5 Policy I/10 – Cell Phone Use

9.6 Sturgeon Heights School, Lord's Prayer Parent Survey

9.7 Camilla Replacement School Update

9.8 Draft Operational School Year Calendar, 2019 – 2020

9.9 Pride Parade

9.10 Sponsorship of ASCA (Alberta School Councils' Association)
Conference Fees for School Councils

10. Question Period

11. Unfinished Business

12. Information Items

13. Pending List

14. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on January 17, 2018

Roll Call

Present were Trustees: Mr. Terry Jewell (Chair); Mrs. Tasha Oatway-McLay (Vice Chair); Mr. Joe Dwyer; Mrs. Misty Featherly; Mrs. Liz Kohle; Mrs. Janine Pequin; Mr. Shane Sherwin; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support)

Call to Order

The Chair called the meeting to order at 6:41 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Oatway-McLay that the agenda be approved.

CARRIED 7/0

Appointments

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mr. Dwyer that the notes of December 13, 2017 be approved.

CARRIED 7/0

Presentations

- 5.1 Helen Jane Tarso, Military Family Resource Centre, School Liaison introduced herself to the Board.

Reports from Senior Administration

6.0 Senior Admin Report

Administration presented a verbal and written report on behalf of Senior Admin on the following:

- Organizational Health and Wellness
- VTRA (Violent Threat Risk Assessment) Training, April 19 & 20, 2018
- Field Trips

Reports from Trustees and Standing Committees

7.1 Chair's Report

Trustee Jewell reported that he attended:

- Landing Trail School Headstart/ECS Christmas Concert
- Redwater School Theatre Production
- Morinville Learning Centre Christmas brunch
- Sturgeon Learning Centre Christmas lunch

Planning for the recruitment for the new Superintendent has started.

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Christmas Concert
- Colony School Christmas Concert

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Morinville School Council Meeting
- ASBA (Alberta School Boards Association) Leadership Conference
- Indigenous Canada Course

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she will be attending:

- Bon Accord Community School Blanket Ceremony

Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- Morinville Learning Centre brunch
- Redwater School Theatre Production
- ASBA (Alberta School Boards Association) Leadership Conference

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Redwater School Theatre Production
- ASBA (Alberta School Boards Association) Leadership Conference

Trustee Sherwin (Sturgeon Valley/West St. Albert Area)

Trustee Sherwin reported that he attended:

- Prequalifying process for Four Winds Public School
- Community Services Advisory Board Meeting
- Sturgeon Heights School Christmas Concert
- Morinville Rotary Meeting

7.3 Building

A verbal report was provided on the following:

- Camilla School New Build Presentation
- Sturgeon Composite High School Modernization
- Future work on the board strategies to ensure that capital projects are successful

7.4 Finance & Human Resources

A Finance & Human Resources Committee meeting is scheduled for Wednesday, January 31, 2018.

7.5 Education Policy

A verbal report was provided on the following:

- Bill 24, An Act to support Gay-Straight Alliances
- Working on aligning Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights and Policy D/III/2 – Sexual Orientation, Gender Identity and Gender Expression with Bill 24

7.6 Advocacy

A verbal report was provided on the following:

- Advocacy Work Plan will be emailed to Trustees
- New Goals to include:
 - Conversation on student involvement with the Board
 - Setting up appointments with MLA's, County and Town Councils'
 - Board Meeting with Greater St. Albert Catholic Schools and St. Albert Public Schools

7.7 Transportation

A Transportation Committee meeting is scheduled for Wednesday, January 31, 2018.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

Alberta School Boards Association Zone 2/3 meeting is scheduled for January 19, 2018.

8.2 Public School Boards Association of Alberta

A verbal report was provided.

Public School Boards Association of Alberta President and Executive Director are scheduled to attend a meeting with the Board of Trustees on February 14, 2018.

Public School Boards Association of Alberta Council Meeting is scheduled for February 8 – 10, 2018.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

New Business

9.1 Policy Tracker

The Policy Tracker was received as information.

9.2 Policy B/III/4 - Communications

Moved by Mrs. Pequin that the Board of Trustees refer Policy B/III/4 – Communications to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.3 Policy B/IV/2 – Board-Staff Communication

Moved by Mr. Dwyer that the Board of Trustees refer Policy B/IV/2 – Board-Staff Communication to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.4 Policy B/IV/3 – Media and Public Relations

Moved by Mrs. Kohle that the Board of Trustees refer Policy B/IV/3 – Media and Public Relations to the January 31, 2018 Board Meeting to be rescinded.

CARRIED 7/0

9.5 Policy D/II/2 – School Operation in Emergency

Moved by Mrs. Featherley that the Board of Trustees refer Policy D/II/2 – School Operation in Emergency to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.6 Policy D/II/8 – School Buildings Alternative Utilization or Closure

Moved by Mrs. Kohle that the Board of Trustees refer Policy D/II/8 – School Buildings Alternative Utilization or Closure to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.7 Policy D/II/9 – School Inclement Weather

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy D/II/9 – School Inclement Weather to the January 31, 2018 Board Meeting to be rescinded.

CARRIED 7/0

9.8 Policy F/I/2 – Challenge of Learning Resources

Moved by Mrs. Pequin that the Board of Trustees refer Policy F/I/2 – Challenge of Learning Resources to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.9 Policy F/I/13 – Controversial Issues in Education

Moved by Mrs. Pequin that the Board of Trustees refer Policy F/I/3 – Controversial Issues in Education to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.10 Policy G/II/4 – Student Illness or Injury

Moved by Mrs. Oatway-McLay that the Board of Trustees receive Policy G/II/4 – Student Illness or Injury as information.

CARRIED 7/0

9.11 Policy G/II/8 – Crisis and Critical Incidents

Moved by Mrs. Pequin that the Board of Trustees refer Policy G/II/8 – Crisis and Critical Incidents to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.12 Policy I/3 – Inclement Weather

Moved by Mrs. Kohle that the Board of Trustees refer Policy I/3 – Inclement Weather to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.13 Policy I/10 – Cell Phone Use

Policy I/10 – Cell Phone Use is to be amended by Administration and referred back to the Board of Trustees.

9.14 Draft Operational School Year Calendar, 2018 -2019

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Draft Operational School Year Calendar, 2018 - 2019 to the January 31, 2018 Board Meeting.

CARRIED 7/0

9.14 Draft Operational School Year Calendar, 2019 -2020

Moved by Mr. Jewell that the Board of Trustees defer the Draft Operational School Year Calendar, 2019 - 2020 to the February 14, 2018 Committee of the Whole Meeting.

CARRIED 7/0

Question Period**Unfinished Business****Information Items**

Pending List

Adjournment

The meeting adjourned 8:22 p.m.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Board Meetings.**



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Senior Administration
Subject: Seniors' Report

Blanket Exercises for Primary Grades

The blanket exercise for primary grades follows the same format as other blanket exercises, with some modifications made to make the content developmentally appropriate for younger students. The script was written and developed by a teacher and the blanket exercise is facilitated by the same organization that facilitates blanket exercises in our division; the Heritage Museum staff, specifically Sharon Morin and her team. At this time, one school is piloting blanket exercises for primary grades and we are eagerly awaiting feedback to determine if this grade appropriate exercise would be expanded to other schools.

Recruitment Video – Why would you want to work for SPSD?

Human Resources is working on a new recruitment and selection process for teachers which involves a performance interview component that allows principals an opportunity to see candidates teach before they are offered a position. Part of this plan adds an additional step in the selection process where candidates will respond to a series of one-way digital interview questions before being invited to the school to teach a lesson. The recruitment competition with other school jurisdictions has always been present as we all look for the same teaching *Rock Stars*. We find most of our candidates apply for not only SPSD, but many other school divisions that make up the Edmonton Metropolitan and area communities. In an effort to stand out and communicate to teachers why they may want to join our team, we have created a recruitment video. This draft video is currently on our [SPSD HR YouTube Channel](#) for your review. It can also be found at <https://youtu.be/gCvy9IFP8KU> or search *Sturgeon Recruitment* and select the first video option.

You will note that we highlight some key areas that help SPSD stand out from the crowd. These highlights include our focus on safe and caring learning environments, inclusive education excellence and the values we use when making key decisions. We hope you enjoy this funny and informative video!



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

Board Policy F/II/2, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

Overnight:

Camilla School

March 1-2, 2018 12 junior high students to Camp Nakamun for Band Camp.

Gibbons School

March 1-2, 2018 22 junior high students to Camp Nakamun for Band Camp.

Lilian Schick School

March 1-2, 2018 19 junior high students to Camp Nakamun for Band Camp.

Namao School

March 1-2, 2018 25 junior high students to Camp Nakamun for Band Camp.



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: Policy Tracker

Background:

Attached for Trustee information is the 2017 – 2018 SY Policy Tracker.



POLICY TRACKER (School Year 2017-2018)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
August-17							
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bidg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M				
September-17							
I/1	Student Transportation Services	2017-Sept-13	Ref. from Aug. 23/17 PB				Approved 2017-Sept-27
October-17							
November-17							
D/II/11	Agencies Interviewing Students at School	2017-Nov-8					Rescinded 2017-Nov-22
E/II/2	Trustee Renumeration and Expense Reimbursement	2017-Nov-8	Forwarded to Brd Retreat Jan 2018				Approved 2017-Nov-22
F/II/05	Healthy School Communities	2017-Nov-8					Approved 2017-Nov-23
G/II/05	Child Abuse and Neglect Prevention	2017-Nov-8					Approved 2017-Nov-23
December-17							
January-18							
B/III/4	Communications	2018-Jan-17					Approved 2017-Jan-31
B/IV/2	Board-Staff Communication	2018-Jan-17					Approved 2017-Jan-31
B/IV/3	Media and Public Relations	2018-Jan-17					Rescinded 2017-Jan-31



POLICY TRACKER (School Year 2017-2018)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve	
							COW
January-18 cont'd							
D/II/02	School Operarftion in Emergency	2018-Jan-17	Ref. from Mar 22/17 PB			Approved 2017-Jan-31	
D/II/08	School Buildings Alternative Utilization or Closure	2018-Jan-17	Ref. from Mar 22/17 PB			Approved 2017-Jan-31	
D/II/09	School Inclement Weather Policy	2018-Jan-17	Ref. from Mar 22/17 PB			Rescinded 2017-Jan-31	
F/II/02	Challenge of Learning Resources	2018-Jan-17	Ed Policy 2017-Sept.			Approved 2017-Jan-31	
F/II/13	Controversial Issues in Education	2018-Jan-17				Approved 2017-Jan-31	
G/II/08	Crisis and Critical Incidents	2018-Jan-17				Approved 2017-Jan-31	
I/03	Inclement Weather	2018-Jan-17	Ref. from Mar 22/17 PB			Approved 2017-Jan-31	
I/10	Cell Phone Use	2018-Jan-17				Approved 2017-Jan-31	
February-18							
E/IV/3	Employee Absences	2018-Feb-14					
F/II/4	Copyright	2018-Feb-14					
F/IV/1	School Attendance Policy	2018-Feb-14					
March-18							
D/III/1	Equity, Diversity Inclusion and Human Rights	2018-Mar-14					
D/III/2	Sexual Orientation, Gender Identity and Gender Expression	2018-Mar-14					
E/IV/4	Alcohol and Substances in the Workplace	2018-Mar-14					



Committee of the Whole Memorandum

Date: February 14, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent, Human Resources and Leadership Support

Subject: Policy E/IV/4 – Employee Absences

Background:

Attached for Trustee review is Policy E/IV/4 – Employee Absences. This policy with new suggested revisions are provided for Trustee consideration.

An associated Admin Practice Human Resources Management 24 – Staff Absences was not previously attached to a policy. It has been renamed Human Resources Management 24 – Employee Absences with a complete rewrite by Senior Administration. HRM 24 has been attached in its revised form for Trustee information.

Recommendation:

That the Committee of the Whole review Policy E/IV/4 – Employee Absences Copyright and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board has the right to expect employees will attend work regularly and that they fulfill the services they were hired to provide.
- 1.2 Employees have a responsibility to consistently attend work and diligently fulfill the responsibilities of their position.
- 1.3 Where circumstance arise, the Board recognizes the responsibility of the employee to report such absences in accordance with established administrative practice and employment agreement provisions.

*NEW POLICY

References: *Admin Practice(s): Human Resources Management 24 – Employee Absences*



HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences



Date: November 14, 2003 Revised Date: Responsible Administrator:–Associate Superintendent; Human Resources & Leadership Support

1.0 RATIONALE

All **staffemployees** are required to be present according to the terms of their Collective Agreement, General Employment Conditions, or their individual contract.

2.0 PROCESS

The Associate Superintendent, Human Resources and Leadership Support is responsible for maintaining a process for managing **staffemployee** absences.

3.0 GUIDELINES

Reporting Absences

3.1 The Board requires that all **staffemployee** absences be reported.

3.2 All **staff** absences shall be reported ~~on~~ accurately by employees in the ~~appropriate form~~ provided by the Division Human Resources Information System (HRIS) and verified by the principal or appropriate supervisor ~~as noted below~~.

3.2.1 ~~Any teacher employee absence, allowed~~ When it is evident that an employee is unable to be at the workplace for an operational day, they shall enter the absence into the HRIS before 6:30 a.m. and to ensure arrangements can be made to provide a replacement if required.

3.2.2 Emergency absences that occur after 6:30 a.m. require employees to contact their principal/supervisor as soon as possible and to enter the absence into the HRIS.

3.3 Principals/supervisors shall verify employee absences weekly through the HRIS..

References: *Collective Agreement, E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
Sturgeon Public School Division Guide to Growth and Supervision



HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator:– Associate Superintendent; Human Resources & Leadership Support

- ~~3.3.4 Principals shall communicate their absences to the Superintendent according to leaves provided within the terms of the ATA Collective Agreement, shall be reported on the Leave Application Approval Form.~~
- ~~3.3.1 Any CUPE, General Employment Conditions, individual contract employee absence, allowed Vice Principals shall communicate their absences attached to a holiday or long weekend with the Associate Superintendent of Human Resources and Leadership Support according to leaves provided within the CUPE Collective Agreement, the General Employment Conditions, and individual contracts, shall be reported on the employee's timesheet.~~
- ~~3.3.2 Any temporary absence from the teacher or administrator regular worksite within the school day shall be reported to the principal or designate.~~
- ~~3.4.3.5 Principal absences, allowed within the terms of the ATA Collective Agreement, shall be verified by the Associate Superintendent, Human Resources.~~
- ~~3.5.3.6 When Employees with advance notice of a staff member knows they will be absent for a scheduled leave shall report the absence(s) at minimum three (3) working days beforehand. Absences with advance notice include, but are not limited to, professional development, medical, conference, etc., a minimum of three (3) working days notice is expected appointments and meetings.~~
- 3.7 ~~When emergencies~~ Employees should make all best efforts to schedule routine medical/dental appointments to avoid disruptions to assigned duties.
- 3.8 Teachers and other salaried employees shall enter absences in the HRIS according to half or full days.
- 3.9 Hourly paid employees shall enter absences in the HRIS based on actual time absent from work and sensitive to the nearest 30-minute increment.

References: *Collective Agreement, E/IV/4 – Employee Absences
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
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HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator:–Associate Superintendent; Human Resources & Leadership Support

3.63.10 If emergency absences arise, the Associate Superintendent, of Human Resources and Leadership Support and principal/supervisor shall be telephoned contacted as far in advance as possible.

Replacement Plans

3.11 Support Staff and General Pay Plan employees shall provide a routine plan to a replacement that must include important safety information, work routines, timetable and a description of duties.

3.12 Teachers shall provide lesson plans on days they are absent so productive work may be continued with the substitute. –continue with the substitute teacher. Lesson plans should be prepared for absences of up to five (5) days. All lesson plans shall include the following information:

- 3.12.1 Timetable: Include bell times, period changes, dismissal time, and support staff schedule in the classroom if applicable.
- 3.12.2 Room locations: Provide room numbers and times aligned with the timetable.
- 3.12.3 Resources: Provide location of photocopier(s)/printers and other applicable materials along with guest login information if required.
- 3.12.4 Supervision: Provide a copy of the supervision schedule.
- 3.12.5 Lesson design: Provide copies of the lesson design for the classes the substitute teacher will be responsible for teaching.
- 3.12.6 Class list: Provide copies of the class list(s).
- 3.12.7 Seating plans: Provide a copy of seating plan(s) if applicable.
- 3.12.8 Safety: Provide relevant school and classroom information to support fire evacuation and/or lock down.

References: *Collective Agreement, E/IV/4 – Employee Absences
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
Sturgeon Public School Division Guide to Growth and Supervision*



HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator:—Associate Superintendent; Human Resources & Leadership Support

- 3.12.9 Medical needs: Provide information on student medical alerts including student name, medical consideration/fragility, contact name and number (especially if sub has no access to student information system).
- 3.12.10 Discipline needs: Provide information on special discipline alerts including student name, student discipline considerations, parent/guardian contact name and number (especially if sub has no access to student information system). Special consideration for providing a substitute teacher with a copy of a behaviour plan if applicable.
- 3.12.11 Inclusive Education needs: Provide a list of students identified with inclusive education needs and provide instructions for the sub to access Individual Program Plan(s) and/or Learning Plan(s).
- 3.12.12 Routines: Provide a description of routines including opening of the day, attendance, announcements, agendas, classroom incentives, list of privileges the substitute teacher can provide to students and end of the day description.
- 3.12.13 Other: Provide other important information applicable to classroom routines, including but not limited to, volunteers, school events, job sharing details and student teacher specifics.
- 3.12.14 Confidentiality: Plan for substitute teacher will clearly read – “Confidential information – not to be copied or removed from the school premises. This plan is property of the school”.
- 3.13 Schools may collaborate on a package of information that is attached to teacher lesson plans which satisfy some of the relevant replacement plan requirements in 3.12.
- 3.14 Teachers shall prepare in advance an emergency plan which will include lesson plan information for emergency absences of up to 1 (one) day. These plans shall be submitted to the school principal within 10 (ten) working days of the operational school year starting.

References: *Collective Agreement, E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
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HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator:–Associate Superintendent; Human Resources & Leadership Support

3.14.1 High school teachers on a semester schedule shall submit emergency plans within 10 (ten) working days of school start for each semester.

3.14.2 New teachers and other teachers with modifications to their schedule due to assignment changes or semester changes shall submit an emergency plan within 10 (ten) working days of a new assignment or schedule modification.

~~3.7.3.15~~ Teachers in specialized laboratories (Home Economics, Industrial Education, Business Education, etc.) must classes (including but not limited to music and CTS) shall provide 2 (two) sets of lesson plans for which include theory work (i.e. research, tests, exercises) so students may be productively occupied under the direction of and plans for the substitute teacher to continue with the regular program. Qualified substitutes may continue the regular program work with the approval of the principal.

Attendance Management

3.16 Principals/supervisors shall discuss the importance of consistent attendance at the beginning of each school year with all employees.

3.17 Principals/supervisors shall ensure all employees are aware of the availability of the Employee and Family Assistance Program (EFAP).

3.18 Attendance concerns may be identified by a principal/supervisor or by Human Resources.

3.19 The principal/supervisor will bring the attendance concern to the attention of the employee during an initial coaching meeting. This initial coaching meeting is ~~evident~~ supportive and is not intended to be disciplinary.

3.19.1 Describe with the employee the impact their absences have had on the workplace and students.

3.19.2 Provide support and identify services that ~~a~~ are available to the employee, including but not limited to, the Employee and Family Assistance Program,

References: *Collective Agreement, E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – Staff Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator:—Associate Superintendent; Human Resources & Leadership Support

Alberta School Employee Benefit Plan and the division's Human Resources Department.

- 3.19.3 The initial coaching meeting shall include a summary note of the discussion, shared with the teacher ~~is unable to be at school and kept by the principal for an operational day, he/she shall contact the centralized Substitute Services before 6:30 a.m.~~ a full school year.
- 3.19.4 If attendance does not show improvement, a follow-up coaching meeting shall be held to review the items discussed in ~~order~~ the initial coaching meeting. The principal/supervisor and employee will determine together other supports or strategies that ~~arrangements can be made for engaging a substitute~~ may serve to improve attendance.
- 3.19.5 The follow-up coaching meeting shall include a written letter summarizing the discussion with a copy of the letter shared with the teacher and a copy kept by the principal for a full school year.
- 3.20 If attendance continues to be a concern, the Associate Superintendent of Human Resources and Leadership support shall schedule a verification meeting with the employee and the principal/supervisor.
 - 3.20.1 The Associate Superintendent of Human Resources and Leadership Support will review the strategies discussed and completed thus far in the attendance management process.
 - 3.20.2 Human Resources may request employees provide medical verification of absences and medical confirmation of their inability to maintain regular work attendance.
 - 3.20.3 Human Resources may request the completion of an Independent Medical Examination (IME) by a physician named or approved by the employer as

References: *Collective Agreement, E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – StaffEmployee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

additional verification the employee is unable to maintain regular work attendance.

- 3.20.4 The Associate Superintendent of Human Resources shall include a written letter summarizing the verification meeting.

Culpable Absences

3.21 By definition, culpable absences are absences within the employee's ability to control.

3.22 Where early intervention of attendance concerns is ineffective and where absenteeism is deemed to be culpable, a process involving discipline is the appropriate response.

Non-Culpable Absences

3.23 By definition, non-culpable absenteeism is not the employee's fault. These absences usually relate to illness or injury and include concerns that the employee cannot control.

3.24 Where attendance issues have been identified as non-culpable absences, the employer will take into consideration a number of factors in determining an appropriate accommodation for the delivery of lesson plans, etc. All substitute teachers shall be engaged through the centralized substitute an employee. Accommodation considerations for employees will include, but are not limited, to the following factors:

3.24.1 Disruption to student learning;

3.24.2 financial costs associated with the accommodation;

~~3.7.1~~ 3.24.3 interruption to operations and/or provisions of service;

3.24.4 threat to the health and safety of the employee, colleagues and students;

3.24.5 capacity of facilities for successful accommodation, and

3.22.6 the impact on an applicable Collective or Labour agreement.

References: *Collective Agreement, E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy F/I/4 – Copyright

Background:

Attached for Trustee review is Policy F/I/4 – Copyright. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Educational Services 19 – Copyright with suggested revisions is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy F/I/4 – Copyright and advise Senior Administration accordingly.

1.0 POLICY

- 1.1 The Board believes in the rights of creators and expects employees to be aware of and uphold these rights as required by the Copyright Act.
- 1.2 The Board recognizes the need for students and teachers to have access to a wide range of educational resources.
- ~~1.3 The Board believes that limits should be established whereby employees may copy and distribute copyrighted materials.~~
- 1.4 ~~1.3~~ The Board will not accept responsibility for any employee or student of the Division who wilfully and knowingly contravenes the Copyright Act.

~~2.0~~ GUIDELINES

- ~~2.1 Works covered by copyright may only be reproduced for central office, class or school use with oral or written permission from the copyright owner or if such works are covered by the license entered into with CanCopy on behalf of the Division by Alberta Education.~~
- ~~2.2 The Division may copyright any works produced at the discretion of the Board. The Superintendent, on behalf of the Board, may enter into agreements or grant right to reproduce work copyrighted by the Division under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgement to the authors.~~
- ~~2.3 In the absence of an agreement to the contrary, the Division owns the copyright of works created by employees in the normal course of their duties.~~
- ~~2.4 Students own the copyright on anything that they create and parental permission to reproduce their work must be obtained if the student is under the age of 18. Student permission is required if the student is 18 or over.~~

3.0 PROCEDURES

References: *Admin Practice(s): ES 19 - Copyright*
School Act:
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act

- ~~3.1 The Board will allocate funds in the Annual Budget for provision of learning resources and for the payment of copyright permission. Notwithstanding, schools may enter into other copyright licence agreements subject to school funds being available.~~
- ~~3.2 The school principal is responsible for ensuring that all employees are aware of the Copyright Act and the CanCopy Agreement.~~
- ~~3.3 Employees may reproduce works that are in the “Public Domain”.~~
- ~~3.4 If it is necessary for an employee to make multiple copies of an item:~~
- ~~3.4.1 Check the work for copying privileges the publisher may grant.~~
- ~~3.4.2 Check the CanCopy list of what is permitted.~~
- ~~3.4.3 If the item is included in the exclusions list or is out of print, contact the copyright owner by phone and in writing for permission to reproduce.~~
- ~~3.4.4 If verbal permission to reproduce copyrighted material is granted indicate grantor, time and date on your copy of the letter. If verbal permission is granted, materials may be used immediately.~~
- ~~3.4.5 If a fee to reproduce materials is required, arrangements will be confirmed with the principal before proceeding with duplication.~~
- ~~3.5 Each school will have on file permission from parents/guardians for any student under 18 years, to video and/or audio record their children and, to display any student work outside the school for educational, non profit use. A permission form from the student will be required if the student is 18 years or older.~~
- ~~3.6 The Superintendent may appoint a committee to review copyright practices and will continue to provide updated information to schools.~~

References: *Admin Practice(s): ES 19 - Copyright
School Act:
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act*



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018 Responsible Administrator: ~~Secretary-Treasurer~~
Associate Superintendent, Education Services

1.0 RATIONALE

~~This Administrative Practice supports Policy F/I/18 Copyright.~~ The Fair Dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. The following guidelines apply to Fair Dealing in K-12 schools and provide reasonable safeguards for the owners of the copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

2.0 PROCESS

2.1 The school principal is responsible for ensuring that all ~~employees~~ staff and students are aware of the Copyright Act ~~and the CanCopy Agreement~~ and the Fair Dealing Guidelines.

Information regarding digital copyright can be found at: www.cmec.ca, The Council of Ministers of Education, Canada (CMEC).

Teachers are to be familiar with the document “Copyright Matters” which is available at: www.cmec.ca.

To qualify for Fair Dealing, two tests must be passed:

2.1.1 First Test: the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody.
Educational use of a copyright-protected work passes the first test.

2.1.2 Second Test: the dealing must be “fair”. In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools.

References: *Board Policy: F/I/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018 Responsible Administrator: ~~Secretary-Treasurer~~
Associate Superintendent, Education Services

3.0 FAIR DEALING GUIDELINES

3.1 Teachers and staff members may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.

3.2 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism, or review are to mention the source and, if given in the source, the name of the author or creator of the work.

3.3 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:

3.3.1 As a class handout;

3.3.2 As a posting to a learning- or course-management system that is password protected or otherwise restricted to students;

3.3.3 As part of a course pack.

4.0 A short excerpt means:

4.1 Up to ten percent (10%) of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);

4.1.1 One (1) chapter from a book;

4.1.2 A single article from a periodical;

4.1.3 An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;

4.1.4 An entire newspaper article or page;

References: *Board Policy: F/1/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018 Responsible Administrator: ~~Secretary-Treasurer~~
Associate Superintendent, Education Services

- 4.1.5 An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
- 4.1.6 An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
- 5.0 Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work, is prohibited.
- 6.0 Staff may reproduce works that are in the "Public Domain". When the work is reprinted in a new edition, only the original text is in the "public domain".
- 7.0 Copying or communicating that exceeds the limits in these Fair Dealing Guidelines will be referred to a supervisor or other person designated by the Associate Superintendent, Education Services, for evaluation. An evaluation of whether the proposed copying or communication is permitted under Fair Dealing will be made based on all relevant circumstances.
- 8.0 Any fee charged by the Division for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the Division, including overhead costs.
- 9.0 The following applies to Video Resources - Public Performance Rights
- 9.1.1 Video programs and feature film rentals with public performance rights may only be shown in schools or at Division functions if a site license that covers these titles has been obtained from the distributor.
- 9.1.2 Site licenses can be obtained from Visual Education Center (VEC) and/or Audio Cine Films (ACF).

References: *Board Policy: F/1/4 -- Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018 Responsible Administrator: ~~Secretary-Treasurer~~
Associate Superintendent, Education Services

- 10.0** The Fair Dealing Guidelines are to be posted above each multi-function or photocopying device.
- 11.0** Use of copyrighted materials that do not fall under the Fair Dealing Guidelines is not permitted without the approval of the Associate Superintendent, Education Services. Where school staff or students wish to use copyrighted materials, they must:
- 11.1** Obtain permission to copy from the copyright holder; and
- 11.2** Where requested, a royalty must be paid to the copyright holder.
- 12.0** Employee Work
- 12.1.1** The Superintendent or designate may enter into an agreement with others to produce, in part or in whole, a work for the Division. This agreement will specifically address copyright of the work produced.
- 12.1.2** The Division may enter into an agreement with a private publisher to publish Division material for sale and distribution.
- 12.1.3** The Division owns copyright of all works produced by employees as a part of their employment.
- 13.0** Student Work
- 13.1.1** Students own the copyright to everything they create. Parent/guardian permission to reproduce student work will be obtained if the student is under 16 years of age. Students 16 years of age and over may provide permission for their own work to be reproduced.
- 13.1.2** Permission is not required to display student work within the school.
- 13.1.3** Permission is not required to display student work outside the school at such sites as Teachers' Conventions, conferences, public libraries or Division Office, provided the student's name is not visible on the work. If the student's name is visible, FOIP considerations apply.

References: *Board Policy: F//4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018 Responsible Administrator: ~~Secretary-Treasurer~~
Associate Superintendent, Education Services

- 13.1.4 At the time of registration, the Principal will collect and file permission from parents/guardians/students to record and/or tape their children for possible performance.
- 13.1.5 Photographs taken by students for school publications with equipment and supplies provided by the school will be deemed to be the property of the school.
- ~~2.2 Employees may reproduce works that are in the “Public Domain”.~~
- ~~2.3 If it is necessary for an employee to make multiple copies of an item:~~
- ~~2.3.1 Check the work for copying privileges the publisher may grant.~~
- ~~2.3.2 Check the CanCopy list of what is permitted.~~
- ~~2.4 If the item is included in the exclusions list or is out of print, contact the copyright owner by phone and in writing for permission to reproduce.~~
- ~~2.5 If verbal permission to reproduce copyrighted material is granted indicate grantor, time and date on your copy of the letter. If verbal permission is granted, materials may be used immediately.~~
- ~~2.6 If a fee to reproduce materials is required, arrangements will be confirmed with the principal before proceeding with duplication.~~
- ~~2.7 Each school will have on file permission from parents/guardians for any student under 18 years, to video and/or audio record their children and, to display any student work outside the school for educational, non profit use. A permission form from the student will be required if the student is 18 years or older.~~
- ~~2.8 The Superintendent/designate may appoint a committee to review copyright practices. The committee will continue to provide updated information to schools.~~

References: *Board Policy: F/1/4 – Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act



Copyright Release Form

I hereby grant permission to _____
Name of School/Individual

on behalf of my child(ren) _____ to
Name(s) of Student(s)

(please check appropriate boxes):

- record and tape my child(ren);
- display any of my child(ren)'s work; and
- reproduce any of my child(ren)'s work.

For non-profit, educational purposes, I understand the production(s) work(s) may be shown at education displays during open house, inservice sessions and other school related activities at school or school board sites or at school board sponsored displays in the community, or used in a school publication.

Signed this _____ day of _____,

Signature of Student if 18 Years or Older or
Independent Student

Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Thomas Holmes, FOIPP Coordinator at 780-939-4341 or Thomas.Holmes@sturgeon.ab.ca

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student.



Freedom of Information and
Protection of Privacy Provisions

Consent to Disclose Student's Personal Information

This consent form is to be completed in the following circumstances.

- When photos and/or videos are taken, at non-public events, by the media or an outside organization or when interviews are undertaken where individual students are identified by name or face.
- When photos and/or videos are taken by a Board employee where individual students are identified by name or face and the material is to be used for purposes outside the school system.
- When photos are placed on a web site on the Internet for promotions and report purposes (i.e. School Newsletters). It is understood that the picture may be used in conjunction with the first name of the student.

I hereby give consent for _____
Name of Student

to be: Interviewed Videotaped Photographed Tape recorded

by the local newspapers/media personnel for the purpose of recognizing students at events sponsored by the school (including sport activities, academic achievements, musical performances, Open House).

I hereby release, discharge and agree to save harmless Sturgeon Public School Division, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, whether intentional or otherwise, that may occur or be produced in taking of said pictures or in any processing tending towards the completion of the finished product.

Date

Signature of Student if 18 Years or
Older or Independent Student

Signature of Parent/Legal Guardian

I hereby give consent for my child's picture and name to be used on the Sturgeon Public School Division or the individual School's web site on the Internet.

Date

Signature of Student if 18 Years or
Older or Independent Student

Signature of Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Thomas Holmes, FOIPP Coordinator at 780-939-4341 or Thomas.Holmes@sturgeon.ab.ca.

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student @ www.qp.alberta.ca.



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy F/IV/1 – School Attendance Policy

Background:

Attached for Trustee review is Policy F/IV/1 – School Attendance Policy. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Educational Services 16 – Student Attendance at School with suggested revisions is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy F/IV/1 – School Attendance Policy and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that students enrolled in school should attend on a regular basis.
- 1.2 The Board believes that regular attendance ~~contributes to optimum academic achievement for individual students and to the general well-being of the school at large~~ **is a significant contributing factor to student learning.**
- 1.3 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

~~2.0 GUIDELINES~~

- ~~2.1 The Board delegates to the Superintendent the responsibility to establish operational procedures for administration of this policy~~

References: *Admin Practice(s): ES 16 - Student Attendance at School*
School Act: Sections 12(b), 13, 14, 15, 60(3)(b), 126-130



EDUCATIONAL SERVICES 16 – Student Attendance at School

Date: Mar. 10, 2010 Revised: **January 22, 2018**

Responsible Administrator:
Associate Superintendent; **Student Education Services**

1.0 RATIONALE

Regular school attendance ~~contributes to optimum academic achievement for individual students~~ **is a significant contributing factor to student learning.**

2.0 PROCESS

The Associate Superintendent, **Student Education Services**, is responsible for administering this Administrative Practice.

3.0 GUIDELINES

3.1 The principal shall ~~advise students and parents/guardians of this administrative practice on an annual basis by September 15th of each school year~~ **reference the importance of regular attendance in student/parent/guardian and teacher communications.**

3.2 The principal and staff shall encourage students to attend school on a regular basis and shall report student attendance to parents/guardians as outlined in these guidelines.

3.3 The parent/guardian shall be asked to advise the school if the student will not be in attendance on any given day.

3.4 If the school does not receive notice from the parent/guardian concerning a student's absence as required in 3.3 above, the school shall attempt to contact the parent/guardian and advise them of the student's absence.

3.5 Schools shall **maintain accurate and timely records for student attendance and ensure these are available to parents/guardians through PowerSchool.** ~~devise appropriate mechanisms to report student attendance to parents/guardians as required in these guidelines.~~

3.6 ~~A student at school, who refuses to attend classes after being directed to do so by a staff member, may be suspended from school as provided for in The School Act, the Board's policy on Student Conduct and the school's code of conduct.~~

3.76 The school shall send an attendance report on a student to the parent/guardian if, in the opinion of the staff and school administration, a student's achievement is being adversely

References: *Board Policy: F/IV/1 School Attendance Policy*
*School Act: Sections ~~12(b), 13, 14, 15, 60(3)(b)~~ **126, 127, 128, 129, 130***
Alberta Education Guide to Education: ECS to Grade 12, pp. 9-10

EDUCATIONAL SERVICES 16 – Student Attendance at School



Date: Mar. 10, 2010 Revised: **January 22, 2018**

Responsible Administrator:
Associate Superintendent; **Student Education Services**

affected by lack of attendance. The school may request a meeting of school personnel, the student, and/or the parent/guardian, to discuss the student's attendance.

- 3.87 Notwithstanding Section 3.76 of these guidelines, elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.
- 3.98 Notwithstanding Section 3.76 of these guidelines, senior high schools shall communicate with the student and parent/guardian regarding a student's attendance after ten (10) or more cumulative unexcused absences for all courses have been recorded.
- 3.409 If lack of attendance persists, following reasonable efforts by the school to remedy same, the principal shall contact the ~~Board's Attendance Officer~~ **Associate Superintendent, Education Services or designate**, who may institute proceedings as provided for in the **School Act** statute.

DRAFT

References: *Board Policy: F/IV/1 School Attendance Policy*
*School Act: Sections ~~12(b), 13, 14, 15, 60(3)(b)~~ **126, 127, 128, 129, 130***
Alberta Education Guide to Education: ECS to Grade 12, pp. 9-10



Committee of the Whole Memorandum

Date: February 14, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Policy I/10 – Cell Phone Use

Background:

Attached for Trustee review is a copy of Policy I/10 – Cell Phone Use. Senior Administration is recommending an expansion of the current policy to include transportation safety concerns and effective instruction for all students. Administration is recommending a move of this policy to Human Resources under Personnel E/IV/3 – Cell Phone Use.

Administration has also included changes to Administration 16 – Cell Phone Use. This Administrative Practice would be renamed Human Resources Management 4 – Cell Phone Use.

Recommendation:

That the Committee of the Whole review Policy I/10 – Cell Phone Use and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board of Trustees believes that the safety of students and employees is a division priority.
- 1.2 The Board of Trustees believes that division employees can more effectively contribute to the workplace by limiting the personal use of a cell phone during assigned duties.
- 1.3 The Board requires administration to implement administrative practices that promote student and employee safety along with the encouragement of effective instruction for all students through the appropriate use of cell phones by employees.
- ~~1.1 The Board of Trustees believes that the safety of students and staff is a division priority. The Board requires the administration to implement regulations that promote student safety and protection for the students, staff, volunteer helpers, and the Division.~~

~~2.0 GUIDELINES~~

- ~~2.1 The use of cell phones in any vehicle, the Division owns or leases, is prohibited when the vehicle is in motion.~~
- ~~2.2 Bus drivers use of cell phones, in school buses contracted by the Division are to be used for emergency situations only. The bus must be at a complete stop in a safe location prior to activation of any cell phone.~~
 - ~~2.2.1 The Director of Transportation is delegated the responsibility and authority to establish and monitor operational procedures for all school buses as required.~~

References: *Admin Practice(s): Administration 16 HRM 4 – Cell Phone Use*
School Act:
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

Date: March 16, 2007 Revised: ~~November~~ February 2018~~2013~~ Responsible Administrator: Associate Superintendent of Human Resources and Leadership Support ~~Manager, Transportation Services~~

1.0 RATIONALE

- 1.1 The Division has an obligation to provide a safe environment ~~in all capacities~~ for students and employees.
- 1.2 The Division has a responsibility to ensure employee personal cell phone use during all assigned duties does not interfere with social and instructional outcomes for students.

2.0 PROCESS

The Associate Superintendent of Human Resources and Leadership Support shall maintain this Administrative Practice. ~~The Manager, Transportation Services shall maintain this Administrative Practice.~~

3.0 GUIDELINES

School Bus Transportation

- 3.1 ~~The use of a cell phone without a hands free device, at any time any vehicle is in motion and operated by a Sturgeon employee, is prohibited for all Sturgeon employees during hours of operation. "Hours of operation" means any time an employee is engaged in division responsibilities.~~
- 3.21 In school buses owned or contracted by the Division ~~or in other vehicles during the transportation of students~~, cell phones are to be used for emergency situations only. The bus driver must be at a complete stop, and in a safe location, prior to ~~any activation by the driver of any~~ cell phone use.
- 3.32 The Manager of Transportation is delegated the responsibility and authority to establish and monitor operational procedures for all school buses as required.
- 3.3 In the instance of a breach of any of these guidelines, the following may occur:
 - 3.3.1 Upon investigating the first offence, a written warning may be issued and operator suspension for his/her duties for five (5) operational school days by the Manager of Transportation.

References: *Board Policy(s): E/IV/3/40 – Cell Phone Use*
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

Date: March 16, 2007 Revised: ~~November~~ February 2018/2013 Responsible Administrator: Associate Superintendent of Human Resources and Leadership Support ~~Manager, Transportation Services~~

3.3.2 Additional offences may result in termination.

Staff Transport of Students

3.4 Cell phones are to be used for emergency situations only. Any employee transporting students must be at a complete stop, and in a safe location, prior to any cell phone use.

3.5 School Administration shall be responsible for communicating cell phone use expectations for the transportation of students to school employees.

3.6 In the instance of a breach of any of these procedures, the following may occur:

3.6.1 Upon investigating the first offense, an employee may be issued a written warning and will comply with completing a distracted safety course.

3.6.2 Upon investigating on the second offense, an employee may be issued a letter of reprimand and the employee may be denied the privilege of transporting students for one (1) full operational school year.

3.6.2 Additional offences may result in further disciplinary action.

Other Assigned Duties

3.7 During all assigned duties, employees will make every effort to refrain from using their cell phone for non-emergent situations while driving. In emergent situations, the employee will either come to a complete stop before using their cell phone, or utilize a hands free device, to safely use their cell phone.

3.8 While the Division recognizes that employees can accomplish a significant number of work tasks using their personal cell phone, every employee shall refrain from using their personal cell phone for personal use during assigned duties.

3.9 Employees who anticipate the need to respond to their personal cell phone during assigned duties should discuss this need with their school principal/direct supervisor. These exceptions should be temporary and for emergent situations.

3.10 In the instance of a breach of any of these guidelines, the following may occur:

References: *Board Policy(s): E/IV/3/40 – Cell Phone Use*
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

Date: March 16, 2007 **Revised:** ~~November~~ February 2018/2019 **Responsible Administrator:** Associate Superintendent of Human Resources and Leadership Support **Manager, Transportation Services**

3.10.1 Upon the first offense, an employee may receive a verbal warning issued by a principal/direct supervisor.

3.10.2 Upon investigating the second offense, a written warning may be issued by the school principal/direct supervisor.

3.10.3 Additional offenses will be forwarded to the Associate Superintendent of Human Resources and Leadership Support for further investigation.

References: *Board Policy(s): E/IV/3/40 – Cell Phone Use*
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: The Lord's Prayer – Sturgeon Heights School

Background:

Mr. Jonathon Konrad, Principal of Sturgeon Heights School, has requested the Board's consideration for a change to the junior high recitation of The Lord's Prayer during early morning opening exercises. This request is in conjunction with Mr. Konrad's presentation at this evening's Committee of the Whole meeting.

As background, Mr. Konrad first began the discussion relative to the recitation of The Lord's Prayer during SY 2016-2017 and made a request to the Board to undertake a survey with parents regarding this issue. At its April 26, 2017 Committee of the Whole meeting the Board provided direction supporting such a process. Survey results were presented at the Board's September 26, 2017 Public Board meeting.

Policy D/II/6 – The Lord's Prayer directs that the Board of Trustees shall determine if The Lord's Prayer is to be recited during morning exercises in any particular division school. As Mr. Konrad's request involves The Lord's Prayer, and as it was in accordance with this policy that the recitation of The Lord's Prayer at Sturgeon Heights School was implemented, Policy D/II/6 and the associated Board Regulation are also attached for Trustee reference.

Recommendation:

“That the Board review the request to change the junior high recitation of The Lord's Prayer at Sturgeon Heights School, and advise senior administration accordingly.”

COMMITTEE

9.00



1.0 POLICY

- 1.1 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 1.2 The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.
- 1.3 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories and the Constitution of Canada, the Board may prescribe that a school include recitation of the Lord’s Prayer as part of its opening exercises.

2.0 GUIDELINES

- 2.1 The Board supports the implementation of regulations that facilitate the operation of this policy.

References: Board Regulation: Administration 3 – The Lord’s Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901; Section 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act, Sections 11.1(1) and (2)



ADMINISTRATION 3 – The Lord's Prayer

Date: November 26, 2011

Responsible Administrator: Superintendent

- 1.0 Board Regulation, Administration 3 - The Lord's Prayer shall be administered in compliance with Policy D/II/6.
- 2.0 **PROCESS**
- 2.1 Whenever parents/guardians request that the recitation of the Lord's Prayer be part of a school's opening exercises, the Principal shall advise the Superintendent, who will advise the Board of Trustees.
- 2.2 The Board of Trustees may, through the Superintendent, direct the Principal to undertake to obtain a consensus of parent/guardian opinion around such request through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.
- 2.3 The Principal shall present information obtained, including the rationale for the request for recitation of the Lord's Prayer to be part of the school day opening, the determined degree of parent interest in the request, and proposed method of practice to the Board and seek Board prescription of such recitation.
- 2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent interest and may prescribe the recitation of the Lord's Prayer to be a part of the school day opening at that school.
- 2.5 When the Lord's Prayer is part of the school day opening exercises, the Principal shall ensure that parents are informed of the practice at the time of registration each year.
- 2.6 The Principal shall annually ensure that written approval is provided for students whose parents/guardians wish them to participate in recitation of the Lord's Prayer as part of the school's opening exercises.

References: Board Policy: D/II/6 – The Lord's Prayer
 School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
 Alberta Act, 1905: Section 17
 School Ordinance of the Northwest Territories: 1901; Section 137 and 138
 Constitution Act, 186: Section 93
 Alberta Human Rights Act: Section 11.1 (1) and (2)



ADMINISTRATION 3 – The Lord's Prayer

Date: November 26, 2011

Responsible Administrator: Superintendent

-
- 2.7 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act, the Principal shall:
- 2.7.1 make provision for any students whose parents/guardians do not wish them to participate in recitation of the Lord's Prayer as a school opening religious exercise to:
 - 2.7.1.1 leave the classroom while the recitation of the Lord's Prayer is taking place, or
 - 2.7.1.2 remain in the classroom without taking part, or
 - 2.7.1.3 if the location of the recitation of the Lord's Prayer is other than the students' classroom, not attend to that location, and
 - 2.7.2 ensure that non-participants are treated discreetly and with respect at all times.

References: Board Policy: D/II/6 – The Lord's Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories: 1901; Section 137 and 138
Constitution Act, 186: Section 93
Alberta Human Rights Act: Section 11.1 (1) and (2)



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Camilla Replacement School Update

Background:

The Open Houses for Camilla School's New Build were held on February 06th, 2018 for the staff, parents and community and were well attended by all stakeholder groups. Workun Garrick presented Design 2.2, also known as Design 7B.

Administration collected feedback and comments from the Open House sessions and these comments were shared with Workun Garrick to inform future design development.

Through feedback collected, themes emerged, most important of which are consideration of space for spectators in the gym, reviewing the bus loop, placement of the Kindergarten classes and a ceiling for the Maker Space area.

Further information will be provided at this evening's meeting.

Recommendation:

That the Committee of the Whole review Camilla School Replacement Design 2.2, also known as Design 7B and advise Senior Administration accordingly.



Committee of the Whole Memorandum

Date: February 14, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent, Human Resource & Leadership Support

Subject: 2019-2020 School Operational Year Calendar – Approval in Principal

Background

Attached for Trustee review is an initial draft Operational Calendar package for 2019-2020 that includes the following documents:

- Draft Operational Calendar
- Operational Year Day Count
- Operational Year Details

Recommendation

That the Committee of the Whole review the draft Operational Calendar for 2019-2020 and advise Senior Administration accordingly.

COMMITTEE 9.0

2019-2020

DRAFT - December 18, 2017

AUGUST, 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER, 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER, 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY, 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH, 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL, 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY, 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE, 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY, 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School offices open August 26
 Div. Prof. Dev. Day – No classes August 28
 Div. Prof. Dev. Day – No classes August 29
 Operational Non-Instructional (K-12) August 30
 Labour Day – No classes September 2
 All classes (full day) September 3
 Division/School PD/Collaboration; Staff Meeting September 13
 Division/School PD/Collaboration; Staff Meeting October 11
 Thanksgiving Day – No classes October 14
 Division/School PD/Collaboration; Staff Meeting November 1
 Remembrance Day November 11
 Non-Operational Day November 12
 In lieu of Parent/Teacher Interviews November 13
 Division/School PD/Collaboration; Staff Meeting December 13
 Christmas Vacation Dec. 21 – Jan. 5
 Classes Resume January 6
 Division/School PD/Collaboration; Staff Meeting January 31
 First day of classes - Semester Two February 3
 Teachers' Convention – No classes February 6-7
 Family Day – No classes February 17
 Division/School PD/Collaboration; Staff Meeting February 21
 Division/School PD/Collaboration; Staff Meeting March 20
 Spring Recess begins April 4 - 12
 Good Friday - No classes April 10
 Easter Monday – No classes April 13
 Classes Resume April 14
 Division/School PD/Collaboration; Staff Meeting April 17
 Division/School PD/Collaboration; Staff Meeting May 15
 Victoria Day - No classes May 18
 In lieu of Parent/Teacher Interviews May 19
 Division/School PD/Collaboration; Staff Meeting June 5
 Last day of classes June 29
 Operational Non-Instructional (K-12) June 30
 Summer Vacation begins July 1

Operational Day - No Classes

Non-Operational Day

Division/School P D; Collaboration; Staff Meeting



STURGEON PUBLIC SCHOOL DIVISION
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341



School Year 2019-2020

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	17.0	17.0	19.0	19.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL – SEMESTER I	9.0	9.0	90.0	90.0	99.0	99.0
JANUARY	0.0	0.0	0.0	0.0	0.0	0.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	1.0	1.0	21.0	21.0	22.0	22.0
APRIL	1.0	1.0	15.0	15.0	16.0	16.0
MAY	2.0	2.0	18.0	18.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	18.0	18.0	180.0	180.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
 School Act: 56



School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	26	School offices open
Wed.	28	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	29	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	30	Operational Non-Instructional Day

SEPTEMBER

Mon.	2	LABOUR DAY - No classes
Tues.	3	All classes (full day)
Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes

OCTOBER

Fri.	11	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	14	THANKSGIVING DAY - No classes

NOVEMBER

Fri.	1	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	11	Remembrance Day – No classes
Tues.	12	Non-Operational Day
Wed.	13	Non-instructional day in lieu of Parent-Teacher Interviews

DECEMBER

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Sat.	21	Christmas recess begins

JANUARY

Mon.	6	Classes resume
Fri.	31	Division/School PD/Collaboration; Staff meeting – No classes

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



FEBRUARY

Mon..	3	First day of Semester Two
Thurs./Fri.	6/7	Teachers' Convention - No classes
Mon.	17	FAMILY DAY - No classes
Fri.	21	Division/School PD/Collaboration; Staff meeting – No classes

MARCH

Fri.	20	Division/School PD/Collaboration; Staff meeting – No classes
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APRIL

Sat.	4	Spring recess begins
Fri.	10	GOOD FRIDAY – No classes
Mon.	13	EASTER MONDAY – No classes
Tues.	14	Classes resume
Fri.	17	Division/School PD/Collaboration; Staff meeting – No classes

MAY

Fri.	15	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	18	VICTORIA DAY - No classes
Tues.	19	Non-instructional day in lieu of Parent-Teacher Interviews

JUNE

Fri.	5	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	29	Last day of classes
Tues.	30	Operational Non-Instructional Day

JULY

Wed.	1	Summer recess begins
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References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



Committee of the Whole Memorandum

Date: February 14, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Pride Parade

Background:

Sturgeon ATA Local No. 27 has invited the Board of Trustees and Sturgeon Public School Division staff to support and participate in the Pride Parade during the 2018 Edmonton Pride Festival running June 08 to June 17. A verbal report will be provided regarding the Pride activities Sturgeon ATA Local No. 27 is considering for 2018.



Committee of the Whole Memorandum

Date: February 14, 2018
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Sponsorship of Alberta School Councils' Association Conference
– School Council Registration Fees

Background:

At the March 22, 2017 Board Meeting the Board of Trustees made the following motion:

“#041/2017 – Moved by Mrs. Porter that the Board of Trustees approve the reimbursement fee to a maximum of \$350.00 per school for the Alberta School Council Association Conference.

CARRIED 6/0”

Recommendation:

That the Committee of the Whole review the reimbursement of registration fees up to a maximum of \$350.00 per school for the Alberta School Councils' Association Conference, as an ongoing sponsorship.

COMMITTEE 9.10