

AGENDA

COMMITTEE OF THE WHOLE

Wed. Mar. 11, 2020

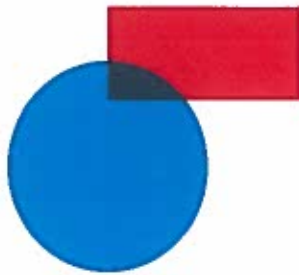


**Sturgeon
Public Schools**

Dare to re:imagine learning

1. **CALL TO ORDER**
2. **CONSIDERATION OF AGENDA**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. **APPOINTMENTS**
 - 3.1 (4:10PM) Development in Town of Bon Accord – Sean Lee, ISL Engineering and Land Services Ltd., representing Micro Developments & Jane Dauphinee, Municipal Planning Services, representing Town of Bon Accord
4. **APPROVAL OF COMMITTEE NOTES**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – February 12, 2020
5. **PRESENTATIONS**
 - 5.1 AMERESCO Presentation – Ron Ross, Alberta Operations Manager
6. **REPORTS FROM SENIOR EXECUTIVE**
 - 6.1 Capital Update
 - 6.2 Student Devices – Purchasing Options
 - 6.3 Sturgeon Public Schools Pandemic Plan
7. **REPORTS FROM TRUSTEES AND STANDING COMMITTEES**
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee





AGENDA

COMMITTEE
OF THE WHOLE



**Sturgeon
Public Schools**

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 Authorization of Junior High Locally Developed Optional Course – Academic Skill Building
- 9.2 Capital Plan Priorities
- 9.3 Class Size Information
- 9.4 Division Fees 2020/2021
- 9.5 School Generated Funds (SGF) Fees 2020/2021
- 9.6 IT Report: Monthly Downtime
- 9.7 Omnibus Motion for Board Policies
- 9.8 Policy 900 – Student Conduct and Discipline
- 9.9 Relocation: Summer School

10. QUESTION PERIOD

11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

14. IN CAMERA

15. ADJOURNMENT





Sturgeon
Public Schools

Notes of the Meeting of The Committee of the Whole

Held at Four Winds Public School on February 12, 2020

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
Mr. John Tyler, Director, Programming Excellence

CALL TO ORDER

The Chair called the meeting to order at 3:59PM.

CONSIDERATION OF AGENDA

2.1 Additions/Deletions to Agenda

Added Recommendations for Curriculum to the agenda.

2.2 Approval of Agenda

Moved by Mr. Dwyer that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF COMMITTEE NOTES

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Oatway-McLay that the notes of December 11, 2019 be approved, as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

- 5.1 FNMI Programming Update by Ruth Kuik, Deputy Superintendent, Education Services & John Tyler, Director, Programming Excellence.

REPORTS FROM SENIOR EXECUTIVE

- 6.1 **Capital Update**
The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee regarding the Division's projects.
- 6.2 **Field Trip Report**
The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.
- 6.3 **Proposed Land Use Application – Town of Bon Accord**
The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.
- 6.2 **System Planning**
Discussion ensued.

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:

- ASBIE Meeting
- ATA Negotiations Committee Meeting
- Building & Maintenance Committee Meeting
- Meeting with Honourable Minister Nally
- Redwater School, Parent Council Meeting
- Transportation Committee Meeting

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Building & Maintenance Committee Meeting
- Camilla School, School Council Meeting
- Transportation Committee Meeting

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Building & Maintenance Committee Meeting
- École Morinville Public School, School Council Meeting

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- ATA Negotiations Committee Meeting
- Joint-Transportation Committee Meeting
- NCTCA Partners in Education Luncheon

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

Trustee Murray-Elliott reported that she attended:

- PSBAA Governance Session and PSBC Meeting
- Sturgeon Heights School, School Council Meeting
- Transportation Committee Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- ATA Negotiations Committee Meeting
- Guthrie School, School Council Meeting
- Namao School, School Council Meeting
- PSBAA Governance Session and PSBC Meeting
- Student Advisory Committee Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Redwater School, Parent Council Meeting

7.3 Advocacy Committee

A verbal report was provided.

An Advocacy Committee meeting is scheduled for April 1, 2020.

A Student Advisory Committee meeting is scheduled for February 20, 2020.

7.4 Building and Maintenance Committee

A verbal report was provided.

Moved by Mr. Joe Dwyer that Ameresco present the Energy Retrofit to the Board of Trustees.

CARRIED UNANIMOUSLY

7.5 Education Committee

A verbal report was provided.

7.6 Finance and People Services Committee

A verbal report was provided.

A Finance and People Services Committee meeting is scheduled for March 6, 2020.

7.7 Transportation Committee

A verbal report was provided.

A Transportation Committee meeting is scheduled for February 20, 2020.

7.8 ATA Update

A verbal report was provided.

7.9 CUPE Update

No 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)

A verbal report was provided.

A Teacher Board Advisory Committee meeting is scheduled for February 18, 2020.

8.4 Labour Management Committee (CUPE)

A verbal report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

NEW BUSINESS

9.1 Administrative Procedure 915 – Administering Medications and Medical Treatment to Students

The Administrative Procedure 915 – Administering Medications and Medical Treatment to Students was shared with the Board of Trustees as information.

9.2 IT Report: Monthly Downtime

IT Report: Monthly Downtime was shared with the Board of Trustees as information.

9.3 Locally Developed Course Approval – Creative Writing & Publishing 15, 25, 35 – 3 credits

Moved by Mrs. Featherley that the Board of Trustees refer the Locally Developed Course Approval – Creative Writing & Publishing 15, 25, 35 – 3 credits to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.4 Locally Developed Course Approval – Creative Writing & Publishing 15, 25, 35 – 5 credits

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Locally Developed Course Approval – Creative Writing & Publishing 15, 25, 35 – 5 credits to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.5 Locally Developed Course Approval – Design Thinking for Innovation 15, 25, 35 – 3 credits

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Locally Developed Course Approval – Design Thinking for Innovation 15, 25, 35 – 3 credits to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.6 Locally Developed Course Approval – Design Thinking for Innovation 15, 25, 35 – 5 credits

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Locally Developed Course Approval – Design Thinking for Innovation 15, 25, 35 – 5 credits to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.7 Locally Developed Course Approval – Leadership, Character and Social Responsibility – 5 credits

Moved by Mrs. Featherley that the Board of Trustees refer the Locally Developed Course Approval – Leadership, Character and Social Responsibility – 5 credits to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.8 Policy 245 - Appeals

Moved by Mrs. Pequin that the Board of Trustees refer the Policy 245 - Appeals to the February 26, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

9.9 Rescinded SPS Admin Practice T3

Rescinded SPS Admin Practice T3 was shared with the Board of Trustees as information.

9.10 Recommendations for Curriculum

Recommendations for Curriculum was shared with the Board of Trustees as information.

Meeting recessed at 5:30PM for break.

Meeting resumed at 5:34PM.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:56PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:56PM for dinner.

Meeting resumed at 6:26PM.

8:04PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

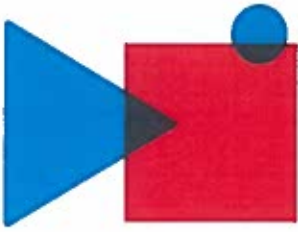
CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 8:04PM.

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

Draft



BOARD
MEMORANDUM

Date: March 11, 2020
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.

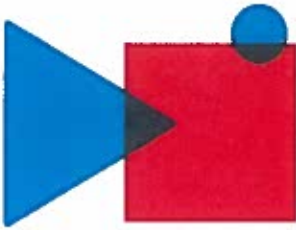
Recommendation:

That the report be received as information.

Sincerely,


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

Attachment



B O A R D
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Steve Schick, Director, Technology Services
Subject: Student Devices



Background:

Technology Services is now facilitating the purchase of Chromebooks through the schools. The Chromebook offered through the Division comes with a three-year warranty (an upgrade from the standard one-year warranty) and will be managed by Technology Services for the duration of the three-year warranty or until the student leaves the Division. Chromebooks purchased through the District are pre-loaded with all required software as well as a Google lifetime management licenses. Chromebooks will be issued to students once full payment has been received.

Technology Services is offering two options:

1. The Basic Package

HP Chromebook 11A G7 - 11.6" - Celeron N3350 Processor, 4 GB RAM, 32 GB Drive, Chrome OS, 3-year warranty - \$325 (plus GST and Alberta Recycling fee)

2. The Full-Service Package

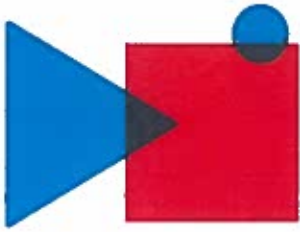
HP Chromebook 11A G7 - 11.6" - Celeron N3350 Processor, 4 GB RAM, 32 GB Drive, Chrome OS, 3 year warranty with Google Chrome OS Management License, Technology Services to coordinate warranty claims and a loaner machine provided if a manufacturer defect occurs requiring servicing - \$400 (plus GST and Alberta Recycling fee)

Recommendation:

This report is provided as information.

Sincerely,

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



B O A R D
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Director, Special Projects/Initiatives
Subject: SPS Pandemic Plan



Background:

Hour Zero has a plethora of resources to support the Division if there ever was a pandemic. Senior Executive, school-based leaders and their School Emergency Response Team members (SERT) have access to these resources. All SPS teachers have access to documents to support them in the classroom.

Hour Zero Consulting released a new training module on the novel Coronavirus mid February which the Director of Special Projects/Initiatives has completed. As a follow-up to the memorandum released by Alberta Health Services, school-based leaders were reminded to review and access these documents.

I would be happy to respond to any questions.

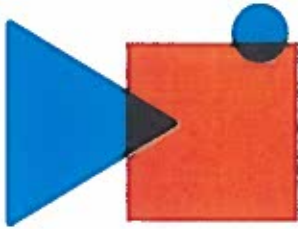
Recommendation:

This report is shared as information.

Sincerely,



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



BOARD
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Jonathan Konrad, Director, Student Achievement & Results
Subject: Authorization of Junior High Locally Developed Optional Course -
Academic Skill Building



Background:

School divisions have the flexibility to develop locally developed courses at the Junior High level. These learning opportunities can extend or expand on the Program of Studies. Additionally, locally developed courses accommodate student needs and interests as well as encourage and support innovative learning and teaching practices.

In 2017, the Board of Trustees approved the authorization of Academic Skill Building as a Junior High Locally Developed Optional Course for use in Division Schools beginning in September 2017 through to June 2020.

Junior High Administrators have expressed an interest in continuing with this Junior High Locally Developed Optional Course.

A course outline for the proposed Junior High Locally Developed Optional Course - Academic Skill Building is attached for Trustee information.

Recommendation:

That the Board of Trustees review the Authorization of the Junior High Locally Developed Optional Course - Academic Skill Building from September 1, 2020 to June 30, 2023 and forward to the Public Board Meeting:

Sincerely,

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

Attachment



LOCALLY DEVELOPED OPTIONAL COURSE PROPOSAL

Reference – Alberta Education Policy 1.2.1, Education Programs and Services –
Locally Developed/Acquired and Authorized Junior and Senior High
School Complementary Courses

School Authority: Sturgeon Public School Division

School(s) where course may be offered: All junior high schools

Title of Course: Academic Skill Building

Grade(s) at which the course may be offered: 7, 8, 9

Start Date: September 2020

End Date: June 30, 2023

Philosophy:

Students have a wide range of abilities and skills. While a vast array of learning strategies are taught within each course, students benefit through development of their personal learning skills, as well as work and study habits. When students become actively involved in their learning, they take greater responsibility to plan, monitor and assess their achievement.

Rationale:

This course is designed to assist students to experience success in their core courses. It will provide alternate tools, skills and learning strategies tailored to individual needs. Through explicit instruction, guided practice and ongoing feedback, students will have the opportunity to maximize their achievement.

CAREER AND TECHNOLOGY FOUNDATIONS (CTF) and STATEMENT OF GENERAL LEARNER EXPECTATIONS:

1. **Students will become aware of their personal learning styles or preferences**
 - 1.1 Students will recognize that individuals learn in different ways and at different rates.
 - 1.2 Students will identify strategies that are effective for them as learners.
 - 1.3 Students will monitor effectiveness of strategies used.





3. Students will develop a greater sense of responsibility for independent learning

- 3.1 Students will demonstrate the ability to manage time wisely.
- 3.2 Students will demonstrate the ability to set goals and to establish and carry through a plan of action.
- 3.3 Students will demonstrate ability to prepare an action plan to deal with barriers to learning.
- 3.4 Students will demonstrate willingness to take risks by attempting new approaches and strategies.

Anticipated Enrolment:

- Up to 30 students per class

Special Facilities and Equipment:

- As required by individual students

Controversial or sensitive course components and treatment:

- None

Learning resources:

- Student planners
- Digital and print material

No significant overlap with provincially developed curriculum

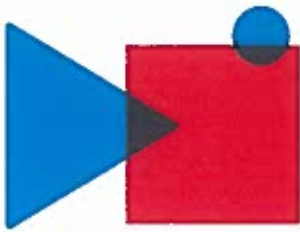
Assessment standards:

Students will be assessed according to the learner outcomes of the course. Teacher assessment will be based on good practice including research-based assessment tools, teacher observations, and other relevant evidence. Student participation, cooperation, attendance and attitude will be monitored and reported separately from the course mark.

Plan for course evaluation and monitoring:

- Course offering will be evaluated as part of the school's program planning and the Division's monitoring of school programs.





B O A R D
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Denis Henderson, Director, Facilities Services
Subject: Capital Plan Priorities



Background:

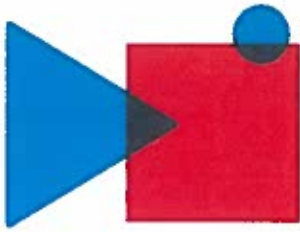
Since the last Capital Plan submission, Administration has completed an extensive review of all Division properties and drafted an updated 2020-2023 Capital Plan. The updated Plan will be presented to the Building and Maintenance Committee on March 10, 2020. The Plan will be available to Trustees at the Committee of the Whole meeting. The Board must submit its 2020-2023 Capital Plan to Alberta Education on April 1, 2020.

Recommendation:

That the draft 2020-2023 Capital Plan be referred to the March 25, 2020 Public Board meeting.

Sincerely

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



B O A R D
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Tanya Sloan, Student Information Specialist
Subject: Class Size Report



Background:

Administration is continuing to collect class size data. The attached report is designed as a Division snapshot and a trend analysis. The Class Size Report will be generated twice yearly.

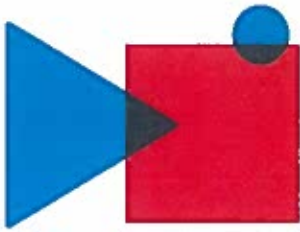
Recommendation:

This report is provided for information.

Sincerely

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

Attachment



B O A R D
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lynne Chaston, Director, Financial Services
Subject: Division Fees 2020/2021



Background:

Policy 410 – Fees has been revised to include the Transportation Fee Schedule and to reflect adjustments in the management of fees collection. The draft Complementary Learning Resource fee remains unchanged from the 2019-2020 schedule. The draft Transportation Fee schedules seek to simplify assessment and address costs associated with providing adequate service, which includes new administrative fees. The fee schedules will be reviewed and aligned with the 2020 – 2021 *Funding Manual* and shared with the Budget in May 2020.

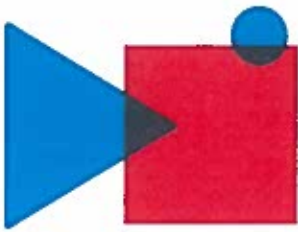
Recommendation:

That the Board approve Policy 410 as presented and forward the fee schedules for further consideration.

Sincerely,

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

Attachment



BOARD
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Steve Schick, Director, IT Services
Subject: IT Report - Monthly Downtime

Background:

Find attached, a written report indicating network outage for the month of February 2020.

Recommendation:

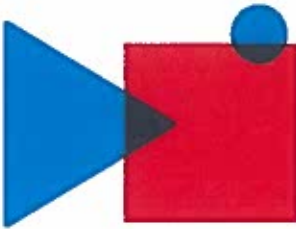
That the report be received as information.

Sincerely,



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

Attachment



BOARD
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent People Services
Subject: Omnibus motion for Board Policies



Background:

Attached for Board's review are Policies which have been updated to reflect amended Administrative Procedures, the Division's new brand, as well as changes arising from the Education Act and Provincial Regulations.

Administration is pleased to respond to questions.


Recommendation:

Administration respectfully recommends the following Omnibus Motion be forwarded to the March 27, 2020 Public Board Meeting:

The following Board Policies be approved as presented:

- Policy 120 – Harassment Policy
- Policy 205 – Operational School Year
- Policy 415 – Local Authorities Pension Plan
- Policy 700 – Superintendent of Schools
- Policy 705 – Associate Superintendent Corporate Services
- Policy 715 – Educational Leaves of Certificated Staff

Sincerely,


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

Attachments

Harassment Policy

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Board of Trustees of Sturgeon Public Schools ~~Division~~ is committed to providing a harassment-free learning and working environment for staff, students, volunteers and visitors to schools.

DEFINITION

1.1 The following definition deals with workers. Sturgeon Public Schools ~~Division~~ applies the same definition to treatment of students, volunteers, and visitors to schools.

1.1.1 “Harassment” – “any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes:

1.1.2.1 conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and

1.1.2.2 a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site;”

2.0 GUIDELINES

2.1 An employee, student, parent or volunteer who subjects a student, staff member, parent, volunteer to harassment may be subject to disciplinary action.

2.2 The Board may take appropriate action against anyone whose conduct has resulted in harassment of students, employees, or representatives of the Board.

2.3 This policy does not to preclude an individual’s right to file an appeal with the Board. This includes parental appeals on behalf of minors.

2.4 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.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

Harassment Policy

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

- 2.5 The Superintendent/CEO is delegated the responsibility and authority to enact this Policy.
- 2.6 It is the responsibility of all Sturgeon Public Schools ~~Division~~-personnel, particularly administrators and supervisors, to take immediate and appropriate corrective action in all situations involving personal or sexual harassment complaints.
- 2.7 It is the responsibility of all supervisory personnel to make staff and students aware of this Policy.
- 2.8 Dealing with Harassment
- 2.8.1 Complainant's Responsibility - People who believe they have been the subject of harassment by a Sturgeon Public Schools ~~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.
- 2.8.2 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, and superintendent).
- 2.8.3 Any complaint must be filed within a reasonable time from the occurrence of the last incident. The Board of Trustees of Sturgeon Public Schools ~~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.
- 2.9 Informal Resolution
- 2.9.1 An individual may choose to initiate action to resolve a harassment situation. Possible action could include some or all of the following:
- 2.9.1.1 The complainant may inform the harasser that the actions are unwelcome and must stop immediately.
- 2.9.1.2 The complainant may request the involvement of a colleague, administrator or supervisor to provide informal intervention towards an acceptable resolution of the situation.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

Harassment Policy

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

- 2.9.1.3 The complainant should keep a record of incident(s) that lists dates, times, locations, possible witnesses, description of incident(s), personal response and outcome.
- 2.9.2 A complainant may wish to approach the situation with the assistance of the Associate Superintendent ~~of Human~~ People Services or an assigned advisor.
 - 2.9.2.1 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.
 - 2.9.2.2 The advisor will consult with the complainant within ten (10) working days.
 - 2.9.2.3 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.
- 2.10 Procedure for Formal Recourse (The investigation of allegations under this Policy must be impartial and objective.)
 - 2.10.1 Allegation of harassment of a student by a student
 - 2.10.1.1 When an allegation of harassment is made by one student against another, the matter will normally be resolved in accordance with Student Conduct Policy and Administrative Practices and the school's code of conduct or other regulations. When an investigation is required, it will be conducted as follows:
 - 2.10.1.2 School Investigations
 - 2.10.1.2.1 The Associate Superintendent ~~of Human~~ People Services will inform the respondent that a complaint has been received.
 - 2.10.1.2.2 The Associate Superintendent People Services 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

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

Harassment Policy

EFFECTIVE: March 27, 2019

REVISED:

REVIEW: 2020-2021

and respondent and/or parent/guardian shall be contacted at an appropriate point during the investigation.

2.10.1.2.3 Upon completion of the investigation, the Associate Superintendent ~~of Human People~~ Services shall communicate the results to both parties and where applicable, to parents/guardian.

2.10.1.2.4 If the school official believes the complaint is valid, the school official shall determine appropriate disciplinary actions.

2.10.2 Employee Investigation

2.10.2.1 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 ~~of Human People~~ Services believes the formal process to be more appropriate.

2.10.2.2 The complainant must submit a formal complaint in writing to the Associate Superintendent ~~of Human People~~ Services to commence a formal process.

2.10.2.3 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.

2.10.2.4 Complainants are encouraged to file a complaint as soon as possible after the incident.

2.10.2.5 If at any point in the formal process consensus is reached that the informal approach is more appropriate, the formal process may be suspended.

2.10.2.6 If a formal investigation is deemed necessary, the Associate Superintendent ~~of Human People~~ Services shall:

2.10.2.6.1 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

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

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rights under Board Policy, The School Education Act and other relevant legislation.

2.10.2.6.2 Advise the complainant of the investigation.

2.10.2.6.3 Provide the respondent with a copy of the written complaint.

2.10.2.6.4 Advise both of the policies, procedures and guidelines which will be followed and make both parties aware of the Employee Assistance Program.

2.10.2.6.5 Interview the respondent, complainant and witnesses separately.

2.10.2.7 Investigation

2.10.2.7.1 The investigation shall be carried out by the Associate Superintendent of Human People Services or designate. The complainant has the right to request that the investigation be of the same gender as themselves.

2.10.2.7.2 If the Associate Superintendent of Human People Services is identified as the alleged harasser, the entire matter shall be directed to the Deputy Superintendent, Education Services.

2.10.2.7.3 If the Deputy Superintendent, Education Services is identified as the alleged harasser, the entire matter shall be directed to the Superintendent.

2.10.2.7.4 If the Superintendent is identified as the alleged harasser, the entire matter shall be directed to the Board of Trustees.

2.10.2.7.5 The standard of proof to be used in determining if a complaint has merit is based on a balance of probabilities.

2.10.2.7.6 The respondent will be given all the details related to the allegations.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

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- 2.10.2.7.7 The respondent is entitled to representation.
- 2.10.2.7.8 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.
- 2.10.2.7.9 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.
- 2.10.2.7.10 The investigation shall not consider irrelevant information and will consider all relevant information.
- 2.10.2.7.11 The investigator shall forward a written report with the findings of the investigation and the recommendations to the Superintendent/CEO within thirty (30) working days
- 2.10.2.7.12 Based on recommendations and evidence in the report, the Superintendent/CEO shall take action that is consistent with Board policies and practice relating to employee discipline.
- 2.10.2.7.13 The Superintendent/CEO or designate will advise the complainant of the outcome of the investigation; action to redress will be taken as soon as possible. Appeals by either party must be made in writing to the Superintendent of Schools Superintendent/CEO within ten (10) working days after the said action has been taken. 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.
- 2.10.2.7.14 Appropriate disciplinary action will be taken in the event of intentionally false, malicious or vindictive complaints.
- 2.10.2.7.15 The Superintendent/CEO shall assure that appropriate support services are set in place for the employee if the allegations of harassment are dismissed (Employee

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

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Family Assistance Program). The Superintendent/CEO shall also make appropriate support services available for victims of harassment (Employee Family Assistance Program).

2.11 Systemic Investigations

2.11.1 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.

2.11.2 The Superintendent/CEO could choose to do this under any of the following circumstances:

2.11.2.1 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.

2.11.2.2 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.

2.11.2.3 An investigation does not support a complaint but there is reasonable evidence of a broader systemic problem.

2.11.3 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.

2.11.3.1 This summary, prepared by the Associate Superintendent of Human People Services, will be presented to the Superintendent/CEO of Schools for consideration. When such an investigation is approved, the appropriate parties will be advised of the intent to conduct a systemic investigation, the reasons for initiating the investigation and the process / procedures that will be implemented.

2.11.3.2 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.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

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2.12 Confidentiality

- 2.12.1 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.
- 2.12.2 Information regarding the complaint is kept separate and secure from the employee's record of service file.
- 2.12.3 Any files involving allegations against a student shall be kept separate and secure from that student's official record.
- 2.12.4 Anyone who breaches confidentiality may be subject to disciplinary action.
- 2.12.5 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).

2.13 Record of Findings

- 2.13.1 If the allegation of harassment is ~~proven~~ found to be true following an investigation, 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/CEO.
- 2.13.2 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.

2.14 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.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

Harassment Policy

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2.15 Protection Against Retaliation

Retaliation against the complainant for reporting personal and/or sexual harassment will not be tolerated. Any attempt at retaliation will be viewed as harassment and will be subject to the provisions of this Policy.

2.16 False Charges

2.16.1 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.

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

2.17 Allegations Regarding Others

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 of **Human People** Services.

2.18 Appeal Process

2.18.1 Employees

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:

2.18.1.1 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.

2.18.1.2 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/**CEO of Schools** within ten (10) working days.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>

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2.18.1.3 The Superintendent/~~CEO of Schools~~ will respond within thirty (30) working days.

2.18.1.4 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.

2.18.2 Students

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:

2.18.2.1 An appeal may be made in writing to the Superintendent/~~CEO of Schools~~ or designate within ten (10) school days.

2.18.2.2 The Superintendent/~~CEO of Schools~~ or designate will respond within thirty (30) school days.

2.19 Other Avenues of Recourse

2.19.1 This Policy 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.

2.19.2 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.

References: *Alberta Human Rights Act, 2018*
Canadian Charter of Rights and Freedoms
Alberta Government: Harassment and Violence in the Workplace:
<https://www.alberta.ca/workplace-harassment-violence.aspx>



Operational School Year

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Board shall establish an operational school year calendar in accordance with the School Education Act.

The Board shall specify the vacation periods in a school year in accordance with the School Education Act.

Amended Draft

References: *Admin Practice(s):* Administration 4 – Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day Count
School Operational Year Calendar
School Education Act Section 5660

Local Authorities Pension Plan

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Board believes that there should be pension benefits available for all continuous non-teaching employees.

2.0 GUIDELINES

2.1 This employee benefit is currently provided under the Local Authorities Pension Plan.

2.2 Membership

2.2.1 All continuous employees under the age of 71.

2.2.2 Continuous means there is no foreseen end date to employment.

2.2.3 Part time employees who work more than 15 hours a week, once eligible and enrolled in LAPP, will continue to contribute.

2.2.4 GEC employees who are scheduled to work 30 or more hours on average per week are eligible to participate in the plan.

2.2.5 CUPE employees who are scheduled to work 27.5 or more hours on average per week are eligible to participate in the plan.

3.0 ADMINISTRATION

3.1 The Board assigns the Superintendent/CEO, through the Human People Services and Payroll Services of the division, to administer this policy.

References: Admin Practice Procedure HRM-3.440 - Local Authorities Pension Plan
Alberta Pensions Services - CICA Handbook S.5815

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Superintendent/~~CEO of Schools~~, as Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division, is responsible to lead and supervise the operation of the school system, and is accountable, in that undertaking, to the Board.

2.0 GUIDELINES

2.1 Pursuant to 1.0 of this policy, the Board delegates to the Superintendent/~~CEO~~ full responsibility for the total operation of the school system including the power to do, or sub-delegate the authority to do, any act or thing or exercise any power that the Board may or is required to do or exercise except for those powers which, in accordance with Section ~~6152(24)~~ of the ~~School Education~~ Act, cannot be delegated

2.2 Notwithstanding Clause 2.1, the Board of Trustees delegates to the Superintendent only:

2.2.1 the authority to suspend the services of a teacher including, without limitation, the authority under Section ~~105213~~ (2) of the ~~School Education~~ Act to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent/~~CEO~~ is of the opinion that the welfare of students is threatened by the presence of the teacher; and

2.2.2 the power to terminate the services of teacher

2.3 A decision of the Superintendent/~~CEO~~ to suspend or terminate the services of a teacher is not appealable to the Board.

2.4 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent/~~CEO~~ to:

2.4.1 advise the Board of Trustees forthwith in writing of any suspension directed pursuant to such delegated authority

2.4.2 advise the affected teacher forthwith in writing of the reasons for the suspension of the teacher and

2.4.3 forward a copy of the notice of suspension together with a written statement of the facts alleged, to the Board of Trustees and to the Minister.

2.5 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent/~~CEO~~ to:

References: ~~School Education~~ Act: Section ~~6152 (14); (3)~~ Delegation of Power
 Section ~~113222~~ (4); (5) Superintendent of Schools
 Section ~~114223~~ Term of Appointment
 Section ~~115224~~ Regulation

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED:

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- 2.5.1 advise the Board of Trustees forthwith in writing of any termination made pursuant to such delegated power; and
- 2.5.2 provide the affected teacher with written notice of any termination made pursuant to such delegated authority in accordance with the requirements of the School Education Act.

3.0 GENERAL ROLE

- 3.1 The Superintendent/CEO of Schools shall be directly responsible and accountable to the Board. He/she will work with, assist and advise the Board on matters arising in all areas of Board jurisdiction and will provide the information necessary for sound decision-making. He/she has the responsibility of recommending to the Board appropriate policies for governing the operation of the system and for implementing and acting within the policies adopted by the Board. The Superintendent/CEO is responsible for the development, delivery and maintenance of an educational program which ensures optimum educational opportunity for all students in the jurisdiction. Authority may be delegated by the Superintendent/CEO to other system personnel but the Superintendent/CEO shall be accountable for the tasks performed and the results achieved.
- 3.2 Without limiting the scope of responsibility, the Board directs attention to the key result areas identified in the current job description for the Superintendent/CEO and the duties as outlined in the School Education Act, Section 413222 (4) and (5).
- 3.3 The appointment of the Superintendent/CEO of Schools shall conform to the requirements of the School Education Act and Ministerial Regulations with respect to notification and qualifications.

References: School Education Act: Section 6152 (14)-(3) Delegation of Power
Section 413222 (4); (5) Superintendent of Schools
Section 414223 Term of Appointment
Section 415224 Regulation



Associate Superintendent ~~Business and Corporate Services~~

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Associate Superintendent, ~~Business and Corporate Services~~ is an Executive Officer of the Board within the Board's administrative organizational structure. The Associate Superintendent, ~~Business and Corporate Services~~ is responsible for the overall management of the Division's business and financial affairs, as well as oversight and supervision of the Departments of Financial Services, Facilities Services, Informational Technology Services and Transportation Services. The Associate Superintendent is responsible for the development, execution and reporting of the Sturgeon Public Schools ~~Division~~ budget, as well as the management and monitoring of all corporate and business services for the Division.

2.0 GUIDELINES

Executive Secretary to the Board

The specific duties and responsibilities of the Associate Superintendent, ~~Business and Corporate Services~~ are outlined below in detail and shall be attached to the employment contract.

2.1 Executive Secretary of the Board

- 2.1.1 Arrange for and attend all Board, committee or public meetings concerning the Board. In consultation with the Superintendent/CEO prepare the agenda and provide all the necessary reference materials.
- 2.1.2 Keep a full and accurate record of all the meetings.
- 2.1.3 Prepare notices to and from board members and committees.
- 2.1.4 Be responsible for the preparation and execution of contracts (other than employment contracts), loans or agreements and arrange for safe keeping of all official records and documents.
- 2.1.5 Be a signing authority of the Board together with the Superintendent/CEO or Chairperson of the Board.
- 2.1.6 Obtain legal opinions or interpretation of the ~~School Education Act and subsequently the Education Act~~ and other applicable legislation.
- 2.1.7 Prepare such administrative and financial reports as requested by the Board and/or Superintendent/CEO and prepare and submit to Alberta Education all reports, returns, claim forms, and all other information as may be required by the School Act and other legislation.

References: Policy: 215 Organizational Chart
School Act: ~~Section 116~~



Associate Superintendent Business and Corporate Services

EFFECTIVE: January 30, 2019

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- 2.1.8 Arrange for the election of trustees.
- 2.1.9 Prepare money bylaws and other non-financial bylaws and arrange for the conduct of public referenda.
- 2.1.10 Administer and supervise the Board office for purposes of efficiently performing the Board's business.
- 2.2 Business Management
 - Supervise the Director of Financial Services and either directly or through delegation:
 - 2.2.1 Organize and manage all business affairs of the Board in accordance with the School Education Act and Board policy.
 - 2.2.2 Establish and maintain proper and adequate records and accounting procedures to record in detail all money and credit transactions.
 - 2.2.3 Prepare reports, including recommendations, on policies and procedures with regard to budget preparation and control, inventory management, financial management, purchasing, accounting, insurance, pupil transportation, technology, building and grounds maintenance, and other similar administrative and financial matters.
 - 2.2.4 Supervise the collection, safekeeping and distribution of all funds.
 - 2.2.5 Arrange for the internal auditing of school accounts.
 - 2.2.6 Act as budget control officer.
 - 2.2.7 In consultation with the Superintendent/CEO, prepare and present the annual operation and capital budgets for Board consideration, administer the funds provided in the approved budgets, and prepare quarterly financial reports for the information of the Board and the superintendent/CEO.
 - 2.2.8 Prepare all financial and statistical reports and statements for submission to Alberta Education regarding grants and other revenues.
 - 2.2.9 Plan, advise and recommend on all aspects of business administration and on any matters likely to affect present or future responsibilities of the Board or of its employees.
 - 2.2.10 Prepare specifications and call tenders for supply of goods, equipment, in accordance with Board policy and Alberta Education regulations. Where required, review, summarize and report to the Board on such matters.

References: Policy: 215 Organizational Chart
~~School Act: Section 116~~



Associate Superintendent ~~Business and Corporate Services~~

EFFECTIVE: January 30, 2019

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- 2.2.11 Approve purchase requirements and initiate purchase actions as necessary in accordance with budget and capital requirements.
- 2.2.12 Train and supervise business office staff and allocate their duties for the most efficient operations of the business office.
- 2.2.13 Assist in the liaison between the Board and administrative personnel to ensure the maximum efficiency of the school system and the best educational facilities obtainable.
- 2.2.14 Confer frequently and freely with the Superintendent/CEO on all matters of concern regarding the operation of the Board's business affairs.
- 2.3 Personnel Management
 - 2.3.1 Participate in the hiring of the Director of Financial Services, the Director of Facilities, the ~~Manager~~ Coordinator of Transportation, the ~~Manager~~ Director of Technology and the employees who report to them and school personnel who have responsibility for financial recording and reporting functions.
 - 2.3.2 With the Associate Superintendent ~~Human~~ People Services, coordinate the Board's activities in the area of negotiation of contracts and labor relations.
 - 2.3.3 Maintain proper records on all personnel and provide liaison on all matters affecting their employment and welfare, in accordance with the ~~School~~ Education Act and other statutory requirements, as well as Board policy, salary agreements and labor contracts.
- 2.4 Property Management

Supervise the Director of Facilities and either directly or through delegation:

 - 2.4.1 Be responsible for and provide for physical control and maintenance of all property owned by the Board and services to this end.
 - 2.4.2 Be conversant with the financial requirements of school facilities with regards to the construction, renovation or upgrading of school buildings.
 - 2.4.3 Assist with the financial planning of future building construction and renovation, and be responsible for the oversight of these projects.
 - 2.4.4 Maintain close liaison with the board's designated insurance agent ensuring that adequate insurance coverage is maintained on all insurable assets of the Board.

References: Policy: 215 Organizational Chart
 School Act: ~~Section 116~~



Associate Superintendent ~~Business and Corporate Services~~

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2.4.5 Provide for appraisals and inventories of board property.

2.5 Student Transportation

Supervise the Manager of Transportation and either directly or through delegation:

2.5.1 Direct and supervise the Division student transportation system and/or plan, establish and coordinate bus routes as required for the needs of students in accordance with the provisions of the Board transportation policies.

2.5.2 Establish funding and budget for transportation services.

2.5.3 Ensure that all school buses are properly licensed, mechanically safe and in good running order to promote student safety.

2.6 Public Relations and Other Duties

2.6.1 Within his/her area of responsibility, interpret and advise on Board policies to the public and municipal authorities.

2.6.2 Liaise with other government bodies, agencies and organizations involved in education.

2.6.3 In concert with the ~~Communications Officer, work with the Communications Officer, Director Special Projects/Initiatives,~~ work with the local press and other media sources to ensure that the total operation of the Division is presented factually and fairly to the electors and general public.

2.6.4 Assist site-based teams in the development of budgets and accounting at the school level.

2.6.5 Act as the Designated Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the overall management of access to information and the protection of privacy.

2.6.6 Other duties as assigned from time to time.

References: Policy: 215 Organizational Chart
School Act: ~~Section 116~~

Educational Leaves of Professional Staff

EFFECTIVE: May 22, 2019

REVISED:

REVIEW: 2020-2021

1.0 POLICY

The Board believes that the quality of teaching is an essential factor affecting the instructional program.

The Board believes that staff development is a shared responsibility of individual staff members and the Division.

The Board believes that in anticipating the demand for specific teaching skills, opportunities for the further training of professional staff should be provided.

2.0 GUIDELINES

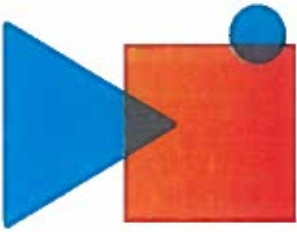
- 2.1 The classification of educational leaves includes, but is not limited to, those specified in the Collective Agreement.

A Selection Committee

- 2.2 Made up of two representatives of the Board and one representative of The Alberta Teacher's Association shall recommend applicants for Category A leaves. The Board shall consider such leaves no later than February 15 of the current year.

- 2.3 The Board shall notify candidates of its decision regarding granting full term leaves by March 15 of the current year.

References: Admin Procedure Practice: Human Resources Management 41733 - Professional Staff ATA Educational Leaves



BOARD
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Policy 900 - Student Conduct



Background:

Attached for Trustee review is policy 900 - Student Conduct which directs that the policy shall be reviewed on an annual basis. Suggested revisions are provided for Trustee consideration.

Associated Administrative Procedure 900 - Student Conduct is attached for Trustee information.

Administration is pleased to respond to questions.

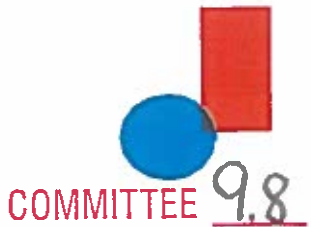
Recommendation:

That the Board of Trustees review policy 900- Student Conduct and forward to the Public Board Meeting.

Sincerely,

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

Attachments





Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools web site.

The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights.

The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community.

The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

2.0 DEFINITIONS

- 2.1** Bullying: Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.
- 2.2** Diversity: The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.
- 2.3** Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. The Human Rights Act lists as grounds for which discrimination is prohibited: national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 - Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Prevention of Youth Tobacco Use Regulation 149/2003
Tobacco Reduction Act
Vision, Mission and Values Statement



Student Conduct and Discipline

EFFECTIVE: March 27, 2019

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- 2.4 Harassment: Harassment is a form of discrimination. It includes any unwanted physical or verbal behavior that offends or humiliates you. Generally, harassment is a behavior that persists over time. Serious one-time incidents can also sometimes be considered harassment.
- 2.5 Illicit: all prohibited substances, which include but are not limited to, illegal drugs as defined in the Controlled Drugs and Substances Act. Examples include: Methamphetamines, Cocaine, Ecstasy and Heroin.
- 2.6 Restricted/Prohibited: controlled legal substances which have parameters for legal use under the Controlled Drugs and Substances Act. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates, and Cannabis, **tobacco and tobacco-like products.**

3.0 DEFINITIONS

- 3.1 Each school shall develop a code of student conduct to be reviewed annually by the Superintendent/CEO or designate.
 - 3.1.1 Principals will review the Code of Student Conduct with School Council annually.
 - 3.1.2 Principals will review the Code of Student Conduct with students annually.
- 3.2 The Board believes that students must comply with school rules set out in the school's code of student conduct.
- 3.3 The Board prohibits bullying, harassing, discriminatory, and violent behaviors and expects allegations of such behavior to be investigated in a timely and respectful manner.
- 3.4 Attendance
 - 3.4.1 The Board believes that regular attendance is a significant contributing factor to student learning and therefore that students enrolled in school should attend on a regular basis.
 - 3.4.2 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
 Policy 120 - Harassment Policy
 Policy 230 - Board Committees and Appointed Representation
 Administrative Procedure: AP900 – Student Conduct
 Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
 Alberta Human Rights Act
 Freedom of Information and Protection of Privacy Act
 Prevention of Youth Tobacco Use Regulation 149/2003
 Tobacco Reduction Act
 Vision, Mission and Values Statement



Student Conduct and Discipline

EFFECTIVE: March 27, 2019

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3.5 Illicit, Prohibited and Restricted Substances

- 3.5.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.
- 3.5.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
 - 3.5.2.1 Ensure all division schools, grounds and school sponsored events are designated smoke, vape and tobacco free environments.
 - 3.5.2.2 Educate students regarding illicit, prohibited and restricted substance abuse.
 - 3.5.2.23 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
 - 3.5.2.24 Ensure that students who possess illicit, prohibited or restricted substances and/or distribute illicit, prohibited or restricted substances while under school supervision are recommended for an expulsion.
- 3.5.3 Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.
- 3.6 Students will be held responsible and accountable to Sturgeon Public Schools and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 - Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Prevention of Youth Tobacco Use Regulation 149/2003
Tobacco Reduction Act
Vision, Mission and Values Statement



Student Conduct and Discipline

EFFECTIVE: March 27, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

3.7 Suspension/Expulsion

- 3.7.1 The Board believes the suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.
- 3.7.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.
- 3.7.3 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be reenrolled.
- 3.7.4 Discipline Hearing Process - See Policy 230 - Board Committees and Appointed Representation, Appendix C - Student Discipline Committee.

References: Policy 115 - Sexual Orientation, Gender Identity, and Gender Expression
Policy 120 - Harassment Policy
Policy 230 - Board Committees and Appointed Representation
Administrative Procedure: AP900 - Student Conduct
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197
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PURPOSE

Sturgeon Public Schools recognizes its responsibility to maintain a welcoming, caring, respectful and safe learning and working environment in schools.

PROCESS

The Deputy Superintendent Education Services shall be responsible for administering this Administrative Procedure.

PROCEDURE

1. Principals shall develop a written School Code of Student Conduct consistent with Board Policy 900 Student Conduct and Discipline and in consultation with students, parents/guardians, the school council and staff.
2. Principals shall make copies of the School Code of Student Conduct available to students, parents/guardians and staff, on the school's website and in print if requested.
3. Schools shall review the School Code of Student Conduct with students annually.
4. A school code of student conduct shall include:
 - 4.1 expectations for student behavior;
 - 4.2 a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;
 - 4.3 provisions regarding safety and security offenses;
 - 4.4 any other matter which the Principal deems necessary.
5. Students will be held responsible and accountable to Sturgeon Public Schools and its agents for unacceptable behaviour whether it occurs within the school building, during the school day or by electronic means.

References: Board Policy: 230 Board Committees and Appointed Representatives
Board Policy 900 Student Conduct and Discipline
Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
~~Bill 24: An Act to Support Gay Straight Alliances~~
Freedom of Information and Protection of Privacy Act
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6. Beyond school hours students will be held responsible for unacceptable behaviour if that behaviour has a connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.
7. Students and their parents/guardians, as a partners in education, have the responsibility to:
 - 7.1 attend school regularly and punctuality,
 - 7.2 ensure the student is ready to learn and actively engage in and diligently pursue the student's education; including completion of assignments and homework,
 - ~~7.3 proper use of textbooks, equipment, and property of theirs, others and the school,~~
 - ~~7.4~~**7.3** ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
 - ~~7.5~~**7.4** respect the rights of others in the school,
 - ~~7.6~~**7.5** refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means,
 - ~~7.7~~**7.6** be accountable to the student's teachers and other school staff for the student's conduct,
 - ~~7.8~~**7.7** fully ~~cooperation~~ **cooperate** with school authority and personnel authorized to provide educational programs and other services throughout the school day and during all school sponsored activities and beyond the hours of school operation if that behavior or conduct has a connection back to the school and a demonstrated detrimental impact on the welfare of individual students, and
 - ~~7.9~~**7.8** positively contribute to the student's school and community.

References:

- Board Policy: 230 Board Committees and Appointed Representatives
- Board Policy 900 Student Conduct and Discipline
- Education Act: Sections 31, **32, 33, 34, 35, 36, 37, 196, 197**
- ~~Bill 24: An Act to Support Gay Straight Alliances~~
- Freedom of Information and Protection of Privacy Act
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8. Consequences including intervention, suspension and/or recommendation for expulsion, from school or bus, depending on individual circumstances, may be imposed when a student fails to meet the expectations for student conduct articulated in the School Code of Conduct and/or Education Act (~~Suspensions 24: 1(a) or (b)~~). Some examples of unacceptable behaviours include but are not limited to:
- 8.1 conduct which verbally, physically or emotionally threatens the safety of students or staff;
 - 8.2 conduct which demonstrates disrespect for ethnic, racial, religious and sexual diversity;
 - 8.3 possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person;
 - 8.4 assault;
 - 8.5 possession, distribution and/or use of illicit, prohibited or restricted substances in school or on school property;
 - 8.6 willful damage to school or other's property;
 - 8.7 discrimination or harassment;
 - 8.8 participating in or contributing to cyber bullying;
 - 8.9 participating in, or contributing to frothing or hazing activities;
 - 8.10 extortion;
 - 8.11 disruptive behaviour, willful disobedience or defiance of authority;
 - 8.12 interference with the orderly conduct of classes and school activities;
 - 8.13 tampering with items such as fire alarms, or safety equipment;

References:

- Board Policy: 230 Board Committees and Appointed Representatives
- Board Policy 900 Student Conduct and Discipline
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- 8.14 criminal activity;
- 8.15 bystander encouragement or involvement
- 9. When disciplining a student, a teacher or Principal will consider:
 - 9.1 whether the student has failed to comply with the *Education Act*, Division Code of Conduct or with the School Code of Student Conduct;
 - 9.2 the effect of the student's behaviour upon other students, the staff, the school and the community;
 - 9.3 the nature of the action or incident that calls for disciplinary measures;
 - 9.4 informing and/or consulting with the student's parents/guardians when it is warranted;
 - 9.5 the student's previous conduct;
 - 9.6 the student's unique circumstances (age, maturity, extenuating circumstances);
 - 9.7 the impact of proposed action on the student's future behaviour;
 - 9.8 any other information the teacher or Principal considers appropriate or relevant;
 - 9.9 whether the student's conduct is injurious to the physical or mental well being of others in the school.
- 10. Dependent on the resources that are available, the Principal shall arrange for support, if needed, for students who may be impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

References:

- Board Policy: 230 Board Committees and Appointed Representatives
- Board Policy 900 Student Conduct and Discipline
- Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
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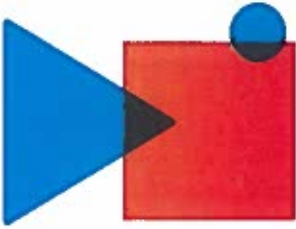


11. Each teacher or Principal will ensure that appropriate documentation procedures are employed to record disciplinary actions.
12. As per ~~Section 197 (f)~~ of the Education Act, the Principal or designate has the responsibility for and the authority to establish and maintain appropriate procedures conducive to an acceptable standard of student discipline.

Draft

References:

- Board Policy: 230 Board Committees and Appointed Representatives
- Board Policy 900 Student Conduct and Discipline
- Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197
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BOARD
MEMORANDUM

Date: March 11, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Relocation: Summer School



Background:

Given continued concern regarding the funding received and recently announced new funding framework, Administration continues to look for efficiencies that will allow Sturgeon Public Schools to continue to provide quality Public Education to our students. As a result, Summer School programming will be moved from the two Learning Centers to Sturgeon Composite High School effective July 2020. The assessment of this move included a close review of registrations, costs, supervision and student access. The relocation of summer programming will realize efficiencies in caretaker service, administrative support and bus mileage. It will also allow our students to access the gyms and Learning Commons at Sturgeon Composite High School.

Supervision of one site rather than two will be efficient for the summer school principal. Lastly, this move raises the profile of Sturgeon Composite High School which supports initiatives to attract and retain students.

Administration is pleased to respond to questions.

Recommendation:

This report is shared as information.

Sincerely,



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

