

AGENDA

COMMITTEE
OF THE WHOLE

Wed, Oct 9, 2019



Dare to reimagine learning

1. CALL TO ORDER

2. CONSIDERATION OF AGENDA

- 2.1 Additions/Deletions to Agenda
- 2.2 Approval of Agenda

3. APPOINTMENTS

4. APPROVAL OF COMMITTEE NOTES

- 4.1 Amendment/Correction of Notes
- 4.2 Approval of Committee Notes – September 11, 2019

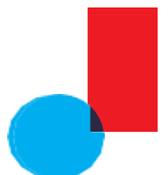
5. PRESENTATIONS

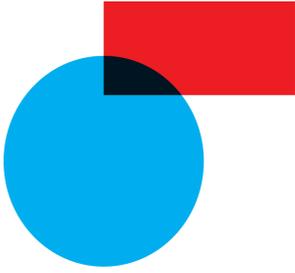
6. REPORTS FROM SENIOR EXECUTIVE

- 6.1 Capital Update
- 6.2 Christmas Update
- 6.3 Field Trip Report

7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES

- 7.1 Chair's Report
 - 7.1.1 Town of Redwater Meeting Agenda
- 7.2 Trustees Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance
- 7.5 Finance and People Services
- 7.6 Policy Committee
- 7.7 Transportation
- 7.8 ATA Update
- 7.9 CUPE Update





AGENDA

COMMITTEE
OF THE WHOLE

Wed, Oct 9, 2019



Dare to reimagine learning

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 315—Opening Exercises, Flag Protocol and Recognition of Dignitaries & Policy 800—Religious Education and Instruction
- 9.2 Sturgeon Public Schools Procedure Rewrite: Procedures Captured in Policy Rewrite
- 9.3 AP615 and AP865 Rewrite Update
- 9.4 September 30th Enrollments
- 9.5 2020/2021 School Calendar
- 9.6 IT Report: Monthly Downtime

10. QUESTION PERIOD

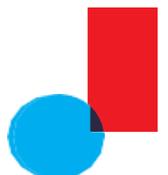
11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

14. IN CAMERA

15. ADJOURNMENT





PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair
Mr. Joe Dwyer, Trustee
Mrs. Misty Featherley, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Tasha Oatway-McLay, Trustee
Mrs. Trish Murray-Elliott, Trustee
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Mrs. Ruth Kuik, Deputy Superintendent, Education Services
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Director, Special Projects/Initiatives

CALL TO ORDER

The Chair called the meeting to order at 4:00PM.

CONSIDERATION OF AGENDA

- 2.1 Additions/Deletions to Agenda
- 2.2 Approval of Agenda

Moved by Mrs. Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF COMMITTEE NOTES

- 4.1 Amendment/Correction of Notes
- 4.2 Approval of Committee Notes

Moved by Mrs. Featherley that the notes of June 12, 2019 be approved, as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

- 5.1 Military Family Resource Centres Programs & Services – HelenJane Tarso and Angela Duckworth

REPORTS FROM SENIOR EXECUTIVE

- 6.1 Capital Update
The Superintendent/CEO presented a verbal and written report regarding the Division's projects.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

- 7.1 Chair's Report
Trustee Jewell presented a verbal and written report.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- Morinville Leisure Centre Grand Opening
- Transportation Committee Meeting

- 7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Sturgeon Composite High School, School Council Meeting

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Morinville Leisure Centre Grand Opening

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Bon Accord Community School Meet the Teacher Night
- Lilian Schick Welcome Back Meet the Teacher Event
- Finance and People Services Committee Meeting
- Transportation Committee Meeting

Trustee Murray-Elliott (Sturgeon Vally/West St. Albert)

Trustee Murray-Elliott reported that she attended:

- Sturgeon Heights Welcome Back BBQ
- Transportation Committee Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Finance and People Services Committee Meeting
- Guthrie Parent Council

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Ochre Park Welcome Back

7.3 Advocacy Committee

An Advocacy Committee meeting is schedule for September 17, 2019.

7.4 Building and Maintenance Committee

A Building and Maintenance Committee Meeting is scheduled for September 13, 2019.

7.5 Finance and People Services Committee

A verbal report was provided.

A Finance and People Services Committee Meeting is scheduled for October 8, 2019.

7.6 Policy Committee

A Policy Committee Meeting is scheduled for September 17, 2019.

7.7 Transportation Committee

A verbal report was provided.

A Transportation Committee Meeting is scheduled for October 8, 2019.

7.8 ATA Update

A verbal report was provided.

7.9 CUPE Update

A verbal report was provided.

REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

8.1 Alberta School Boards' Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

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 Preliminary Enrolments

The Preliminary Enrolments report is shared with the Board as information.

9.2 Presentation Tracker 2019-2020

The Presentation Tracker 2019-2020 was shared with the Board.

9.3 Education Act: Board Requirements - Trustee Code of Conduct

Moved by Mrs. Peguin that the Board of Trustees refer policies 220, 225, 230 and 235 to the Board Retreat.

CARRIED UNANIMOUSLY

9.4 Mentorship Program Update

The Mentorship Program Update is shared with the Board as information.

9.5 Early Childhood and Learning Support Staffing Update

The Early Childhood and Learning Support Staffing Update is shared with the Board as information.

9.6 Transportation Update

The Transportation Update is shared with the Board as information.

9.7 Finance Department Update

The Finance Department Update is shared with the Board as information.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:35PM – Moved by Mrs. Featherley that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:35PM for dinner.

Meeting resumed at 6:20PM

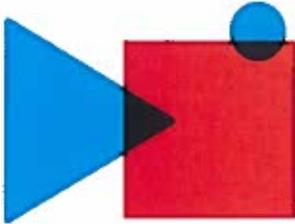
7:51PM – Moved by Mrs. Murray-Elliott that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 7:51PM.

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



BOARD
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Denis Henderson, Director, Facilities
Subject: Capital Update



Background:

Find attached, a written update regarding the Division's Capital Projects.

Recommendation:

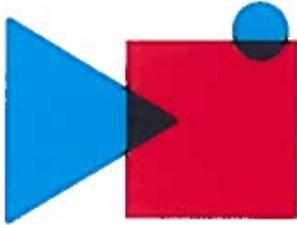
That the report be received as information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Lynne R. Campbell'.

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment



B O A R D
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Krystal Bryant, Executive Assistant
Subject: Christmas Update



Background:

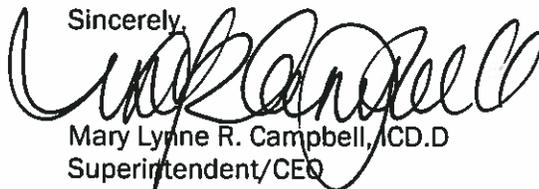
Each year, the Board of Trustees sends out Christmas Cards designed by students.

Each year, the Board of Trustees host a Christmas Turkey Luncheon for Central Office Staff at the Rendez-Vous Centre in Morinville. The only date available this year, is Friday, December 13, 2019 from 12:00-1:00pm. This date has been tentatively booked for Sturgeon Public Schools.

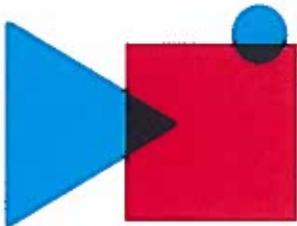
Recommendation:

That the Board of Trustees advise Administration.

Sincerely,



Mary Lynne R. Campbell, ACD.D
Superintendent/CEO



B O A R D
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Field Trip Report



**Sturgeon
Public Schools**
Dare to reimagine
learning

Background:

Board Policy 810, "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".

The following field trips have been approved:

➤ Redwater School

October 8 - 10, 2019 30 senior high students to travel to Alford Lake for activities related to Wildlife 10/20/30.

October 25 - 26, 2019 Senior Boys and Girls Volleyball Teams travel to Lac La Biche for a volleyball tournament.

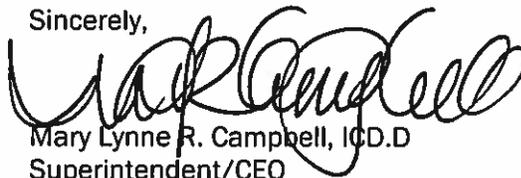
➤ Sturgeon Composite High School

Nov, 9 - 11, 2019 Approval in principle for Military Studies students to travel to Ottawa for a Remembrance Day Tour.

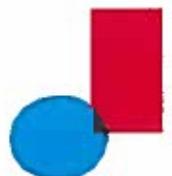
Recommendation:

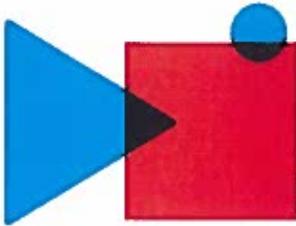
This report is shared as information.

Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO





BOARD
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Education Committee
Ruth Kuik, Deputy Superintendent, Education Services
Subject: Policy 315 - Opening Exercises, Flag Protocol and Recognition of Dignitaries
Policy 800 - Religious Education and Instruction



Background:

Attached for Trustee review are the following documents:

- Policy 315 - Opening Exercises, Flag Protocol and Recognition of Dignitaries
Former Policy D/II/6 - The Lord's Prayer
Former Board Regulation - Administration 3 - The Lord's Prayer
- Policy 800 - Religious Education and Instruction
Former Policy F/I/6 - Religious Instruction
Former Board Regulation - Education 1 - Religious Instruction
Former Policy D/II/16 - Religious Theme/Content in School Activities
Former Board Regulation - Administration 4 - Religious Theme/
Content in School Activities
Administrative Practice - Educational Services 20 - Religious
Instruction/Exercises

Recommendation:

This information is provided to the Board for review and direction.

Sincerely,

Mary Lynne R. Campbell ICD.D
Superintendent/CEO

Attachments



1.0 POLICY

The Board believes in the promotion of a sense of pride in our country, province and community. The Board believes that students should be provided with opportunities in school to participate in patriotic exercises in order to acquire knowledge and develop skills and attitudes that will prepare them to be responsible and productive citizens.

The Board believes in religious acceptance, 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.

The Board believes that the local community should have an opportunity for input into the opening exercises that the Board authorizes for individual schools.

2.0 GUIDELINES

2.1 National Anthem

2.1.1 In accordance with the School Act, the Board may prescribe the conducting of patriotic exercises for students. Schools are expected to provide education to students regarding the appropriate protocol and conduct during patriotic exercises or events. Protocol for Remembrance Day Services shall be as per Royal Canadian Legion Guidelines.

2.1.2 The playing of O Canada should be conducted at all schools (K - 12) at the commencement of each day and shall be conducted at the commencement of all patriotic activities.

References: School Act: Sections 3, 26, 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)
Websites: Canadian Heritage website: www.pch.gc.ca
Royal Canadian Legion

2.1.3 As per the School Act, Section 5(2), a student may be excused from any patriotic exercise upon written request of the student's parent or guardian.

2.2 Lord's Prayer

2.2.1 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.

2.2.2 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.

2.2.3 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.

2.2.4 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.

2.2.5 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.

References: School Act: Sections 3, 26, 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)
Websites: Canadian Heritage website: www.pch.gc.ca
Royal Canadian Legion



- 2.2.6 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.
- 2.2.7 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.
- 2.2.8 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.

2.3 Flags

- 2.3.1 The Canadian flag, the Alberta flag and the Sturgeon Public School Division flag shall be displayed at each Division site as per established protocol and maintained in good condition. (Reference: Canada Heritage Website.)
- 2.3.2 A Canadian flag of proportionate size and quality shall be appropriately displayed in all classrooms.
- 2.3.3 Display of flags at assemblies and the lowering of flags (e.g. half-masting) shall follow the protocol established on the Canadian Heritage Website. Where there is no established protocol, such as for the death of a Sturgeon student or staff member, the school principal shall consult with the Superintendent to determine appropriate procedures.

References: School Act: Sections 3, 26, 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)
Websites: Canadian Heritage website: www.pch.gc.ca
Royal Canadian Legion

2.4 Recognition of dignitaries at school events

2.4.1 School Personnel

2.4.1.1 School Council Chairs or designate

2.4.1.2 School principal, vice-principal(s) (if school is hosting event)

2.4.2 Division Personnel

At events organized or sponsored by the school board or its schools, introductions of trustees and other dignitaries shall be in the following order:

2.4.2.1 Board chair

2.4.2.2 Vice-chair

2.4.2.3 Local Trustee, Trustees in attendance

2.4.2.4 "Greetings/regrets" from trustees not in attendance

2.4.2.5 Superintendent, deputy and/or associate superintendents

2.5 Other dignitaries

Other elected officials and dignitaries attending (highest to lowest rank):

2.5.1 Members of the Senate representing Alberta

References: School Act: Sections 3, 26, 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)
Websites: Canadian Heritage website: www.pch.gc.ca
Royal Canadian Legion

- 2.5.2 Members of Parliament (Cabinet ministers first)
- 2.5.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)
- 2.5.4 Mayors, reeves
- 2.5.5 Other municipal councilors
- 2.5.6 Special guests from the community (if invited and in attendance)

2.6 Royal Visits

- 2.6.1 While rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta.
- 2.6.2 In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event as is appropriate to their positions as local politicians.

References: School Act: Sections 3, 26, 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)
Websites: Canadian Heritage website: www.pch.gc.ca
Royal Canadian Legion



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 Affirmed: January 30, 2019 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 Affirmed: January 30, 2019 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)

1.0 POLICY

The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.

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.

The Board believes that while many school activities may be perceived to include incidental or indirect reference to religion or religious themes, these may provide valuable learning and cultural opportunities for students, serve to acknowledge the religious diversity that exists among students, and provide students with opportunity to express their personal beliefs, when done in an inclusive and non-discriminatory manner and does not involve indoctrination

2.0 GUIDELINES

2.1 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 Board encourages the practice of providing opportunities for students to take part in religious instruction during the day, and may prescribe religious instruction to be offered to its students.

2.2 Offering religious instruction

2.2.1 The Principal shall annually:

2.2.1.1 inquire of parents/guardians as to whether or not they wish to have their child(ren) participate in a religious instruction course, and

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble

2.2.1.2 facilitate receipt of written approval for students whose parents/guardians wish them to participate in any religious instruction course.

2.2.1.3 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:

2.2.1.3.1 receive indication from any parents/guardians who do not wish to have their child(ren) participate in a religious instruction course, and

2.2.1.3.2 make provision to provide an alternate course of instruction for any student(s) whose parents/guardians do not wish them to participate in a religious instruction course.

2.2.2 Approval Process

2.2.2.1 Whenever parents/guardians request that religious instruction courses be made available at a school, the Principal shall advise the Superintendent, who will advise the Board of Trustees.

2.2.2.2 The Board of Trustees may, through the Superintendent, direct the Principal to determine the degree of parent/guardian interest around such request for religious instruction courses through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble

- 2.2.2.3 The Principal shall present information obtained, including the rationale for the request for religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.
- 2.2.2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.
- 2.2.2.5 For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:
- 2.2.2.5.1 the grades or grade groupings for which religious instruction will be offered,
 - 2.2.2.5.2 the scheduling, as per legislation, of instruction per week,
 - 2.2.2.5.3 the process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,
 - 2.2.2.5.4 the course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble

2.2.2.5.5 if any persons other than teachers are to provide the religious instruction to the students.

2.3 Alternative Programs

In accordance with The School Act the Board may establish an alternative program that emphasizes religion and includes:

2.3.1 courses of study

2.3.2 instructional materials, and

2.3.3 instruction or exercises that deal primarily and explicitly with religion.

2.4 Participation in Activities

2.4.1 The Board authorizes student participation in the following activities which may include incidental or indirect reference to religion or religious themes:

2.4.1.1 a moment of silence at a special event such as a Remembrance Day ceremony,

2.4.1.2 appropriate and inclusive ceremonial prayer at special events such as graduation exercises,

2.4.1.3 participation in extra-curricular activities such as religious clubs,

2.4.1.4 preparation for, and performance of, musical or dramatic selections with incidental religious themes or content, with the understanding that such selections shall not contain religious exercises such as prayers or

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble

bible readings and where the preparation and performance of those selections takes place in an inclusive, non-discriminatory manner, and do not involve indoctrination.

2.4.1.5 concerts and activities in recognition of holidays with a religious basis, where such concerts and activities do not contain religious exercises such as prayers or bible readings and the concert or activity takes place in an inclusive, non-discriminatory manner and do not involve indoctrination.

2.4.1.6 activities of a religious nature associated with the study of other cultures, and activities as part of provincially authorized courses of study such as Religious Ethics 20, Religious Meanings 20, and World Religions 30 where sufficient student interest warrants the offering of such courses.

2.4.2 Parent Notification and Exemption Provisions

2.4.2.1 In accordance with The Alberta Human Rights Act, parents/guardians shall be provided notice where courses of study, educational programs or instructional materials, or instruction or exercises include subject matter that deals primarily and explicitly with religion.

2.4.2.2 Exemptions from Participation

Principals shall ensure that:

2.4.2.2.1 provision is made to accommodate the wishes of parents/guardians who make written request that their child(ren) be

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble

exempted from participating in activities dealing primarily and explicitly with religious theme or content,

2.4.2.2.2 an appropriate alternate activity is provided for non-participants

2.4.2.2.3 depending on the parent request, the students are permitted to leave the classroom or place where the activity is taking place for the duration of the activity that includes the primary and explicit religious theme or content, or the students are permitted to remain in the classroom or place of activity without taking part in the activity, and

2.4.2.2.4 non-participants are treated discreetly and with respect at all times.

2.5 Wearing Faith-Based Symbols

Students may wear faith-based jewelry, objects or articles of clothing at school or during school sponsored activities, as long as these are worn discreetly, do not have a proselytizing message, and meet the requirements of the school's standards of dress and grooming.

References: *School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



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 and respectful 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, the Constitution of Canada, and the Alberta Human Rights Act, the Board encourages the practice of providing opportunities for students to take part in religious instruction during the day, and may prescribe religious instruction to be offered to its students.
- 1.4 The Board may permit persons other than teachers to provide religious instruction to its students.

*References: Admin Practice(s): ES 20 – Religious Instruction/Exercises
Board Regulation: Education 1 - Religious Instruction
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble*



EDUCATION 1 – Religious Instruction

Date: Nov. 23, 2011

Revised: February 22, 2017

Responsible Administrator: Superintendent

- 1.0 Board Regulation, Education 1 – Religious Instruction shall be administered in compliance with Policy F/I/6.
- 2.0 **PROCESS**
- 2.1 Whenever parents/guardians request that religious instruction courses be made available at a school, 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 determine the degree of parent/guardian interest around such request for religious instruction courses 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 religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.
- 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/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.
- 2.5 For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:
 - 2.5.1 the grades or grade groupings for which religious instruction will be offered,
 - 2.5.2 the scheduling, as per legislation, of instruction per week,
 - 2.5.3 the process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,
 - 2.5.4 the course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and

References: *Board Policy: F/I/6 – Religious Instruction*
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



EDUCATION 1 – Religious Instruction

Date: Nov. 23, 2011

Revised: February 22, 2017 Responsible Administrator: Superintendent

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- 2.5.5 if any persons other than teachers are to provide the religious instruction to the students.
- 2.6 The Principal shall annually:
- 2.6.1 inquire of parents/guardians as to whether or not they wish to have their child(ren) participate in a religious instruction course, and
- 2.6.2 facilitate receipt of written approval for students whose parents/guardians wish them to participate in any religious instruction course.
- 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 also annually:
- 2.7.1 receive indication from any parents/guardians who do not wish to have their child(ren) participate in a religious instruction course, and
- 2.7.2 make provision to provide an alternate course of instruction for any student(s) whose parents/guardians do not wish them to participate in a religious instruction course.

References: *Board Policy: F/1/6 – Religious Instruction*
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



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 The Board believes that while many school activities may be perceived to include incidental or indirect reference to religion or religious themes, these may provide valuable learning and cultural opportunities for students, serve to acknowledge the religious diversity that exists among students, and provide students with opportunity to express their personal beliefs, when done in an inclusive, non-discriminatory and non-indoctrinational manner.

2.0 GUIDELINES

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

References: Board Regulation: Administration 4 – Religious Theme/Content in School Activities
School Act: Sections 3 and 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 4 – Religious Theme/Content in School Activities

Date: Nov. 23, 2011

Affirmed: January 30, 2019

Responsible Administrator: Superintendent

- 1.0 Board Regulation, Administration 4 – Religious Theme/Content in School Activities shall be administered in compliance with Policy D/II/19.
- 2.0 **PROCESS**
- 2.1 The Board authorizes student participation in the following activities which may include incidental or indirect reference to religion or religious themes.
- 2.1.1 a moment of silence at a special event such as a Remembrance Day ceremony,
 - 2.1.2 appropriate and inclusive ceremonial prayer at special events such as graduation exercises,
 - 2.1.3 participation in extra-curricular activities such as religious clubs,
 - 2.1.4 preparation for and performance of musical or dramatic selections with incidental religious themes or content, with the understanding that such selections shall not contain religious exercises such as prayers or bible readings and where the preparation and performance of those selections takes place in an inclusive, non-discriminatory and non-indoctrinational manner,
 - 2.1.5 concerts and activities in recognition of holidays with a religious basis, where such concerts and activities do not contain religious exercises such as prayers or bible readings and the concert or activity takes place in an inclusive, non-discriminatory and non-indoctrinational manner.
 - 2.1.6 activities of a religious nature associated with the study of other cultures, and
 - 2.1.7 activities as part of provincially authorized courses of study such as Religious Ethics 20, Religious Meanings 20, and World Religions 30 where sufficient student interest warrants the offering of such courses.
- 2.2 In accordance with The Alberta Human Rights Act, parents/guardians shall be provided notice where courses of study, educational programs or instructional materials, or instruction or exercises include subject matter that deals primarily and explicitly with religion.

References: Board Policy: D/II/16 – Religious Theme/Content in School Activities
 School Act: Sections 3, 21, and 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 4 – Religious Theme/Content in School Activities

Date: Nov. 23, 2011

Affirmed: January 30, 2019

Responsible Administrator: Superintendent

- 2.3 Principals shall ensure that:
- 2.3.1 provision is made to accommodate the wishes of parents/guardians who make written request that their child(ren) be exempted from participating in activities dealing primarily and explicitly with religious theme or content,
 - 2.3.2 an appropriate alternate activity is provided for non-participants the student(s) are permitted to leave the classroom or place where the activity is taking place for the duration of the activity that includes the primary and explicit religious theme or content, or
 - 2.3.3 the student(s) are permitted to remain in the classroom or place of activity without taking part in the activity, and
 - 2.3.4 non-participants are treated discreetly and with respect at all times.
- 2.4 Students may wear faith-based jewelry, objects or articles of clothing at school or during school sponsored activities, as long as these are worn discreetly, do not have a proselytizing message, and meet the requirements of the school's standards of dress and grooming.
- 2.5 In accordance with The School Act the Board may establish an alternative program that emphasizes religion and includes:
- 2.5.1 courses of study, instructional materials, and instruction or exercises that deal primarily and explicitly with religion, and
 - 2.5.2 student participation in activities that deal with explicit religious theme and/or content.

References: Board Policy: D/II/16 – Religious Theme/Content in School Activities
School Act: Sections 3, 21, and 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)



EDUCATIONAL SERVICES 20 – Religious Instruction/Exercises

Date: Mar. 23, 2011

Revised: January 16, 2017

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board encourages and supports the moral and spiritual development of the children in its schools along with their emotional, intellectual, and physical development.

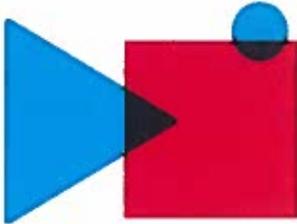
2.0 PROCESS

The Superintendent will be responsible for maintaining this Administrative Practice and its operation.

3.0 GUIDELINES

- 3.1 Whenever a number of parents request that the school be opened by the recitation of the Lord's Prayer, the Principal shall undertake to obtain a consensus of parent opinion around such request through surveys, meetings or any other appropriate means of gathering information.
- 3.2 If the Principal determines that a majority of parents support a request for the Lord's Prayer to be part of the school day opening exercises, he/she will inform the Board of the school's intention to implement such practice.
- 3.3 As per the School Act, the Principal shall make provision to exclude any student(s) from participation in the school opening religious exercise.
- 3.4 Whenever a number of parents request that either Protestant or Roman Catholic religious instruction courses be offered at a school, the Principal shall undertake to determine through surveys, public meetings or any other appropriate means of obtaining information, if there is a sufficient number of parents desiring such instruction during the school day.
- 3.5 The Principal shall present information regarding parental numbers and subsequent recommendations and intentions as to religious course offerings as part of the school's instructional program plan for the coming school year. Such information shall include:
 - 3.5.1 the grade(s) to which religious instruction courses shall be offered,
 - 3.5.2 the number of minutes of instruction per week, and
 - 3.5.3 the course(s) of instruction to be offered to any students whose parents indicate in writing that their child is not to participate in religious instruction.
- 3.6 Upon receiving a Principal's plan for offering of religious instruction courses in a school, Senior Administration shall prepare a recommendation to the Board of Trustees for authorization of the courses.

References: *Board Policy: F/1/6 Religious Instruction/Exercises*
Board Regulation: Education 1 - Religious Instruction
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



B O A R D
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Director Special Projects/Initiatives
Subject: SPS Admin Procedure Rewrite Update



Background:

Spring 2019, the Director of Special Projects/Initiatives commenced the review and rewrite of all current Sturgeon Public Schools Administrative Practices. The goal of this process is to align Admin Practices with the new policies. The Division currently has 164 Administrative Practices, which were presented to the Board at the June 12th Committee of the Whole.

The following is a list of Administrative Practices that were captured in the Policy Rewrite, thus are recommended for removal.

The work continues this fall; updates will be provided to the Board as the work progresses.

Recommendation:

This Report is shared as Information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment

Sturgeon Public Schools Administrative Practices Captured in Policy Rewrite

1. Administration		
<u>Appeals</u>		Captured in Policy Rewrite. Policy 245.
<u>Appendix 1</u>		Captured in Policy Rewrite. Policy 245.
<u>School Councils</u>		Captured in Policy Rewrite. Policy 305.
<u>Attendance Areas</u>		Captured in Policy Rewrite. Policy 200.
<u>Public Interest Disclosure (Whistleblower Protection) Act</u>		Captured in Policy Rewrite. Policy 130.
<u>School Buildings Alternative Utilization or Closure</u>		Captured in Policy Rewrite. Policy 600.
5. Financial Management		
<u>Public Use of School Bldgs & Property</u>		Captured in Policy Rewrite. Policy 605.
<u>Joint Use Agreements</u>		Captured in Policy Rewrite. Policy 605.
6. Governance		
<u>Patriotic Exercises</u>		Captured in Policy Rewrite. Policy 315.
5. Human Resources Management		
<u>Harassment</u>		Captured in Policy Rewrite. Policy 120.
9. Student Services		
<u>Home Education</u>		Captured in Policy Rewrite. Policy 805.
8. Transportation		
<u>Inclement Weather</u>		Captured in Policy Rewrite. Policy 320.
<u>Transportation Fees</u>		Captured in Policy Rewrite. Policy 500.



ADMINISTRATION 19 – Appeal

Original Date: Dec. 20, 2010

Revised Date: Jan. 26, 2011

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board of Trustees has established a policy and Board Regulation related to stakeholder requests to appeal the decision of a division employee. This Administrative Practice supports the Policy and Board Regulation.

2.0 PROCESS

- 2.1 Administrators are responsible for encouraging staff to mutually resolve issues with stakeholders. If the issue remains unresolved, it should, then, be referred to the site based administrator.
- 2.2 Administrators are responsible for ensuring that stakeholder concerns are well documented. This documentation should include:
 - 2.2.1 A description of the concern;
 - 2.2.2 A record of stakeholder-staff interactions, staff decisions and actions, and stakeholder actions; as well as,
 - 2.2.3 Related correspondence.
- 2.3 If the issue is not resolved at the local administrative level, the administrator will inform the stakeholder that the matter may be directed to the Superintendent of Schools or his/her designate.
 - 2.3.1 The site administrator shall ensure stakeholders are provided a copy of Policy D/I/3, Appeals as well as Board Regulation 2 and Administrative Practice 19.
- 2.4 If the issue is not resolved by the Superintendent or designate, he/she shall inform the stakeholder of the board's appeal procedures.

References: *Board Policy: Policy D/I/6 Appeals*
Board Regulation Administration 2 Appeals
Administration Practice: Administration 19 Appeals Appendix 1
School Act, Section 123—Appeal to the Board



**Special Board Meeting Agenda
Appeal Hearing
Month 00, 0000 at 00:00 am/pm
Location**

- 1. Call to Order**
- 2. Call for any Conflict of Interest Disclosures**
- 3. Agenda Consideration and Approval**
- 4. Motion to Go-in-Camera**
- 5. Introduction by Superintendent**
- 6. Outline of Procedure - Chair**
- 7. Superintendent's and/or Representative's Presentation**
- 8. Trustee Questions of Superintendent and/or Representative**
- 9. Applicant's and/or Representative's Presentation**
- 10. Trustee Questions of Applicant and/or Representative**
- 11. Recess if Desire**
- 12. Superintendent's and/or Representative's Rebuttal**
- 13. Applicant's and/or Representative's Rebuttal**
- 14. Opportunity for Questions by Trustees**
- 15. Deliberations by the Board in Closed Session**
- 16. Call all Parties back to Meeting**
- 17. Motion to Go-Out-of-Camera**
- 18. Board Decision by Motion and Vote**
- 19. Adjournment**



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date: Mar. 13, 2013 Responsible Administrator: Superintendent

1.0 RATIONALE

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.

2.0 PROCESS

The school principal is responsible for ensuring that the following guidelines are adhered to.

3.0 GUIDELINES

3.1 In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.

3.2 The majority of the members of the council shall be parents/guardians of students enrolled in the school

3.3 School councils may act in an advisory and consultative capacity to the school principal and to the Board.

3.4 The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy; policies; annual education plans; and budget; and receive for information annual results reports including provincial testing program results.

3.5 The Board of Trustees may delegate items to the school council; request representatives to sit on Board committees; and request input on various issues that the Board is discussing at any given point in time.

3.6 Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.

References: *Board Policy C/3 – School Councils*
 School Acts: AB Ed. Regulation 112/2007
 Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date: Mar. 13, 2013 Responsible Administrator: Superintendent

4.0 PROCEDURES

Rules for Establishment of School Councils

- 4.1 If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.
- 4.1.1 If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.
- 4.1.2 The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.
- 4.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.
- 4.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
- 4.1.3 Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised in this meeting.
- 4.2 It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.
- 4.3 Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.
- 4.4 It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.

References: *Board Policy C/3 – School Councils*
 School Acts: AB Ed. Regulation 112/2007
 Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date: Mar. 13, 2013 Responsible Administrator: Superintendent

- 4.5 If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.
- 4.6 No members of a school council shall receive any remuneration for acting as a member of the council.
- 4.7 No school council shall incorporate under the Societies Act or part 9 of the Companies Act.

Rules for Continuance of School Councils

- 4.8 A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.

School Council Reports

- 4.9 Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report
 - 4.9.1 summarizing the activities of the school council in the school year,
 - 4.9.2 including a financial statement relating to money handled by the school council in the school year, and
 - 4.9.3 including a copy of the minutes for each meeting of the school council held in the school year.
- 4.10 The school council report shall be submitted to the Board of Trustees by September 30 of each year.
- 4.11 The Board shall refer the school council's report to the Superintendent of Schools for consideration and recommendation to the Board.

References: *Board Policy C/3 – School Councils*
 School Acts: AB Ed. Regulation 112/2007
 Alberta School Council Resource Manual (2007)



ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date: Mar. 13, 2013 Responsible Administrator: Superintendent

Suspension of School Councils

- 4.12 The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year.
- 4.13 In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.

Appeal Procedure

- 4.14 The School Council, or principal, or parents of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) working days.

Relationship Between School Council and ECS Local Advisory Committee (ECS-LAC)

- 4.15 ECS-LAC's are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are "ex-officio" members and willing service personnel such as Physical/Occupational/Speech Therapists may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS Director for the school system.

School councils will determine the relationship between the school council and ECS Local Advisory Committee.

References: *Board Policy C/3 – School Councils*
 School Acts: AB Ed. Regulation 112/2007
 Alberta School Council Resource Manual (2007)



ADMINISTRATION 21 – Attendance Areas

Original Date: March 13, 2013 Revised Date: Responsible Administrator: Deputy Superintendent

1.0 RATIONALE

1.1 While resident students and students enrolled under an Education Services Agreement are designated to attend schools in attendance areas established by the Board, educational or programming needs of students or student/parent preferences may warrant consideration of allowing attendance at a school other than the designated school.

2.0 PROCESS

2.1 The Deputy Superintendent is delegated the responsibility to maintain this Administrative Practice.

3.0 GUIDELINES

3.1 Resident students may register in schools other than their designated school providing there are sufficient resources and facilities available to accommodate the student. Resident students may register in programs of choice (e.g. Logos, French Immersion) at Division schools.

3.2 When a student attends a school outside a designated attendance area, transportation may become the parent(s’)/independent student’s responsibility.

3.3 As outlined in Policy ~~FA/16~~ *GI/15 Student Placement Appeals* and Administrative Practice Student Services 18 – Student Placement, a student may be directed by the Deputy Superintendent, or designate, to attend a school out of the student’s designated attendance area.

3.4 Non-resident students may be enrolled providing there are sufficient resources and facilities available to accommodate the student.

3.4.1 The determination of adequate resources and facilities shall be delegated to the school principal.

References: Board Policy: *D/II/7 – Attendance Areas*
GI/15 – Student Placement
F/II/16 – Student Placement Appeals
Admin Practice: *Administrative Practice Student Services 18 – Student Placement*
School Act: *Section 13 (2) & (3)*
Section 44



ADMINISTRATION 26 – Public Interest Disclosure (Whistleblower Protection)

Date: October 22, 2014

Date: March 5, 2018

Responsible Administrator: Associate Superintendent,
HR and Leadership Support

1.0 RATIONALE

- 1.1 The Division has a responsibility to detect wrongdoing in order to positively impact the reputation, effectiveness and finances of the Division, and enhance the working environment for all employees.
- 1.2 The Division shall provide clear guidance for the safe disclosure of any wrongdoing and to protect employees against retaliatory action for complaints made in good faith.
- 1.3 The Division shall provide a process for managing, investigating and making recommendations respecting disclosures of wrongdoings and reprisals consistent with the Public Interest Disclosure (Whistleblower) Act (PIDA).

2.0 PROCESS

The Chief Education Officer (CEO) is the Superintendent of the Board and responsible for the administration and reporting required under PIDA. The Associate Superintendent of Human Resources and Leadership Support is the “Designated Officer” to manage and investigate disclosures under PIDA.

3.0 DEFINITIONS

- 3.1 Wrongdoing – A wrongdoing is defined as one of the following, within or relating to the Board or its employees:
 - 3.1.1 A contravention of a federal or provincial act or regulation.
 - 3.1.2 An action or omission that creates:
 - 3.1.2.1 a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee;
 - 3.1.2.2 a substantial and specific danger to the environment;

References: Board Policy: *D/I/11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*
E/I/7 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



ADMINISTRATION 26 – Public Interest Disclosure (Whistleblower Protection)

Date: October 22, 2014

Date: March 5, 2018

Responsible Administrator: Associate Superintendent,
HR and Leadership Support

- 3.1.2.3 gross mismanagement of public funds or a public asset, and
- 3.1.2.4 knowingly directing or counselling an individual to commit a wrongdoing mentioned above.
- 3.2 Reprisal – A reprisal is an adverse employment action including: dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, changes to hours of work, reprimand or any measure that adversely affects the employee’s employment or working conditions, including threats to do any of the aforementioned actions.
- 3.3 Good Faith – An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Good faith describes being honest of purpose, faithful to one’s duty or obligation, and an honest intention to abstain from taking advantage of another.

4.0 GUIDELINES

Confidentiality

- 4.1 Maintaining confidentiality is critical to the success of the process. Accordingly, the risk of confidentiality will be strictly managed from the outset of a disclosure being received through to the end of the investigation and report release. Employees must not share information or evidence regarding disclosures or wrongdoing with fellow employees who do not have a need to know such information and who are not authorized to address disclosures. The Designated Officer will enhance confidentiality, by sharing information with as few people as are required to handle disclosures. Confidentiality is also subject to the provisions of the Freedom of Information and Protection of Privacy Act.
- 4.2 All participants in an investigation shall keep confidential:
 - 4.2.1 The identity of individuals involved in the disclosure process.
 - 4.2.2 The identity of individuals alleged to have committed the wrongdoings.
 - 4.2.3 The identity of witnesses.

References: Board Policy: D//11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
E//7 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



ADMINISTRATION 26 – Public Interest Disclosure (Whistleblower Protection)

Date: October 22, 2014

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4.2.4 The information collected in relation to a disclosure.

4.2.5 The details and results of the investigation provided however such confidentiality may not be maintained for matters which pose an imminent risk of a substantial and specific danger to life, health or safety of individuals, or to the environment.

Disclosures of Wrongdoing

4.3 Employees seeking advice on potential disclosure under PIDA and this policy shall be referred to the Designated Officer, who shall provide the employee with information on PIDA, this policy, the requirements of PIDA and this policy, and other alternative processes for resolution of the employee's concern.

4.4 An employee who reasonably believes that he or she has information that could show that a wrongdoing has been committed or is about to be committed, or who has been asked to commit a wrongdoing, has a duty to make a disclosure to the Designated Officer.

4.5 An employee who knowingly makes deliberately false and/or malicious allegations of wrongdoing may be subject to disciplinary action up to and including termination of employment.

4.6 At the time an employee makes a disclosure to the Designated Officer, the employee may also make the disclosure to the Commissioner and advise the Commissioner that the disclosure has been made to the employee's Designated Officer. Further information on contacting the Commissioner can be obtained by visiting the Commissioners website at www.yourvoiceprotected.ca.

4.7 An employee may only disclose directly to the Commissioner and circumvent their CEO and/or the Designated Officer if:

4.7.1 The employee has made a disclosure in accordance with the expectations of this policy and an investigation has not been completed in accordance with these procedures;

References: *Board Policy: D/I/11 –Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
EIV7 – Healthy Interactions Model*

*Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)*



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- 4.7.2 The employee has made a disclosure in accordance with the expectations of the disclosure requirements of this policy and the matter has not been resolved within the timelines established within these procedures;
- 4.7.3 The employee has made a disclosure to the Designated Officer, but is unable to complete the disclosure requirements because of a reprisal directed towards the employee, or reasonably believes a reprisal is likely to be taken or directed towards them should the disclosure be made in accordance with these requirements;
- 4.7.4 The employee reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment, such that there is insufficient time to make a disclosure to the Designated Officer, the Employee may make a complaint directly to the Commissioner. The employee must also disclose the wrongdoing to the Designated Officer as soon as practicable thereafter;
- 4.7.5 The employee has made a disclosure in accordance with this Policy, the investigation has been completed, a final decision has been issued in respect of the disclosure and the employee is dissatisfied with the decision, and/or
- 4.7.6 the subject matter of the disclosure involves the CEO or Designated Officer.
- 4.8 In the event that disclosure to the Designated Officer is not appropriate due to a conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall refer the matter to the CEO.
- 4.9 In the event of a disclosure to the Designated Officer concerning the conduct of the CEO, or concerning which the CEO has a conflict of interest, the Designated Officer shall:
 - 4.9.1 Advise the Board Chair of the nature of the disclosure, whereupon the Board may authorize an investigation into the disclosure, and
 - 4.9.2 Advise the Commissioner of the disclosure and its referral to the Board and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.

References: Board Policy: *D/I/11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*
E/I/17 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



ADMINISTRATION 26 – Public Interest Disclosure (Whistleblower Protection)

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- 4.10 If the Designated Officer reasonably believes that the matter to which the disclosure relates constitutes an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, the Designated Officer shall as soon as reasonably practicable refer the disclosure to the Commissioner.
- 4.11 Notwithstanding whether a disclosure is referred to the Commissioner, where the Designated Officer is aware of:
- 4.11.1 A disclosure relating to an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, or
 - 4.11.2 That the alleged wrongdoing, if true, may threaten the welfare of students, staff, or the safe and caring environment of the school, the Designated Officer shall also ensure that appropriate persons within the Board have sufficient information to abate that risk.
- 4.12 Where at any point following a disclosure, the Designated Officer has reason to believe that the alleged wrongdoing, if true, could potentially give rise to the opinion that the welfare of students is threatened by the presence of a teacher, the Designated Officer shall advise the CEO of the alleged wrongdoing for consideration of a possible administrative suspension under section 105(2) of the School Act.
- 4.13 Anonymous disclosures will be dealt with in accordance with the provisions of this practice.

Investigations

- 4.14 The Designated Officer may request advice from the Commissioner with respect to the management and investigation of a disclosure.
- 4.15 Upon receiving a disclosure, the Designated Officer shall make a decision whether to investigate.
- 4.16 Where the Designated Officer is of the opinion that the subject matter of a disclosure would be more appropriately dealt with by a department of the Government of Alberta, an office of

References: *Board Policy: D//11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*
E//7 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



**ADMINISTRATION 26 – Public Interest Disclosure
(Whistleblower Protection)**

Date: October 22, 2014

Date: March 5, 2018

Responsible Administrator: Associate Superintendent,
HR and Leadership Support

the Legislature, or another public entity, the Designated Officer shall report the subject matter of the disclosure to the Designated Officer of that other entity.

- 4.17 Should the subject matter of the disclosure be more appropriately dealt with according to another policy or procedure of the Board, another Act, or regulation, or procedures under a collective agreement or employment contract, the Designated Officer may decline to investigate under the parameters of this policy.
- 4.18 The Designated Officer may utilize both internal personnel and external resources, for the purpose of conducting the investigation.
- 4.19 The Designated Officer, and any person conducting an investigation on their behalf, may interview any person and shall have access to any document of the Board necessary for the investigation.
- 4.20 The Designated Officer shall ensure all disclosures, and information gathered in the course of investigating disclosures, including the identity of the person making the disclosure, those alleged to have committed the wrongdoing and witnesses, are maintained in confidence and disclosed only:
 - 4.20.1 As necessary for this policy and to conduct the investigation in accordance with the principles of procedural fairness and natural justice;
 - 4.20.2 In accordance with PIDA or any other statute;
 - 4.20.3 If the disclosure of that information is necessary due to an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment.
- 4.21 Investigations shall be conducted in accordance with the principles of procedural fairness and natural justice.
- 4.22 The Designated Officer may decline to investigate where the disclosure:

References: Board Policy: D//11 –Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
E//7 – Healthy Interactions Model

*Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)*



ADMINISTRATION 26 – Public Interest Disclosure (Whistleblower Protection)

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- 4.22.1 Is clearly frivolous or vexatious, not been made in good faith, has not been made in a timely enough manner to permit an investigation, or does not deal with a wrongdoing;
 - 4.22.2 Relates to a decision, action or matter that results from a balanced and informed decision-making process on a public policy or operational issue; or
 - 4.22.3 Does not provide adequate particulars about the wrongdoing to permit the conduct of a fair and effective investigation.
- 4.23 Where in the course of an investigation, the Designated Officer has reason to believe that an offense has been committed under an Act or regulation of the Province of Alberta, or under an Act or regulation of the Parliament of Canada, the Designated Officer shall report the potential offense to the appropriate law enforcement authorities.
- 4.24 If more than one disclosure of wrongdoing is received by the Designated Officer in respect to the same matter, a single investigation may be conducted into the wrongdoing.
- 4.25 Where, in the course of an investigation, the Designated Officer has reason to believe that another wrongdoing has been committed or may be committed; the Designated Officer shall investigate that other potential wrongdoing as if a disclosure had been made.
- 4.26 The Designated Officer is not required to investigate a disclosure or, if an investigation has been initiated, may discontinue the investigation if more than 2 years has passed since the date that the wrongdoing was discovered.

Timelines

- 4.27 The Designated Officer shall acknowledge receipt of the disclosure or complaint of reprisal to the employee making the disclosure or complaint within five (5) business days from receipt of the disclosure or complaint. An employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised, no more than 10 business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received, whether an investigation will be undertaken.

References: *Board Policy: D/I/11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
E/I/7 – Healthy Interactions Model*

*Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)*



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- 4.28 The investigation must be concluded and the investigation report provided to the CEO not more than 110 business days from the date on which the disclosure of wrongdoing or complaint of reprisal was received.
- 4.29 These timelines may be extended by the CEO provided that the total extensions granted do not exceed the overall time period for investigation and provision of the investigation report by more than 30 business days, or for a longer period of time if permitted by the Commissioner.

Reporting

- 4.30 The Designated Officer shall provide a written investigation report to the CEO detailing whether the disclosure was substantiated, and provide recommendations on corrective action.
- 4.31 Where the Designated Officer is considering a recommendation to the CEO that the Superintendent exercise authority delegated to him or her by the Board to suspend or terminate a teacher or administrative designation under the School Act, the Designated Officer shall consult with legal counsel concerning the necessary process.
- 4.32 The CEO shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be taken. The CEO shall follow up with the employees responsible to ensure those actions are taken.
- 4.33 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the CEO's actions resulting from the written investigation report.

Annual Reporting

- 4.34 The Designating Officer will prepare an annual report on all disclosures that have been made under PIDA. This annual report will include the following information:
 - 4.34.1 The number of disclosures received by the Designated Officer;
 - 4.34.2 The number of disclosures acted on;
 - 4.34.3 The number of disclosures not acted on by the Designated Officer;

References: Board Policy: *D//11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*
E//7 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



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4.34.4 The number of disclosures commenced by the Designated Officer as a result of disclosures, and

4.34.5 In the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing and any recommendations made or corrective measures taken in relation to the wrongdoing or the reasons why no corrective measure was taken.

Communication

4.35 Principals/supervisors shall ensure this policy is reviewed with all employees and made accessible to them prior to the start of each school year.

References: *Board Policy: D/1/11 – Public Interest Disclosure (Whistleblower Protection) Act (PIDA)*
E/1/7 – Healthy Interactions Model

Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
Office of the Alberta Public Interest Commissioner
Freedom of Information and Privacy Act (FOIP)



ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Date: Jan. 8, 2018

Revised Date:

Responsible Administrator: Superintendent

1.0 RATIONALE

A decision to close a school or section of a school or to utilize a school or section of a school in alternate ways may be necessary in response to specific operational, programming and/or financial considerations.

2.0 PROCESS

The Superintendent of Schools is responsible for administering this practice.

3.0 GUIDELINES

3.1 The Board may review school programs and school operations to determine the future of such programs or schools when:

3.1.1 the Board believes such a review will improve the availability of programs or efficiency of operations;

3.1.2 operating, maintenance, renovation, and/or transportation costs place excessive demands on the Division's budget; or

3.1.3 recommended by the Superintendent.

3.2 In addition to Guideline 3.1, the Board may also consider alternate utilization or short term closure of a school or any section thereof if the enrolment in the school exceeds 95% of the Alberta Education rated capacity of the school building.

3.3 The Board will ensure that communication with parents, electors and other interested parties will occur before any major alternate utilization or school closure occurs.

3.4 Notwithstanding Guidelines 3.1 and 3.2, temporary school closures may occur due to fire, flood, storms or other natural disasters and the procedures followed for more permanent school closures and/or alternate utilization do not apply.

References: *Board Policy D/11/8 – School Buildings Alternative Utilization or Closure*
CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997



ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Date: Jan. 8, 2018

Revised Date:

Responsible Administrator: Superintendent

4.0 PROCEDURES

- 4.1 Whenever a school building or section thereof is to be considered in accordance with Guideline 3.1 and 3.2, the Superintendent shall advise the Board at a Public Board meeting or at a public Board Committee meeting at least seven months before the end of a school year.
- 4.2 The Board shall give Notice of Motion at least six months before the end of a school year that the Board is considering alternate utilization or closure of the designated school(s) for the next school year and that a decision shall be rendered at the first Board meeting following the hearing of any briefs as outlined in Procedure 4.7.
- 4.3 The Notice of Motion and its intent shall be communicated in writing through the school to the parents or guardians of the students in the school(s) concerned. There shall also be a meeting with the staff at the school(s) to discuss the motion and its implications for students and staff.
- 4.4 A public meeting at which at least two Trustees and the Superintendent or designate are present, shall be held at each of the schools concerned at least five months before the end of the school year.
 - 4.4.1 Notice of this meeting shall be communicated by letter distributed through the affected school(s).
 - 4.4.2 In addition, this meeting shall be advertised at least once in local newspapers serving the Sturgeon School Division at least two weeks prior to the date of the meeting.
- 4.5 At the public meeting referenced in 4.4, the Superintendent or designate shall indicate that the purpose of the meeting is to provide information and solicit public input. The following items shall be addressed:
 - 4.5.1 The attendance area and enrolment of the school under consideration;
 - 4.5.2 The attendance area and enrolment of other schools to be affected by the alternate utilization or closure;
 - 4.5.3 The need for and extent of busing;

References: *Board Policy D/11/8 – School Buildings Alternative Utilization or Closure*
CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997



ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Date: Jan. 8, 2018

Revised Date:

Responsible Administrator: Superintendent

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- 4.5.4 The educational program implication for students;
 - 4.5.5 The financial impact of the alternate use or closure;
 - 4.5.6 The proposed future utilization of the school.
 - 4.6 The people in attendance at the meeting shall be informed by the Trustees that:
 - 4.6.1 expressed concerns shall be considered by the Board in making a decision;
 - 4.6.2 a request may be made to appear before the Board at a Public Board meeting on a specified date.
 - 4.7 A public meeting of the Board to hear presentation of briefs, if any, shall be held at least four months before the end of the school year. Requests to appear before the Board must be made in writing and be submitted to the Secretary-Treasurer at least two weeks prior to the meeting.
 - 4.8 Following the presentation of briefs, the Board, at its next public meeting, shall render a decision with reference to the Notice of Motion as brought forward under Procedure 4.2.
 - 4.9 Within one week, following the Board's decision, the parents or guardians of the students attending the school(s) under consideration shall be notified in writing, by letter distributed through the school(s), of the decision of the Board. In addition, the Board's decision shall be advertised at least once in appropriate local newspapers which serve the Sturgeon School Division.

References: *Board Policy D/11/8 – School Buildings Alternative Utilization or Closure*
CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997



FINANCIAL MANAGEMENT 15 – Public Use of School Buildings and Property

Original Date: April 23, 2014

Revised Date:

Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

Sturgeon School Division may permit public use of school buildings and property by approved community groups or individuals.

2.0 PROCESS

Requests for use of school buildings and property by community organizations or members of the school community shall be made directly to the school principal or designee.

3.0 GUIDELINES

3.1 Upon receiving a request for use of school buildings and/or property under this policy, the principal or designee shall make the decision after consultation with appropriate personnel.

3.2 The principal or designee shall advise the organization of conditions under which use of the school building and/or property is granted.

3.3 Permission for use of school buildings and/or property may be withdrawn from any group which fails to meet the conditions under which permission for use was granted.

3.4 The principal or designee shall advise the Secretary Treasurer whenever permission to use the school building and/or property is granted.

References: *Board Policy G/III/1 – Public Use of School Buildings and Property*

FINANCIAL MANAGEMENT 17



FINANCIAL MANAGEMENT 17 – Joint Use Agreements

Original Date: Oct. 28, 2009 Revised Date: Oct. 22, 2014 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board believes that wherever possible Joint-Use Agreements with local community groups or municipalities should be in a standard format to allow for a uniform approach throughout the Division.

2.0 PROCESS

The Secretary Treasurer will be responsible to administer this administrative process

3.0 GUIDELINES

- 3.1 Joint-Use Agreements must provide for the establishment of a Joint-Use Committee with equal representation from the Board, and, from the community group or municipality.
- 3.2 Joint-Use Committees shall be delegated the powers to:
 - 3.2.1 oversee the use of the facilities on an equitable basis for all residents within the jurisdiction of either of the parties to the agreement;
 - 3.2.2 develop and enforce rules and regulations and to set and collect user fees for the use of the facilities;
 - 3.2.3 obtain financial reports on the operation of the facilities.
- 3.3.1 Joint-Use Agreements and all amendments thereto are subject to the prior approval of both the Board, and, the community group or municipality.
- 3.4 Procedures in the specific Joint-Use Agreement are applicable to each school.

References: *Board Policy: D/1/9 – Joint Use Agreements*



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

1.0 RATIONALE

The Board is committed to providing on going assistance to all employees, students and administrative personnel with respect to issues of personal and/or sexual harassment. This includes a comprehensive educational component about the Board's Personal/Sexual Harassment Policy.

2.0 PROCESS

The Superintendent is delegated the responsibility and authority to ensure that procedures are in place to enforce this Administrative Practice.

3.0 GUIDELINES

3.1 Complainant's Responsibility

- 3.1.1 People who believe they have been the subject of harassment by a Sturgeon School Division employee, parent, student or volunteer should make their objection clearly known to the offender and/or the person in authority. While it is preferable that objections to harassment be voiced to the offender, it is not a prerequisite to filing a complaint.
- 3.1.2 Students can obtain advice and assistance regarding strategies designed to address peer harassment or teacher/student harassment by contacting a teacher, a counsellor or an administrator (for example, principal, superintendent).
- 3.1.3 Any complaint must be filed within a reasonable time from the occurrence of the last incident. The Board of Trustees of Sturgeon School Division reserves the right not to deal with any complaint that is based on alleged incidents that occurred more than one (1) year prior to the date of the complaint or where, in the opinion of the Board, the complaint is not under their jurisdiction.

References: *Board Policy: E/1/4 Harassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

3.2 Other Avenues of Recourse

3.2.1 This regulation does not affect an individual's right to file a complaint or to respond to a complaint with the Human Rights Commission or to seek other redress provided for by law. Complaints to the Alberta Human Rights Commission must be filed within one year of the alleged incident or, in the case of a series of incidents, within one year of the most recent incident.

3.2.2 It should also be noted that sexual and other forms of assault are covered under the Criminal Code of Canada and that police may be asked to investigate.

3.3 Complaint Procedure and Right to Appeal

3.3.1 Personal and/or sexual harassment complaints are made in accordance with the Harassment Policy (E/I/11).

3.3.2 All complainants shall have the right to appeal. This includes parental appeals on behalf of minors.

3.4 Confidentiality

3.4.1 Concerns or complaints received pursuant to these regulations shall be held in strict confidence between the complainant, respondent and others who may be required to be involved.

3.4.2 Information regarding the complaint is kept separate and secure from the employee's record of service file.

3.4.3 Any files involving allegations against a student shall be kept separate and secure from that student's official record.

3.4.4 Confidentiality of information is not the same as anonymity. The respondent is entitled to know the identity of the complainant and to receive a written copy of the complaint outlining the specifics of the allegation(s).

References: *Board Policy: E/I/4 Harassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

3.5 Breach of Confidentiality

Anyone who breaches confidentiality may be subject to disciplinary action.

3.6 Records

3.6.1 If the allegation of harassment is proven true, the record of the investigation and final disposition will be kept in the employee's file or in the official student record file. After a period of three (3) years, the employee or student may request that all such material be removed from the file. The decision to remove the material is at the discretion of the Superintendent.

3.6.2 If the investigation fails to disclose evidence to support the allegation of harassment, no record of the complaint shall be retained in the respondent's record of service file.

3.7 Vindication

In the event that allegations are shown to be false, the respondent may require that a letter of vindication be included in his or her record of service file.

3.8 Protection Against Retaliation

3.8.1 Retaliation against the complainant for reporting personal and/or sexual harassment will not be tolerated.

3.8.2 Any attempt at retaliation will be viewed as harassment and will be subject to the provisions of this Administrative Practice.

3.9 False Charges

3.9.1 If an investigation determines that complaints were made by an employee in an intentionally false, malicious or vindictive manner, appropriate disciplinary action, dismissal or legal action shall result.

References: *Board Policy: E/114 Harassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

3.9.2 Intentionally false, malicious or vindictive complaints made by a student shall result in disciplinary action and may include suspension or expulsion.

3.10 Responsibility of Supervisory Personnel

3.10.1 It is the responsibility of all Sturgeon School Division personnel, particularly administrators and supervisors, to take immediate and appropriate corrective action in all situations involving personal or sexual harassment complaints.

3.10.2 It is the responsibility of all supervisory personnel to make staff and students aware of this policy, its regulations and procedures. The Sturgeon School Division will provide appropriate information and educational programs.

3.10.3 The investigation of allegations under this Administrative Practice must be seen as being impartial and objective.

3.11 Student/Student Harassment

3.11.1 When an allegation of harassment is made by one student against another, the matter will normally be resolved in accordance with Student Conduct Policy (F/IV/7) and the school's code of conduct or other regulations.

3.11.2 Concerns relating to harassment by someone other than an employee or student shall be handled on an individual basis. Advice may be sought from the Associate Superintendent, Human Resources.

3.11.3 An employee or student who alleges harassment may pursue either an informal resolution or formal recourse as outlined below. A decision to use this resolution recourse can also be made by the Superintendent or designate.

3.11.4 Inquiries for information relating to harassment or requests for intervention to support an Informal Resolution shall be directed to the Associate Superintendent, Human Resources.

References: *Board Policy: E/1/4 Harrassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

3.11.5 Complaints of harassment can be made to external sources such as the Human Rights Commission and the employee's union or association.

3.12 Procedure for Informal Resolution

3.12.1 An individual may choose to initiate action to resolve a harassment situation. Possible action could include some or all of the following:

- i. The complainant may inform the harasser that the actions are unwelcome and must stop immediately.
- ii. The complainant may request the involvement of a colleague, administrator or supervisor to provide informal intervention towards an acceptable resolution of the situation.
- iii. The complainant should keep a record of incident(s) that lists dates, times, locations, possible witnesses, description of incident(s), personal response and outcome.

3.12.2 A complainant may wish to approach the situation with the assistance of the Associate Superintendent, Human Resources or an assigned advisor.

- i. The complainant may request oral or written support and/or intervention. The complainant must be prepared to share the nature and details of the complaint with the assigned advisor.
- ii. The advisor will consult with the complainant within ten (10) working days.
- iii. Subsequent to consultation and further exploration of case specifics, the advisor will make a recommendation within thirty (30) working days. If the complaint is not resolved, the parties may move to formal recourse.

3.13 Procedure for Formal Recourse

3.13.1 School Investigations (Student to Student Harassment)

- i. The Associate Superintendent, Human Resources will inform the respondent that a complaint has been received.

References: *Board Policy: E/14 Harrassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent, HR

- ii. The Associate Superintendent will conduct an investigation, which may consist of personal interviews with the complainant, the respondent and others who might have knowledge of the incidents or circumstances that led to the complaint. The complainant and respondent and/or parent/guardian shall be contacted at an appropriate point during the investigation.
- iii. Upon completion of the investigation, the Associate Superintendent, Human Resources shall communicate the results to both parties and to parents/guardian.
- iv. If the school official believes the complaint is valid, the school official shall determine appropriate disciplinary actions.

3.13.2 Employee Investigation

- i. The formal process of complaint may be pursued if the informal process does not resolve the situation or if the complainant or the Associate Superintendent, Human Resources believes the formal process to be more appropriate.
- ii. The complainant must submit a formal complaint in writing to the Associate Superintendent, Human Resources to commence a formal process.
- iii. For people with disabilities, communication problems or small children, alternative methods for filing a complaint, such as tape recorders, scribes, and so on, are acceptable.
- iv. Complainants are encouraged to file a complaint as soon as possible after the incident
- v. If at any point in the formal process consensus is reached that the informal approach is more appropriate, the formal process may be suspended.
- vi. If a formal investigation is deemed necessary, the Associate Superintendent, Human Resources shall:
 - a. Advise the alleged harasser, in writing, of the nature and specifics of the allegations and that an investigation has been initiated and will inform the respondent of his or her rights under Board Policy, The School Act and other relevant legislation.
 - b. Advise the complainant of the investigation
 - c. Provide the respondent with a copy of the written complaint.

References: *Board Policy: E//4 Harassment
Human Rights, Citizenship, and Multiculturalism Act*



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

- d. Advise both of the policies, procedures and guidelines which will be followed and make both parties aware of the Employee Assistance Program.
- e. Interview the respondent, complainant and witnesses separately.
- f. Investigate
 - i) The investigation shall be carried out by the Associate Superintendent, Human Resources or designate. The complainant has the right to request that the investigation be of the same gender as themselves.
 - ii) The respondent will be given all the details related to the allegations.
 - iii) The respondent is entitled to representation.
 - iv) The respondent shall be provided with the evidence against him or her and shall be given a reasonable opportunity to be heard and reply to that evidence.
 - v) The investigation and report shall not contain or be influenced by information that is prejudicial, ill-founded or irrelevant, and findings of fact shall be based upon evidence, not assumptions.
 - vi) The investigation shall not consider irrelevant information and will consider all relevant information.
 - vii) The investigator shall forward a written report with the findings of the investigation and the recommendations to the Superintendent within thirty (30) working days.
- g. Based on recommendations and evidence in the report, the Superintendent shall take action that is consistent with Board policies and practice relating to employee discipline.
- h. The Superintendent or designate will advise the complainant of the outcome of the investigation; action to redress will be taken as soon as possible.
- i. Appeals by either party must be made in writing to the Superintendent of Schools within ten (10) working days after the said action has been taken.
- j. It should be noted that extenuating circumstances may affect some of the time lines outlined in this document. Such circumstances will be documented and communicated to all parties involved as they arise.

References: *Board Policy: E/14 Harrassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

- k. Appropriate disciplinary action will be taken in the event of intentionally false, malicious or vindictive complaints.
- l. The Superintendent shall assure that appropriate support services are set in place for the employee if the allegations of harassment are dismissed (Employee Assistance Program).
- m. The Superintendent shall also make appropriate support services available for victims of harassment (Employee Assistance Program).
- n. If the Associate Superintendent, Human Resources is identified as the alleged harasser, the entire matter shall be directed to the Deputy Superintendent. If the Deputy Superintendent is identified as the alleged harasser, the entire matter shall be directed to the Superintendent. If the Superintendent is identified as the alleged harasser, the entire matter shall be directed to the Board of Trustees.
- o. The standard of proof to be used in determining if a complaint has merit is based on a balance of probabilities.

3.13.3 Systemic Investigations

- i. To ensure that schools are free from harassment, the Superintendent of Schools may decide to conduct an investigation in the absence of a specific complaint to address, resolve or prevent harassment in the work and/or learning environment. The Superintendent could choose to do this under any of the following circumstances:
 - a. There is a pattern of inquiries and/or complaints over time that suggests the existence of a specific problem that has been identified but not corrected.
 - b. There is reason to believe that a broader, systemic problem exists in the work and/or learning environment that causes, contributes to, or encourages harassment.
 - c. An investigation does not support a complaint but there is reasonable evidence of a broader systemic problem.
- ii. Prior to proceeding with an independent investigation, a summary of the situation that explains why the investigation is being recommended even though there was no complaint will be drafted.
- iii. This summary will be presented to the Superintendent of Schools for consideration. When such an investigation is approved, the appropriate parties will be advised of the intent to conduct a

References: *Board Policy: E//4 Harassment*
Human Rights, Citizenship, and Multiculturalism Act



HUMAN RESOURCES MANAGEMENT 22 – Harassment

Date: Mar. 25, 2003 Revised: Jan. 25, 2012 Responsible Administrator: Associate Superintendent; HR

systemic investigation, the reasons for initiating the investigation and the process / procedures that will be implemented.

- a. In lieu of a systemic investigation, the Board may also initiate activities to increase awareness of harassment and the effects on staff, students, parents and volunteers.

3.13.4 Right of Appeal

Employees who are not satisfied with action taken with respect to enforcement of this Administrative Practice are entitled to pursue the matter in the manner set forth as follows:

- i. Matters that are covered either by the employee's collective agreement or employment practices and procedures may be pursued in accordance with the grievance or appeal procedure outlined in the appropriate collective agreement or employment practices and procedures document.
- ii. If the matter is not covered by a collective agreement or employment practices and procedures documents, an appeal may be made in writing to the Superintendent of Schools within ten (10) working days.

The Superintendent of Schools will respond within thirty (30) working days.

- iii. Either party has the right to seek civil or criminal redress through the courts or to file a complaint with their union, association or the Alberta Human Rights Commission.

Students who are not satisfied with action taken with respect to enforcement of this Administrative Practice are entitled to pursue the matter set forth as follows:

- i. An appeal may be made in writing to the Superintendent of Schools or designate within ten (10) school days.
- ii. The Superintendent of Schools or designate will respond within thirty (30) school days.

References: *Board Policy: E/14 Harrassment*
Human Rights, Citizenship, and Multiculturalism Act



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Revised Date: January 9, 2017

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

Special circumstances may warrant consideration and approval being granted for a resident student of Sturgeon School Division to be excused from school attendance providing that the necessary steps or actions have been discharged certifying that the student is under effective instruction at home or elsewhere.

2.0 PROCESS

The Superintendent or designate shall be responsible for administering this Administrative Practice.

3.0 GUIDELINES

- 3.1 The provision of home education services shall be approved and monitored through the Associate Superintendent, Education Services or designate.
- 3.2 In recognizing any parental request for home education, the Associate Superintendent, Education Services shall ensure that the educational welfare of the student is maintained in accordance with the School Act and Alberta Regulations.
- 3.3 In recognizing any parental request for home education, the Associate Superintendent, Education Services shall ensure that the legal commitment by the parents to the educational welfare of the student is understood and executed.
- 3.4 The Division will provide to parents of home education students an amount equal to 50% of the Alberta Education Home Education grants received subject to the following conditions:
 - 3.4.1 The funds are for the purchase of learning resources and directly related to educational material.
 - 3.4.2 The parent must provide receipts for such materials.
 - 3.4.3 The home education student must have been enrolled with the Division by September 30th of the school year.

References: Board Policy: G//1 – Alternate Learning Opportunities
G//6 – Home Education
School Act: Section 29



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Revised Date: January 9, 2017

Responsible Administrator:
Associate Superintendent, Education Services

- 3.5 The Division may pay Alberta Distance Learning Centre fees on behalf of parents of home education students enrolled with the Division by September 30th of the school year, and such payments will be considered part of the 50% payment as per Guidelines 3.4.
- 3.6 Applications for home education shall be completed by the parent in accordance with Alberta Regulation Home Education 145/2006.
- 3.7 Applications for home education shall, if possible, be filed on or prior to the commencement of the school academic year.
- 3.8 One to four visitations shall be carried out under the supervision of the Director, Curriculum and Instruction or designate.
 - 3.8.1 To include two assessments per year for each student.
 - 3.8.2 Official student records to be kept by the student's resident school.
 - 3.8.3 Neighborhood school facilities will be accessible when appropriate supervision is available.
- 3.9 Should parents and/or students not comply with requirements of the School Act and Regulations and Board policy relative to home education:
 - 3.9.1 Parents will be notified and asked to meet requirements.
 - 3.9.2 A further meeting to resolve the issue shall be called.
 - 3.9.3 Parents will be given sufficient time to comply.
 - 3.9.4 If parents refuse to comply, a report will be filed with the Attendance Board for non-attendance.

References: Board Policy: G//1 – Alternate Learning Opportunities
G//6 – Home Education
School Act: Section 29



TRANSPORTATION 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: September 26, 2018 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

A formalize process is necessary to ensure the safety and well-being of all students during inclement weather.

2.0 PROCESS

The Superintendent or designate shall be responsible for determining the need for a suspension of school bus service.

3.0 GUIDELINES

- 3.1 School bus service shall be suspended at a temperature of minus forty (40) degrees Celsius as measured at the weather stations located in Morinville at Sturgeon Public School Division Central Office. The temperature used to determine suspension of bus service shall not take into account wind-chill.
- 3.2 The Manager of Transportation shall provide feedback to the Superintendent regarding the decision to suspend school bus services.
- 3.3 The Superintendent or designate shall direct a system wide suspension of school bus service in every instance where in their opinion, climatic and/or road conditions constitute a significant hazard to the safety and well-being of school bus passengers. Attempts should be made to contact neighboring school jurisdictions regarding their plans to suspend school bus service.
- 3.4 Suspension of school bus services may be limited to a specific region of Sturgeon School Division. When this occurs, only buses that serve those schools will be affected.
- 3.5 The Superintendent or designate may suspend school bus services on a route-by-route basis. Regardless of the routes affected by suspension of school bus service, all schools will remain open. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Manager of Transportation, in consultation with the Superintendent or designate, may suspend bus services in that specific area only.

References: Board Policy: I/3 - Inclement Weather
D/III/2 – School Operation in Emergency



TRANSPORTATION 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: September 26, 2018 Responsible Administrator: Secretary-Treasurer

- 3.6 When weather or road conditions deteriorate during the day, the Superintendent or designate may authorize individual buses or all buses to leave school prior to regular dismissal time.
- 3.7 A school bus operator, in consultation with the Manager of Transportation, may decide not to operate their school bus at the start of a school day if road or climatic conditions in his/her area of service are of a nature that would make the operation of their school bus unsafe.
 - 3.7.1 The Manager of Transportation, or designate, shall advise the principal of each affected school. The school bus operator shall advise the parent of each child on their route of the decision to suspend school bus service after consultation with the Manager of Transportation.
 - 3.7.2 Whenever a school bus operator, in consultation with the Manager of Transportation, determines that hazardous road or climatic conditions may arise during the course of a school day, they shall proceed to the school and request the release of students who ride on his/her bus. The principal shall release such students when requested by the Manager of Transportation and shall notify the parents.
 - 3.7.3 A school bus operator, in consultation with the Manager of Transportation, may determine during the course of their route that road or climatic conditions make it unsafe to continue on the route. In this circumstance, the school bus operator shall attempt to park the bus in a safe location off the traveled road allowance. The driver shall immediately attempt to establish radio contact with school authorities, in consultation with the Manager of Transportation, or designate, so that parents can be informed of the circumstances and location of their children.
 - 3.7.4 A bus driver who cannot complete the morning route shall inform the bus monitor, all parents on the route, and the Manager of Transportation, of the decision. The Manager of Transportation, will inform the principal of the school and the Superintendent or designate.

References: *Board Policy: I/3 – Inclement Weather
D/III/2 – School Operation in Emergency*



TRANSPORTATION 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: September 26, 2018 Responsible Administrator: Secretary-Treasurer

- 3.8 Upon suspension of school bus service as confirmed by the Manager of Transportation, or designate, the bus operator shall implement telephone fan-out notification of other school bus operators.
- 3.9 Principals shall include a copy of these regulations in their school newsletters no later than November first of each school year.
- 3.10 During the period November 15 to March 30 of each school year, parents shall ensure that their children who are school bus passengers, have, on their person, proper outerwear, headgear, mitts and footwear. The principal of each school shall ensure that all parents are made aware of the requirement. The Manager of Transportation, will ensure that all school bus operators are familiar with this requirement.
 - 3.10.1 A school bus driver who has concerns about proper outerwear shall first address this with the student. If the situation is not resolved, the driver shall contact the parent(s)/guardian(s). If this process is not successful, the driver is to refer the matter to the principal for further action.
- 3.11 A decision by the Superintendent or designate to suspend school bus service shall be communicated through a number of different media outlets immediately after the decision to suspend bus service is made. The Manager of Transportation will ensure notification of school bus service suspension is made through the following official communication channels:
 - 3.11.1 radio stations CFCW, CHED, radio CBC and CISN; The Division website;
 - 3.11.2 television stations Global and City TV, and
 - 3.11.3. the Division website

References: *Board Policy: I/3 - Inclement Weather*
D/II/2 – School Operation in Emergency



TRANSPORTATION 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: September 26, 2018 Responsible Administrator: Secretary-Treasurer

- 3.12 Schools shall remain open when school bus services are suspended by the Superintendent or designate, and will receive students who are conveyed to school by their parents. Parents, who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions, will be responsible for picking up their children at the end of the school day.
- 3.13 The school shall advise parents to make alternate arrangements for accommodating their children in the event school is dismissed early.
 - 3.13.1 If the parents/guardians cannot be contacted, the students remain at school under adult supervision, as arranged by the principal, until accommodations can be found.

References: Board Policy: I/3 - Inclement Weather
D/II/2 – School Operation in Emergency



TRANSPORTATION 11 –Transportation Fees

Date: May 5, 2014 Revised Date: February 27, 2019 Responsible Administrator: Associate Superintendent, Business/Corporate Services

1.0 RATIONALE

All Early Childhood Services to Grade 12 children and/or students, who do not qualify for transportation funding by Alberta Education and are accessing transportation services in Sturgeon Public School Division shall pay a transportation fee as directed in Board Regulation, Transportation 2 – Transportation Services and Fees.

1.1 Transportation will be available for children and students who meet the criteria as set out in the Guidelines of Board Regulation, Transportation 2 – Transportation Services and Fees.

2.0 PROCESS

The Secretary Treasurer will be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines and for communicating the need for transportation fees to parents annually.

Principals will annually notify school staff about the process and the circumstances in which parents may be able to request a refund or having transportation fees waived.

3.0 GUIDELINES

3.1 Fees shall be due and payable at the time of registration by online payment via the PowerSchool Parent Portal, cash or cheque.

3.1.1 An administration fee will be charged for each cheque returned.

3.2 Any child or student new to the Division, will pay the regular rate or a portion of the fee, prorated on a 10 month basis.

3.2.1 Any child or student entering the Division after March 31st of the school year will not be charged any portion of the Transportation fee.

References: *Board Policy: 1/1 –Transportation Services*
Board Regulation: Administration 2 – Appeal
Transportation 2 –Transportation Services and Fees
School Transportation Regulation
Fee Waiver Application Form

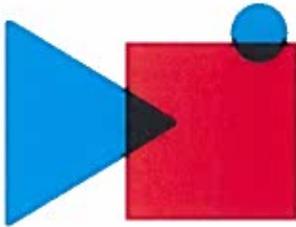


TRANSPORTATION 11 –Transportation Fees

Date: May 5, 2014 Revised Date: February 27, 2019 Responsible Administrator: Associate Superintendent, Business/Corporate Services

- 3.3 All refunds shall be determined by the Transportation Department. No refunds will be approved except for children or students moving out of the transportation service area, transferring to another school jurisdiction or graduating during the school year. A request in writing will be required from parent/guardian stating reason for cancellation of transportation service before refund will be granted.
 - 3.3.1 A refund of Transportation fees will be determined on a prorated monthly basis.
 - 3.3.2 After March 31 of the school year, Transportation fees will not be refunded.
- 3.4 Children or students enrolled prior to September 30th may apply for transportation services at any time during the school year. The transportation fee will be the regular rate (not prorated). Payment is due in full upon registration. Children or students must meet the criteria as set out in Policy I/1 and Board Regulation Transportation 2 – Student Transportation Fees.
- 3.5 In exceptional cases where a child or student registered for Transportation Services, does not have his/her fees paid by January 31st, the division will provide a statement of the outstanding balance, which is due immediately.
- 3.6 Any outstanding balances as of April 30th will be forwarded to a collection agency.
- 3.7 In cases of genuine hardships, the Transportation Manager, in consultation with the Principal, has the discretion to waive or make alternative payment arrangements. Parents may request to waive their children’s fees by filling out the Division’s Fee Waiver Application Form.
- 3.8 Any concerns and disputes of the transportation fees will follow the process as outlined in Board Regulation Administration 2 – Appeal.

References: *Board Policy: I/1 –Transportation Services*
 Board Regulation: Administration 2 – Appeal
 Transportation 2 –Transportation Services and Fees
 School Transportation Regulation
 Fee Waiver Application Form



B O A R D
MEMORANDUM

Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Director Special Projects/Initiatives
Subject: AP615 and AP865 Rewrite update



Background:

With the School Year already underway, the Sr. Executive Team feels that certain Administrative Procedures are needed in a timely manner for our schools.

Attached please find Administrative Procedure *Information and Communication Technology (AP865)* and Administrative Procedure *School Facilities and Equipment Maintenance (AP615)*.

Recommendation:

This Report is shared as Information.

Sincerely,

Mary Lynne R. Campbell, CD.D
Superintendent/CEO

Attachment



PURPOSE

The first priority of the Facilities Department is to facilitate comfortable and safe conditions for student learning.

For safety and insurance purposes, a process has to be established that ensures consistent building maintenance standards exist throughout Sturgeon Public Schools.

In the interests of using administration time effectively, it is prudent to ensure efficient communication processes are established that ensure as little time as possible is spent on administering work order requests.

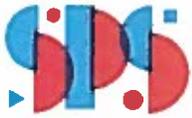
On-going maintenance is required to ensure that Division School buildings are comfortable and safe learning environments for students.

PROCESS

The Associate Superintendent Corporate Services will establish and monitor a system that facilitates effective and efficient processes to direct necessary building repair and maintenance requests.

PROCEDURE

1. The Director of Facilities is responsible for the repair and maintenance of all grounds in the Division. As such, any changes to grounds and/or buildings must receive prior approval of the Director of Facilities.
2. All grounds and building repairs/maintenance, including areas designated for joint- use, will be completed by Division Facilities staff or by individuals approved for same by the Director of Facilities upon receipt of a work order from the school, through requests via the Asset Planner system.
3. Annually, the Principal shall submit the names of a contact person to the Director of Facilities. All communications from the Facilities Department, involving repair and maintenance requests, will be channeled through the contact person who is responsible for the following:
 - 3.1 Submitting requests.
 - 3.2 Coordinating scheduling for work to be completed.
 - 3.3 Documenting the work and associated costs to the school.



Responsible Administrator: Associate Superintendent Corporate Services

4. Requests will be reviewed and estimated costs, including labour at a rate of \$50.00/hour will be provided to the school contact.
5. Principals must approve the estimate before the Director of Facilities allocates resources and schedules the work.
6. If the work is deemed urgent due to safety concerns, the process will be waived and the Director of Facilities, in consultation with the Principal and the Associate Superintendent Corporate Services will direct the necessary repair/maintenance as appropriate.
7. Guidelines for Purchases
 - 7.1 Work requests for the maintenance or repair of a component of the school building as designed and constructed and deemed necessary;
 - 7.1.1 cost is the responsibility of SPS Facilities Department.
 - 7.2 Work requests related to enhance, add or modify components of the building;
 - 7.2.1 cost is the responsibility of the school.
 - 7.2.1.1 The school will be invoiced for the cost of materials and labour (\$50/hour)



Date: September 2019

**Sturgeon
Public Schools**

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

To ensure technology is used in the service of learning and supports efficient system administration and operations.

PROCESS

The Associate Superintendent Corporate Services shall maintain and facilitate this Administrative Procedure.

PROCEDURE

1. The Superintendent/CEO or designate shall ensure technology is aligned in support of the Three Year Plan.
2. The Associate Superintendent Corporate Services shall be responsible for the oversight and monitoring of the Division technology evergreening plan.
 - 2.1 Technology purchases, deployment, installation and associated costs included in the Division's technology evergreening plan are the responsibility of the Division's Technology Services Department.
 - 2.2 The Division's evergreening plan includes technology for teachers, administrators, administrative support and system software. Schools wishing to add, modify or enhance technology will contact the Director of Technology and Logistics to ensure compatibility and associated costs, including labour at a rate of \$50.00/hour, to the school based budget.
 - 2.3 The Principal, in collaboration with the Technology Services Department shall review annually and implement the school plan for school based technologies within available budget allocations.
3. The Principal, in consultation with the Technology Services Department, shall be responsible for the development, implementation, and evaluation of the school technology plan in alignment with the Division's Three year Education Plan. The annual school plan shall ensure:

References: *Admin Procedures: 300 Security of Personal and Division Information
485 Disposal of Obsolete Computer Equipment
721 Teachers and Professional Development
727 Support Staff and Professional Development
Ministerial Order on Student Learning (#001/2013)
Learning and Technology Policy Framework*



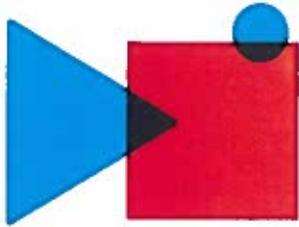
Date: September 2019

Sturgeon
Public Schools

Responsible Administrator: Associate Superintendent Corporate Services

- 3.1 Equitable and appropriate access to devices, network resources, and other technologies for all students
- 3.2 Appropriate access to devices, network resources and other technologies for staff in the performance of responsibilities
4. Software
 - 4.1 Principals must ensure the Director of Technology and Logistics is consulted before any device accesses the network to seek approval.
 - 4.1.1 Installation of new technology must be managed by the Technology Services Department
5. Guidelines for Purchases
 - 5.1 Technology purchases are based on Division standards.
 - 5.2 Technology Services Department responds to requests for service through the *HelpDesk*.
 - 5.3 There are no costs associated with allocating existing resources (i.e. software licenses and devices)
 - 5.4 Facility Services prioritizes emergent requests for repairs through their *HelpDesk*.

References: *Admin Procedures: 300 Security of Personal and Division Information*
485 Disposal of Obsolete Computer Equipment
721 Teachers and Professional Development
727 Support Staff and Professional Development
Ministerial Order on Student Learning (#001/2013)
Learning and Technology Policy Framework



BOARD
MEMORANDUM



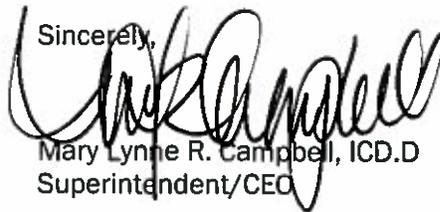
Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Wanda Roskewich, Executive Assistant, Education Services
SIS Operators, Sturgeon Public Schools
Subject: September 30, 2019 Enrollments

Background:

Please find attached, a copy of the Student Enrollments as of September 30, 2019.

Recommendation:

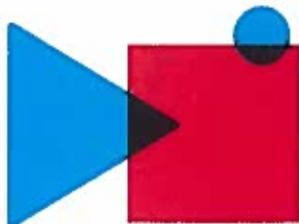
This report is shared as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment

2019-2020 Student Enrolment Counts - By Schools

SCHOOL	HS/ KS	ECS	I	II	III	IV	V	VI	TOTAL FTE	VII	VIII	IX	TOTAL FTE	X	XI	XII	TOTAL SR HI	TOTAL ECS-12	Home School	AFN	GRAND TOTAL	
Bon Accord	23	37	42	41	27	44			214				214					214				214
Legal	6	0	0						6				6					6				6
Camilla	33	43	50	45	55	52	53	44	375	34	40	39	113					488				488
AFN			1	1	7	1	2	3	15	1	4	3	8							23	23	23
Four Winds							101	81	182	77	54	52	183					365	1			366
Gibbons							53	67	120	56	58	49	163					283	1			284
Guthrie	84	28	35	30	16	29	37	29	288	19	19	22	60					348	2			350
Landing Trail	47	72	79	74	59	54			385									385				385
Lilian Schick							58	46	104	59	63	51	173					277	1			278
Morinville Public	95	119	92	99	88	99			592				0					592	2			594
Namao	42	40	46	40	36	39	42	45	330	45	55	44	144					474	2			476
Ochre Park	28	28	34	29	29	33			181				0					181				181
Redwater							29	30	59	33	37	28	98	22	24	30	76	233				233
SCHS														238	225	244	707	707				707
AFN														3	4	7				7	7	7
Sturgeon Hts.	130	49	41	68	42	51	46	48	475	27	18	27	72					547				547
SUB TOTAL	488	416	420	427	359	402	421	393	3,326	351	348	315	1,014	263	253	274	790	5,100	9	30	30	5139
Oak Hill					0	5	1	3	9	8	4	5	17				0	26				26
Colony		3	5	5	4	5	5	4	31	3	2	5	10	0			0	41				41
SUB TOTAL	0	3	5	5	4	10	6	7	40	11	6	10	27	0	0	0	0	67	0	0	0	67
MLC														4	6	29	39	39				39
SLC														4	7	41	52	52				52
SUB TOTAL														8	13	70	91	91	0	0	0	91
TOTAL	488	419	425	432	363	412	427	400	3,366	362	354	325	1,041	271	266	344	881	5,258	9	30	30	5297
FTE's																		4,804.50				
Sept.30, 2018	550	420	460	364	397	421	403	393	3,408	340	329	281	950	280	298	332	910	5,268	17	31	31	5285
CHANGE #'s	-62	-1	-35	68	-34	-9	24	7	-42	22	25	44	91	-9	-32	12	-29	-10	-8	-1	-1	-18
CHANGE %	-11%	0%	-8%	19%	-9%	-2%	6%	2%	-1%	6%	8%	16%	10%	-3%	-11%	4%	-3%	0%	-47%	-3%	-3%	0



B O A R D
MEMORANDUM



Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent, People Services
Subject: School Calendar: 2020-2021 Camilla (Amended)

Background:

Attached for Trustee information is the School Calendar package and Camilla School Calendar package for 2020-2021 which were deferred from the May 22, 2019 Board Meeting.

Due to change in proposed opening dates of the new Camilla School, it is necessary to amend the Camilla School Calendar. Attached for Trustee information is the amended Camilla School Calendar package for 2020-2021 which includes:

- Camilla Operational Calendar
- Camilla Operational Year Day Count
- Camilla Operation Year Details

with the following amendments:

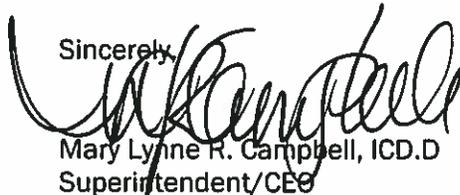
- January 4, 2021 - January 8, 2021 "moving of Camilla School" amended to the week of January 25, 2021 - January 29, 2021.

It is the intention that once this calendar is approved in principle by the Board, it will be provided to Administrator's Council, School Staff and Parent Councils for their review. It will then be brought to the Board of Trustees for final approval at the February 2020 Board Meeting.

Recommendation:

That the Board of Trustees review the amended 2020-2021 Camilla School Calendar package and the School Calendar package, approve in principle and forward to the February 2020 Public Board Meeting for final approval.

Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment

2020-2021

CAMILLA SCHOOL Draft October 9, 2019

OCTOBER, 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

SEPTEMBER, 2020

S	M	T	W	T	F	S
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			

AUGUST, 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					

JANUARY, 2021

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, 2020

S	M	T	W	T	F	S
6	7	8	9	10	11	12
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NOVEMBER, 2020

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30					

APRIL, 2021

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MARCH, 2021

S	M	T	W	T	F	S
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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, 2021

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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JULY, 2021

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE, 2021

S	M	T	W	T	F	S
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			

MAY, 2021

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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 24
- Prof. Dev. Collaboration - no classes August 27
- Prof. Dev. Collaboration - no classes August 28
- Operational Non-Instructional (K-12) - no classes August 31
- All classes (full day) September 1
- Labour Day - no classes September 7
- Division/School PD/Collaboration; Staff meeting September 18
- Thanksgiving Day - no classes October 12
- Division/School PD/Collaboration; Staff meeting October 16
- Remembrance Day - no classes November 11
- Division/School PD/Collaboration; Staff meeting November 20
- In lieu of Parent/Teacher Interviews - no classes November 27
- Division/School PD/Collaboration; Staff meeting December 11
- Christmas Vacation Dec. 19-Jan 3
- Classes Resume January 4
- Operational Day - no classes - Moving of Camilla School January 25 - 29
- First day of classes Semester Two February 1
- Teachers' Convention - no classes February 4-5
- Family Day - no classes February 15
- Division/School PD/Collaboration; Staff meeting February 26
- Division/School PD/Collaboration; Staff meeting March 19
- In lieu of Parent/Teacher Interviews - no classes March 26
- Spring Recess March 27 - April 4
- Good Friday - no classes April 2
- Easter Monday - no classes April 5
- Classes Resume April 6
- Division/School PD/Collaboration; Staff meeting April 9
- Division/School PD/Collaboration; Staff meeting May 21
- Victoria Day - no classes May 24
- Division/School PD/Collaboration; Staff meeting June 4
- Last day of classes June 28
- Operational Non-Instructional (K-12) - no classes June 29
- Summer vacation begins June 30



Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341
Fax: (780) 939-5520

Operational Day - No Classes
 Non-Operational Day - No Classes
 Division/School P D/Collaboration; Staff Meeting - No Classes

CAMILLA SCHOOL



CAMILLA SCHOOL

School Year 2020-2021

(All dates are inclusive unless otherwise specified)

AUGUST

Mon. 24 School offices open
Thurs. 27 Division/School PD/Collaboration; Staff meeting – no classes
Fri. 28 Division/School PD/Collaboration; Staff meeting – no classes
Mon. 31 Operational Non-Instructional Day – no classes

SEPTEMBER

Tues. 1 All classes (full day)
Mon. 7 LABOUR DAY - no classes
Fri. 18 Division/School PD/Collaboration; Staff meeting – no classes

OCTOBER

Mon. 12 THANKSGIVING DAY - no classes
Fri. 16 Division/School PD/Collaboration; Staff meeting – no classes

NOVEMBER

Wed. 11 Remembrance Day – no classes
Mon. 20 Division/School PD/Collaboration; Staff meeting – no classes
Fri. 27 Non-instructional day in lieu of Parent-Teacher Interviews – no classes

DECEMBER

Fri. 11 Division/School PD/Collaboration; Staff meeting – no classes
Sat. 19 Christmas recess begins

JANUARY

Mon. 4 Classes resume
Mon.– Fri. 25 - 29 Moving of Camilla School - no classes

References: Policy: *DA114 205 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2020-2021
School Operational Year Calendar Day Count 2020-2021
School Act: 56



FEBRUARY

Mon.	1	First day of Semester Two
Thurs./Fri.	4/5	Teachers' Convention - no classes
Mon.	15	FAMILY DAY - no classes
Fri.	26	Division/School PD/Collaboration; Staff meeting – no classes

MARCH

Fri.	19	Division/School PD/Collaboration; Staff meeting – no classes
Fri.	26	Non-instructional day in lieu of Parent-Teacher Interviews – no classes
Sat.	27	Spring recess begins

APRIL

Fri.	2	GOOD FRIDAY – no classes
Mon.	5	EASTER MONDAY – no classes
Tues.	6	Classes resume
Fri.	9	Division/School PD/Collaboration; Staff meeting – no classes

MAY

Fri.	21	Division/School PD/Collaboration; Staff meeting – no classes
Mon.	24	VICTORIA DAY - no classes

JUNE

Fri.	4	Division/School PD/Collaboration; Staff meeting – no classes
Tues.	28	Last day of classes
Wed.	29	Operational Non-Instructional Day – no classes
Thurs.	30	Summer recess begins

References: Policy: ~~DAA/1~~ **205** Operational School Year
Admin Practices: Administration 4 – Operational School Year
School Operational Year Calendar 2020-2021
School Operational Year Calendar Day Count 2020-2021
School Act: 56



CAMILLA SCHOOL

School Year 2020-2021

	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	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
JANUARY	65.0	1.0	115.0	19.0	20.0	20.0
TOTAL - SEMESTER I	73.0	9.0	176.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	18.0	18.0	20.0	20.0
APRIL	1.0	1.0	18.0	18.0	19.0	19.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	19.0	19.0	21.0	21.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	82.0	18.0	276.0	180.0	198.0	198.0

References: Policy: *DA/4 205 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2020-2021
School Operational Year Calendar Day Count 2020-2021
School Act: 56

2020-2021

Draft
May 22, 2019

School offices open	August 24
Prof. Dev. Collaboration - no classes	August 27
Prof. Dev. Collaboration - no classes	August 28
Operational Non-Instructional (K-12) - no classes	August 31
All classes (full day)	September 1
Labour Day - no classes	September 7
Division/School PD/Collaboration; Staff meeting	September 18
Thanksgiving Day - no classes	October 12
Division/School PD/Collaboration; Staff meeting	October 16
Remembrance Day - no classes	November 11
Division/School PD/Collaboration; Staff meeting	November 20
In lieu of Parent/Teacher Interviews - no classes	November 27
Division/School PD/Collaboration; Staff meeting	December 11
Christmas Vacation	Dec. 19-Jan 3
Classes Resume	January 4
Division/School PD/Collaboration; Staff meeting	January 29
First day of classes Semester Two	February 1
Teachers' Convention - no classes	February 4-5
Family Day - no classes	February 15
Division/School PD/Collaboration; Staff meeting	February 26
Division/School PD/Collaboration; Staff meeting	March 19
In lieu of Parent/Teacher Interviews - no classes	March 26
Spring Recess	March 27 - April 4
Good Friday - no classes	April 2
Easter Monday - no classes	April 5
Classes Resume	April 6
Division/School PD/Collaboration; Staff meeting	April 9
Division/School PD/Collaboration; Staff meeting	May 21
Victoria Day - no classes	May 24
Division/School PD/Collaboration; Staff meeting	June 4
Last day of classes	June 28
Operational Non-Instructional (K-12) - no classes	June 29
Summer vacation begins	June 30

OCTOBER, 2020

S	M	T	W	T	F	S
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JANUARY, 2021

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APRIL, 2021

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JULY, 2021

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25	26	27	28	29	30	31

SEPTEMBER, 2020

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27	28	29	30			

DECEMBER, 2020

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

MARCH, 2021

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JUNE, 2021

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AUGUST, 2020

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30	31					

NOVEMBER, 2020

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22	23	24	25	26	27	28
29	30					

FEBRUARY, 2021

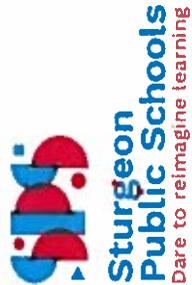
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14	15	16	17	18	19	20
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MAY, 2021

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

-  Operational Day - No Classes
-  Non-Operational Day - No classes
-  Division/School P D/Collaboration; Staff Meeting - No classes

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Fax: (780) 939-5520





School Year 2020-2021

(All dates are inclusive unless otherwise specified)

AUGUST

Mon. 24 School offices open
Thurs. 27 Division/School PD/Collaboration; Staff meeting – no classes
Fri. 28 Division/School PD/Collaboration; Staff meeting – no classes
Mon. 31 Operational Non-Instructional Day- no classes

SEPTEMBER

Tues. 1 All classes (full day)
Mon. 7 LABOUR DAY - no classes
Fri. 18 Division/School PD/Collaboration; Staff meetings – no classes

OCTOBER

Mon. 12 THANKSGIVING DAY - no classes
Fri. 16 Division/School PD/Collaboration; Staff meeting – no classes

NOVEMBER

Wed. 11 Remembrance Day – no classes
Mon. 20 Division/School PD/Collaboration; Staff meeting – no classes
Fri. 27 Non-instructional day in lieu of Parent-Teacher Interviews – no classes

DECEMBER

Fri. 11 Division/School PD/Collaboration; Staff meeting – no classes
Sat. 19 Christmas recess begins

JANUARY

Mon. 4 Classes resume
Fri. 29 Division/School PD/Collaboration; Staff meeting – no classes

References: Policy: *D444 205 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2020-2021
School Operational Year Calendar Day Count 2020-2021
School Act: 56



FEBRUARY

Mon. 1 First day of Semester Two
 Thurs./Fri. 4/5 Teachers' Convention - no classes
 Mon. 15 FAMILY DAY - no classes
 Fri. 26 Division/School PD/Collaboration; Staff meeting – no classes

MARCH

Fri. 19 Division/School PD/Collaboration; Staff meeting – no classes
 Fri. 26 Non-instructional day in lieu of Parent-Teacher Interviews – no classes
 Sat. 27 Spring recess begins

APRIL

Fri. 2 GOOD FRIDAY – no classes
 Mon. 5 EASTER MONDAY – no classes
 Tues. 6 Classes resume
 Fri. 9 Division/School PD/Collaboration; Staff meeting – no classes

MAY

Fri. 21 Division/School PD/Collaboration; Staff meeting – no classes
 Mon. 24 VICTORIA DAY – no classes

JUNE

Fri. 4 Division/School PD/Collaboration; Staff meeting – no classes
 Tues. 28 Last day of classes
 Wed. 29 Operational Non-Instructional Day – no classes
 Thurs. 30 Summer recess begins

Draft May 22, 2019

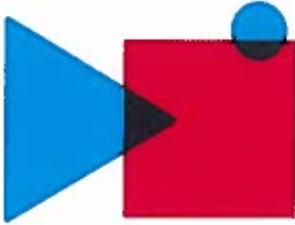
References: Policy: ~~D/11/4~~ **205** Operational School Year
 Admin Practices: Administration 4 – Operational School Year
 School Operational Year Calendar 2020-2021
 School Operational Year Calendar Day Count 2020-2021
 School Act: 56



School Year 2020-2021

	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	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
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
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	18.0	18.0	20.0	20.0
APRIL	1.0	1.0	18.0	18.0	19.0	19.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	19.0	19.0	21.0	21.0
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: *205 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2020-2021
School Operational Year Calendar Day Count 2020-2021
School Act: 56



B O A R D
MEMORANDUM



Date: October 9, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Steve Schick, Director, Technology & Logistics
Subject: IT Report: Monthly Downtime

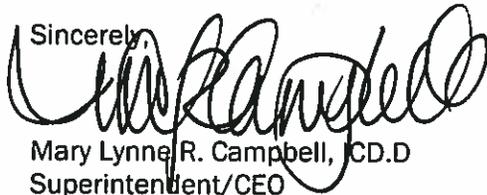
Background:

A written report for Technology Services indicating network outage for the month of September 2019 will be provided on the table at the Committee of the Whole meeting.

Recommendation:

This report is shared as information.

Sincerely,



Mary Lynne R. Campbell, CD.D
Superintendent/CEO

Attachment