



# **Committee Meeting Agenda**

## **January 17, 2018 – 6:30 p.m.**

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- 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 – December 13, 2017
  
- 5. Presentations**
  
- 6. Reports from Senior Administration**
  
- 7. Reports from Trustees and Standing Committees**
  - 7.1 Chair's Report

7.2 Trustees Report

7.3 Building & Maintenance

7.4 Finance & Human Resources

7.5 Education Policy

7.6 Advocacy Committee

7.7 Transportation

## **8. Reports from Special Committees/Task Groups**

8.1 Alberta School Boards' Association Zone 2/3

8.2 Public School Boards' Association of Alberta

8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)

8.4 Labour Management Committee (Policy Review – CUPE)

8.5 Community Services Advisory Board

## **9. New Business**

9.1 Policy Tracker

9.2 Policy B/III/4 – Communications

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

- 9.4 Policy B/IV/3 – Media and Public Relations
- 9.5 Policy D/II/2 – School Operation in Emergency
- 9.6 Policy D/II/8 – School Buildings Alternative Utilization or Closure
- 9.7 Policy D/II/9 – School Inclement Weather Policy
- 9.8 Policy F/I/2 – Challenge of Learning Resources
- 9.9 Policy F/I/13 – Controversial Issues in Education
- 9.10 Policy G/II/4 – Student Illness or Injury
- 9.11 Policy G/II/8 – Crisis and Critical Incidents
- 9.12 Policy I/3 – Inclement Weather
- 9.13 Policy I/10 – Cell Phone Use
- 9.14 Draft Operational School Year Calendar, 2018 – 2019
- 9.15 Draft Operational School Year Calendar, 2019 – 2020

## **10. Question Period**

## **11. Unfinished Business**

## **12. Information Items**

### **13. Pending List**

### **14. Adjournment**



# Notes of the Meeting of The Committee of the Whole Held at Morinville on December 13, 2017

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## Roll Call

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

## Call to Order

The Chair called the meeting to order at 6:33 p.m.

## Consideration of Agenda

### 2.1 Additions/Deletions to Agenda

### 2.2 Approval of Agenda

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

CARRIED 7/0

## **Appointments**

### **3.1 Student Presentation – Evan Gabbey – Sturgeon Composite High School Washroom Designations**

Mr. Gabbey, Sturgeon Composite High School student, presented his petition for more male and female specific washrooms to be designated at Sturgeon Composite High School.

Board of Trustees refer the Sturgeon Composite High School Washroom Designation discussion to the November 22, 2017 Board Meeting.

Meeting recessed at 7:56 pm.

Meeting resumed at 8:06 pm.

## **Approval of Committee Notes**

### **4.1 Amendment/Correction of Notes**

### **4.2 Approval of Committee Notes**

Moved by Mrs. Pequin that the notes of November 8, 2017 be approved.

CARRIED 7/0

## **Presentations**

There were no presentations.

## **Reports from Senior Administration**

### **6.0 Senior Admin Report**

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

- SuperNet Broadband Network
- Shared Services Partnerships
- Infrastructure Projects
- Learning and Technology

## **Reports from Trustees and Standing Committees**

### **7.1 Chair's Report**

Trustee Jewell reported that he attended:

- Alberta School Boards Association Zone 2/3 Meeting
- Tour at Sturgeon Composite High School
- Gibbons School Parent Council
- STEAM Grand Opening at Landing Trail School

### **7.2 Trustees' Reports**

#### **Trustee Featherley (Morinville Area)**

Trustee Featherley reported that she attended:

- Morinville School Parent Council Meeting

#### **Trustee Kohle (Bon Accord/Legal Area)**

Trustee Kohle reported that she attended:

- Bon Accord Community School Parent Council Meeting
- Lillian Schick School Parent Council Meeting
- Community Services Advisory Board Meeting

**Trustee Oatway-McLay (Cardiff/Garrison Area)**

Trustee Oatway-McLay reported that she attended:

- Guthrie School Parent Council Meeting

**Trustee Pequin (Redwater/Coronado Area)**

Trustee Pequin reported that she attended:

- Redwater School Awards

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

Trustee Sherwin reported that he attended:

- Community Services Advisory Board Meeting
- Met with Sturgeon Heights Principal, Jonathan Konrad

**7.3 Building**

A Building Committee meeting is scheduled for Tuesday, November 28, 2017.

**7.4 Finance & Human Resources**

A Finance & Human Resources Committee meeting is scheduled for Monday, November 13, 2017.

**7.5 Education Policy**

An Education Policy Committee meeting is scheduled for Wednesday, December 6, 2017.

**7.6 Advocacy**

A verbal report was provided on the following:

- Use of Trustee Report Form for professional development activities.

An Advocacy Committee meeting is scheduled for Monday, December 11, 2017.



**7.7 Transportation**

A Transportation Committee meeting is scheduled for Tuesday, November 28, 2017.

**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.

Public School Boards Association of Alberta MLA Reception is scheduled for November 15, 2017.

Public School Boards Association of Alberta Student Voice Program is scheduled for November 16, 2017.

Public School Boards Association of Alberta 2017 Fall General Meeting is scheduled for November 17, 2017.

**8.3 Teacher Board Advisory Committee (ATA)**

A verbal report was provided.

**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 Policy Tracker**

The Policy Tracker was received as information.

**9.2 Presentation Tracker**

The Presentation Tracker was received as information.

**9.3 Policy E/II/2 – Trustee Renumeration and Expense Reimbursement**

To be forwarded to the Board Retreat in January 2018.

**9.4 Policy D/II/11 – Agencies Interviewing Students at School**

Moved by Mrs. Kohle that the Board of Trustees refer Policy D/II/11 – Agencies Interviewing Students at School to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.5 Policy G/II/5 – Child Abuse and Neglect Prevention**

Moved by Mrs. Featherley that the Board of Trustees refer Policy G/II/5 – Child Abuse and Neglect Prevention to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.6 Policy F/II/5 – Healthy School Communities**

Moved by Mrs. Pequin that the Board of Trustees refer Policy F/II/5 – Healthy School Communities to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.7 Draft 2016 – 2017 Audited Financial Statements**

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Draft 2016 – 2017 Audited Financial Statements with the following amendments to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.8 Draft Three Year Education Plan 2017/18 – 2019/20 and Results Report 2016 – 2017**

Moved by Mrs. Featherley that the Board of Trustees refer the Draft Three Year Education Plan 2017/18 – 2019/20 goals, priorities and measures to the November 22, 2017 Board Meeting.

CARRIED 7/0

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Accountability Pillar Overall Summary for October 2017 to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.9 Draft Annual Education Results Report Summary 2016 – 2017**

Moved by Mrs. Featherley that the Board of Trustees refer the Draft Annual Education Results Report Summary 2016 - 2017 to the November 22, 2017 Board Meeting.

CARRIED 7/0

**9.10 December 2017 Board Meeting**

Moved by Mr. Jewell that the Board of Trustees refer the cancellation of the December 27, 2017 Board Meeting to the November 22, 2017 Board Meeting.

CARRIED 7/0

## **Question Period**

## **Unfinished Business**

## **Information Items**

### **12.1 Therapy and Therapeutic Animals in the Workplace**

A written report was received as information.

## **Pending List**

## **Adjournment**

The meeting adjourned at 10:23 p.m.

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



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Senior Administration  
Subject: Seniors Report

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Staff who work in a healthy, safe and caring environment are more engaged and productive, require less absence from work due to illness and/or injury and maintain higher job satisfaction and morale. Benefits to workplace health promotion are passed on to our students through staff who are present with students and manage stress effectively.

Senior Administration continues to make organizational health and wellness a priority through the promotion of staff wellness and safety across Sturgeon Public School Division. We have a dedicated team of staff who serve on our Sturgeon Organizational Health and Wellness Steering Committee. These staff represent Central Office, teachers, support staff, custodians and our O&M team. This committee meets throughout the year to work on enhancing our culture of health through eight dimensions of wellness. These health dimensions include:

1. **Social:** Meaningful positive relationships at work and in our personal lives highlighted through effective communication and mutual respect.
2. **Physical:** Quality of life through proper care of our bodies for optimal health and functioning through a balance of physical activity, nutrition and rest.
3. **Spiritual:** A personal matter of peace, harmony and the ability to establish congruence between values and actions that provide purpose.
4. **Emotional:** Well-being in which we realize our own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and the ability to contribute to our family and community.

5. **Intellectual:** Ability to open our minds to new ideas and experiences that can be applied to personal decisions and interactions with others. It includes the desire to learn, improve and seek challenges through lifelong learning.
6. **Occupational:** Ability to get personal fulfillment from our jobs while maintaining balance in our lives through prioritizing, managing stress and healthy relationships with colleagues.
7. **Environmental:** To live in harmony with our environment and the ability to make a positive impact on the quality of our environment.
8. **Financial:** Satisfaction with current and future financial situations. This also includes the ability to budget and spend within ones means.

The Organizational Health and Wellness Steering Committee is also working on improving health and safety in the workplace through an excellent resource from the Canadian Mental Health Association (CMHA). The CMHA has created an evidence-based resource called the *13 factors of a psychologically healthy and safe workplace*. These factors include:

1. **Organizational Culture:** Clear workplace expectations, norms, values and beliefs. Staff use organizational culture to make decisions and solve problems.
2. **Psychological and Social Support:** Level of trust and connections that exist in a workplace and describes the level of help and assistance provided by others while completing work tasks.
3. **Clear Leadership and Expectations:** Everyone in a healthy workplace knows what they need to do and how they contribute to a workplace as a whole. It also includes how everyone is told in a timely way if there are changes in the workplace.
4. **Civility and Respect:** Includes how we treat each other day-to-day and during times of conflict. It includes showing appreciation, care and consideration for everyone.
5. **Psychological Demands:** Every workplace has a unique set of psychological demands which are aspects of our job which can be a hazard to our health and wellbeing if not properly matched to our skills, knowledge, personality and emotional intelligence.

6. **Growth and Development:** Providing opportunities for people to learn and grow.
7. **Recognition and Reward:** Feeling appreciated at work with acknowledgement of how work efforts are appreciated and valued. This also includes letting staff know that they make a difference.
8. **Involvement and Influence:** Feeling involved in workplace decisions and feedback from staff is taken into consideration when decisions are made.
9. **Workload Management:** Stress from heavy workloads. Workload management means completing work tasks successfully during the time available.
10. **Engagement:** Engagement includes feeling connected to your job and feeling motivated and committed to helping colleagues and the organization succeed.
  - A. Physical engagement – staff see work as a source of energy;
  - B. Emotional engagement – staff find work brings out passion and positivity;
  - C. Cognitive engagement – staff find themselves becoming absorbed in the work.
11. **Balance:** Distribution of time between work, family and personal time.
12. **Psychological Protection:** Feeling safe and comfortable bringing concerns or questions forward in the workplace. A workplace that models psychological protection value the emotional well-being of staff.
13. **Protection of Physical Safety:** Physical workspace and work duties which are safe.

Addressing and improving these factors can improve employee morale, work satisfaction, engagement, productivity, mental health and physical health. There are also benefits reflected in a reduction in stress leave and sick time, workplace conflict and workplace accidents. The Sturgeon Organizational Health and Wellness Steering Committee will continue working with our Healthy Interactions Facilitators in each school to support these health and wellness initiatives. The focus Human Resources has placed on staff health and wellness parallels work through Education Services on student health champions. We believe through aligning our health and wellness initiatives we can multiply our success to ensure we have healthy staff and healthy students working and learning alongside each other.



# Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Fieldtrip Report

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## Field Trips

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

### **Overnight:**

#### Camilla School

March 8-9, 2018                      40 junior high students to Jasper for a ski trip at Marmot Basin

#### Gibbons School

March 15-16, 2018                      50 junior high students to Jasper for a ski trip at Marmot Basin  
(combined trip with Redwater School)

#### Sturgeon Heights School

March 15-16, 2018                      40 junior high students to Jasper for a ski trip at Marmot Basin

#### Namao School

May 1-4, 2018                              30 junior high Advanced Band students to Red Deer and Banff  
for performances.





## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Michèle Dick, Superintendent  
Subject: Policy Tracker

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### **Background:**

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



# POLICY TRACKER (School Year 2017-2018)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
August-17			<ul style="list-style-type: none"> <li><input type="checkbox"/> COW</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Bidg</li> <li><input type="checkbox"/> HR</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> O &amp; M</li> </ul>		Committee of the Whole	Public Board
September-17						
I/1	Student Transportation Services	2017-Sept-13	Ref. from Aug. 23/17 PB			Approved 2017-Sept-27
October-17						
November-17						
D/II/11	Agencies Interviewing Students at School	2017-Nov-8				Rescinded 2017-Nov-22
E/II/2	Trustee Renumeration and Expense Reimbursement	2017-Nov-8	Forwarded to Brd Retreat Jan 2018			
F/II/05	Healthy School Communities	2017-Nov-8				Approved 2017-Nov-22
G/II/05	Child Abuse and Neglect Prevention	2017-Nov-8				Approved 2017-Nov-23
December-17						
January-18						
B/III/4	Communications	2018-Jan-17				
B/IV/2	Board-Staff Communication	2018-Jan-17				
B/IV/3	Media and Public Relations	2018-Jan-17				



# POLICY TRACKER (School Year 2017-2018)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					Committee of the Whole	Public Board	
<b>January-18 cont'd</b>							
D/II/02	School Operation in Emergency	2018-Jan-17	Ref. from Mar 22/17 PB				
D/II/08	School Buildings Alternative Utilization or Closure	2018-Jan-17	Ref. from Mar 22/17 PB				
D/II/09	School Inclement Weather Policy	2018-Jan-17	Ref. from Mar 22/17 PB				
F/II/02	Challenge of Learning Resources	2018-Jan-17	Ed Policy 2017-Sept.				
F/II/13	Controversial Issues in Education	2018-Jan-17					
G/II/08	Crisis and Critical Incidents	2018-Jan-17					
I/03	Inclement Weather	2018-Jan-17	Ref. from Mar 22/17 PB				
I/10	Cell Phone Use	2018-Jan-17					
<b>February-18</b>							
E/IV/5	Employee Absences	2018-Feb-14					
F/II/4	Copyright	2018-Feb-14					
F/IV/1	School Attendance Policy	2018-Feb-14					
<b>March-18</b>							
D/II/1	Equity, Diversity Inclusion and Human Rights	2018-Mar-14					
D/III/2	Sexual Orientation, Gender Identity and Gender Expression	2018-Mar-14					
E/IV/4	Alcohol and Substances in the Workplace	2018-Mar-14					





## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Michèle Dick, Superintendent of Schools  
Subject: Policy B/III/4 –Communications

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### **Background:**

Attached for Trustee review is Policy B/III/4 - Communications and Administrative Practice Administration 25 - Communications. Several revisions are being recommended for Trustee consideration. Currently Policies B/III/4 - Communications; B/IV/2 - Board-Staff Communication; and B/IV/3 - Media and Public Relations have several overlapping aspects and administration is recommending that consideration be given to having one policy with an associated Administrative Practice: Administration 25 - Communications and a new Board Regulation: Administration 7 - Board-Staff Communication. Such a configuration would refine our present structure and consolidate all division directives relative to communications.

The attached draft Policy B/III/4 - Communications has been revised to capture outstanding aspects that are presently incorporated into Policy B/IV/3.

### **Recommendation:**

That the Committee of the Whole review the attached draft Policy and Admin Practice/Board Regulation and advise Senior Administration accordingly.



**1.0 POLICY**

- 1.1 The Board believes that communications should facilitate an open, honest, consistent and professional environment for interacting with staff, **parents**, ~~the media and~~ various publics across the school system and in communities **as well as the media.**
- 1.2 **Furthermore**, the Board believes that an active partnership with its community builds support for quality public education of children.
- 1.3 **In addition**, the Board believes that the gathering and release of information regarding its priorities and operation will increase the awareness, understanding and support of education in the Division.

~~2.0 GUIDELINES~~

- ~~2.1 The Board directs the Superintendent to develop an annual communication plan which:
  - 2.1.1 Promotes the overall goals and priorities of the Division.
  - 2.1.2 Provides for the striking of a budget to allow implementation of the communications plan.
  - 2.1.3 Recognizes that all staff can play an important role in school community relations.~~

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References: **Board Regulation: Administration 7 – Board Staff Communication**  
Admin Practice – Administration 25 - Communications





## ADMINISTRATION 25 – Communications

Date: Nov. 26, 2014

Revised Date:

Responsible Administrator: Superintendent

### 1.0 RATIONALE

The development of an annual communication plan, facilitates timely and coordinated sharing of information regarding the priorities and operation of the school division. As such, it is an important component in the process of increasing awareness, understanding and support of public education and the division.

### 2.0 PROCESS

- 2.1 The annual communications plan shall establish goals and objectives of the division, identify target audiences, include proposed actions, assign responsibility for implementation and provide for evaluation of the effectiveness of the plan.
- 2.2 The Superintendent shall strike a budget to allow for the effective implementation of the Communication Plan.
- 2.3 Preparation of the annual communications plan shall be coordinated by the Superintendent or designate and may involve trustees, staff, parents and community representatives.
- 2.3 When Board policy or programs are created or changed, or specific actions taken, the communications implications should be reviewed and, where appropriate, a specific communication plan developed.
- 2.4 The Chair of the Board and Superintendent or their specific designates shall function as the official representatives of the Board, authorized to speak on behalf of the Board and/or division on all matters involving the business of the Board.
- 2.5 The principal or designate is the primary spokesperson on all matters specific to his/her school.

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References:      *Board Policy:      B/III/4 – Communications*  
                         *Board Regulation: Administration 7 - Communications*



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Michele Dick, Superintendent of Schools  
Subject: Policy B/IV/2 – Board-Staff Communication

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### **Background:**

Attached for Trustee information is revised Policy B/IV/2 – Board-Staff Communication. Administration is recommending that this policy be transitioned into a Board Regulation associated with Policy B/III/4— Communications and Public Relations.

COMMITTEE 9.3





**ADMIN PRACTICE--##ADMINISTRATION 7 – Board Staff Communication**

**EFFECTIVE DATE:** October 26, 2005      **REVISED:** February 25, 2015      **REVIEW:** 2020-  
2024 **Responsible Administrator - Superintendent**

**1.0 POLICY RATIONALE**

1.1 ~~The Board believes that~~ Open and effective channels of communications between **the Board** itself and staff facilitates organizational effectiveness **and promotes respectful, professional relationships.**

**2.0 GUIDELINES PROCESS**

2.1 The Superintendent, as Chief ~~Executive~~ **Education** Officer, is the main communication link between the Board and staff.

2.2 ~~The Policy Advisory Committee~~ **Teacher Board Advisory Committee (TBAC)** is established to provide for formal communication and discussion between the Board and its teachers **regarding policies impacting teachers working conditions.**

2.3 The Labour Management Committee is established as a mechanism to provide for formal communication and discussion between the Board and staff in the Canadian Union of Public Employees (C.U.P.E.).

2.4 There is a standing invitation from the Board to the Presidents of the Sturgeon Locals of the Alberta Teachers' Association and of the Canadian Union of Public Employees, or their designates, to attend the regular meetings of the Board. The Presidents of the Locals may provide a report to the Board.

2.5 The Superintendent or designate attends regular meetings of the Board and is the **primary** media liaison **for the division.**

2.6 Principals/teachers may invite individual Board members to their school/classroom. Trustees may also visit schools and will make such arrangements with the principal.

2.7 Schools/departments are to include Trustees and the Central Office Senior Administrative Team on their newsletter circulation list and as invitees to school events.

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References:    **Board Policy:**    **B/III/4 – Communications**  
                  **Admin Practice:**    **Administration 25 - Communications**  
                  **School Act**



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Michele Dick, Superintendent of Schools  
Subject: Policy B/IV/3 – Media and Public Relations

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### **Background:**

Attached for Trustee information is Policy B/IV/3 – Media and Public Relations. Given that the direction found in this policy is provided for in revised Policy B/III/4—Communications and Public Relations, administration is recommending that this policy be rescinded.



**1.0 POLICY**

~~1.1 The Board believes that communication should facilitate an open, honest, consistent and professional environment for working with the media and various publics across the school system and in communities.~~

**2.0 GUIDELINES**

~~2.1 The Superintendent or designate is responsible for coordinating ongoing media relations for the school system.~~

~~2.2 The Board Chair and the Superintendent or designate are the primary spokespersons for the school system.~~

~~2.3 The principal or designate is the primary spokesperson on all matters specific to his/her school.~~

~~2.4 In times of crisis or disaster, all staff are responsible for following the procedures outlined in the Crisis and Critical Incident Response Plan.~~

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References:



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Thomas Holmes, Associate Superintendent, Human Resource & Leadership Support  
Subject: Policy D/II/2 – School Operation in Emergency

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### **Background:**

Attached for Trustee review is a copy of Policy D/II/2 – School Operation in Emergency. Policy recommendations were brought forward and approved last year for consideration and approval.

Administration is recommending the attachment of Administration 7 – School Operation in Emergency with Policy D/II/2 – School Operation in an Emergency.

### **Recommendation:**

That the Committee of the Whole review Policy D/II/2 – School Operation in Emergency and advise Senior Administration accordingly.



## 1.0 POLICY

- 1.1 The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency circumstances.
- 1.2 The Board believes that its schools should be kept open to receive students during the regular school year, regardless of emergency circumstances.
  - 1.2.1 The Board also recognizes that under certain emergency circumstances it may be necessary to close a school or schools.
- 1.3 The Board believes that the final decision on whether or not a student attends school during emergency circumstances should be made by the parent or guardian.
- 1.4 The Superintendent or designate shall be responsible for the maintenance and review of a division Crisis and Critical Incident Response Plan to provide schools with appropriate interventions for emergency circumstances.

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References: Board Policy(s): G/II/8 – Crisis and Critical Incidents  
D/II/09 – ~~School-Inclement-Weather-Policy~~  
I/3 – Inclement Weather  
Admin Practice(s): [Administration 7 – School Operation in Emergency](#)  
[Administration 13 – Inclement Weather](#)  
[Transportation 2 – Inclement Weather](#)  
Student Services 1 – Crisis and Critical Incidents  
Sturgeon Crisis and Critical Incident Response Plan



# ADMINISTRATION 7 – School Operation in Emergency

Date: April 14, 2003    Revised: Nov. 23, 2011    Responsible Administrator: Superintendent

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## 1.0 RATIONALE

Sturgeon School Division recognizes a need for guidelines to manage emergency circumstances.

## 2.0 PROCESS

- 2.1 The Superintendent or designate is responsible for the process of maintaining guidelines for school operation in emergency circumstances.
- 2.2 While policies cannot cover every conceivable situation, the underlying philosophy of the principals' responsibility in emergencies is that they act in a reasonable manner and with full regard for the safety and well-being of all students.

## 3.0 GUIDELINES

### Emergency Circumstances

- 3.1 In emergency circumstances including but not limited to threats, fire, lockdown and accidents the site will respond consistent with the divisional Crisis and Critical Incident Response Plan.

### Severe Weather

- 3.2 During severe weather conditions, the following procedures will apply:
- 3.1.1 It is expected that staff shall report for duty.
- 3.1.2 Staff shall accept all students that arrive at school.
- 3.1.3 Principals may change the school schedule and delegate duties to staff according to the number of students that arrive at the school.
- 3.1.4 If the Superintendent or designate suspends school bus transportation services, teachers will not conduct examinations, nor introduce new curriculum.

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References:    *Board Policy:*    *D/II/2 – School Operation in Emergency*  
   *D/II/9 – School Inclement Weather*  
   *G/II/8 – Crisis and Critical Incidents*



## ADMINISTRATION 7 – School Operation in Emergency

Date: April 14, 2003    Revised: Nov. 23, 2011    Responsible Administrator: Superintendent

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- 3.1.5 Parents bringing their children to school on days the school bus does not operate, shall be responsible for picking up their children at the end of the school day or making other arrangements.
- 3.1.6 Absences by students for transportation challenges that include bus failure, , decision of a contractor not to operate, or suspension of transportation services by the Superintendent or designate, shall be deemed excusable, and shall also not affect the granting of credit in high school courses.

### School Closure

- 3.3 Under certain emergency circumstances, a Principal can be authorized to close a school following consultation with the Superintendent or designate.

### Duty to Notify

- 3.4 Principals shall include a copy of this policy in their school newsletter no later than November 1<sup>st</sup> of each school year.

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References:    *Board Policy:    D/II/2 – School Operation in Emergency  
                                    D/II/9 – School Inclement Weather  
                                    G/II/8 – Crisis and Critical Incidents*



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Michèle Dick, Superintendent of Schools  
Subject: Policy D/II/8 – School Buildings: Alternative Utilization or Closure

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### **Background:**

Attached for Trustee consideration is a revised draft of Policy D/II/8 – School Buildings: Alternative Utilization or Closure and Administrative Practice Administration 27 – School Buildings Alternative Utilization or Closure.

### **Recommendation:**

That the Committee of the Whole review the attached draft Policy D/II/8 – School Buildings: Alternative Utilization or Closure and advise Senior Administration accordingly.

COMMITTEE 9.0





**1.0 POLICY**

- 1.1 A school building or a section of a school building may have to be closed or utilized in alternate ways for reasons such as unsafe conditions, changes in programs, declining enrolments, overcrowding, financial considerations or other compelling reasons.
- 1.2 Alternate utilization or closure of a school may involve an entire school building, or the kindergarten, primary, elementary, junior high or senior high sections thereof, whether the language of instruction in any school or section is English ~~or~~; French ~~or some other language~~.

**2.0 GUIDELINES**

- ~~2.1 The Board may review school programs and school operations to determine the future of such schools when:~~
  - ~~2.1.1 The Board believes such a review will improve the availability of programs or efficiency of operations;~~
  - ~~2.1.2 Operating/maintenance/renovation/transportation costs place excessive demands on the Division's budget; or~~
  - ~~2.1.3 Recommended by the Superintendent.~~
- ~~2.2 Notwithstanding Guideline 2.1, the Board may consider alternate utilization or 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.~~
- ~~2.3 The Board will ensure that communication with parents, electors and other interested parties will occur before any major alternate utilization or school closure occurs.~~
- ~~2.4 Temporary school closures may occur due to fire, flood, storms or other natural disasters and the procedures followed for more permanent school alternate utilization or closures do not apply.~~

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References: **Administrative Practice: Administration 27 – School Buildings Alternative Utilization or Closure**  
*CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997*  
*School Act:*



**3.0 — PROCEDURES**

~~3.1 — Whenever a school building or section thereof is to be considered in accordance with Guidelines 2.1 or 2.2, the Superintendent may 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. Furthermore, the Superintendent shall advise the Board at the same meeting, that the school building or section thereof is under consideration for alternative utilization or closure for the next school year.~~

~~3.2 — 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 3.6.~~

~~3.3 — 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.~~

~~3.4 — A public meeting at which at least two Trustees and the Superintendent or designee are present, shall be held at each of the schools concerned at least five months before the end of the school year. Notice of this meeting shall be communicated by letter distributed through the school(s). In addition, this meeting shall be advertised at least once in appropriate local newspapers which serve the Sturgeon School Division at least two weeks prior to the date of the meeting.~~

~~At this public meeting, the Superintendent or designee shall indicate that the purpose of the meeting is to provide information and solicit public input. The following items shall be addressed:~~

~~3.4.1 — The attendance area and enrolment of the school under consideration;~~

~~3.4.2 — The attendance area and enrolment of other schools to be affected by the alternate utilization or closure;~~

~~3.4.3 — The need for and extent of busing;~~

~~3.4.4 — The educational program implication for students;~~

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References: **Administrative Practice: Administration 27 – School Buildings Alternative Utilization or Closure**  
*CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997*  
*School Act:*



- 
- ~~3.4.5 – The financial impact of the alternate use or closure;~~
- ~~3.4.6 – The proposed future utilization of the school.~~
- ~~3.5 – The people in attendance at the meeting shall be informed by the Trustees that:~~
- ~~3.5.1 – the expressed concerns shall be considered by the Board in making a decision;~~
- ~~3.5.2 – a request may be made to appear before the Board at a public Board meeting on a specified date.~~
- ~~3.6 – 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.~~
- ~~3.7 – Following the presentations 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 3.2.~~
- ~~3.8 – 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.~~

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References: **Administrative Practice: Administration 27 – School Buildings Alternative Utilization or Closure**  
*CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997*  
*School Act:*

## ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Original Date: Nov., 2017 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 ~~temporary~~ 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 ~~permanent~~ school closure occurs.

3.4 **Notwithstanding Guidelines 3.1 and 3.32**, 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.

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

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## ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Original Date: Nov., 2017 Revised Date:

Responsible Administrator: Superintendent

### 4.0 PROCEDURES

- 4.1 Whenever a school building or section thereof is to be considered ~~for alternative utilization or permanent closure in accordance with Policy Guidelines 1 and 2~~ **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 ~~permanent~~ 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/II/8 – School Buildings Alternative Utilization or Closure*  
*CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997*

## ADMINISTRATION 27 – School Buildings Alternative Utilization or Closure

Original Date: Nov., 2017 Revised Date:

Responsible Administrator: Superintendent

- 
- 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.

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

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## Committee of the Whole Memorandum

Date: January 17, 2018

To: Committee of the Whole

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

Subject: Policy D/II/9 – School Inclement Weather

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### **Background:**

Attached for Trustee review is a copy of Policy D/II/9 – School Inclement Weather for consideration. In an effort to improve clarity, Senior Administration is recommending a reduction in the number of policies that deal with emergency situations. Senior Administration recommends rescinding Policy D/II/9. Safety information in Policy D/II/9 will be addressed in Policy I/3 – Inclement Weather and D/II/2 – School Operation in Emergency.

Administration 7 – School Operation in Emergency has been moved to Policy D/II/2 – School Operation in Emergency. Administration 13/Transportation 2 – Inclement Weather was a unique administrative practice that addressed both school and transportation responses to inclement weather with in the same document. Senior Administration has separated and rewritten both practices to improve clarity. Administration 13 – Inclement Weather Decisions for Schools is attached to Policy D/II/2 – School Operation in Emergency and I/3 – Inclement Weather. Administrative Practice Transportation 2 – Inclement Weather Decisions for Transportation is attached to Policy I/3 – Inclement Weather

### **Recommendation:**

That the Committee of the Whole review Policy D/II/9 – School Inclement Weather and consider rescinding.





**1.0 POLICY**

- 1.1 The Board believes that the principal's responsibility during inclement weather is that he/she acts in a reasonable manner and with full regard for the safety and well being of the students.

**2.0 GUIDELINES**

- 2.1 The Superintendent or designate shall maintain administrative practice(s) to implement this policy.

**Recommendation to rescind.**

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References: *Admin Practice(s):* Administration 7 – School Operation in Emergency  
Administration 13/Transportation 2 – Inclement Weather  
*School Act:*





## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Policy F/I/2 – Challenge of Learning Resources

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### **Background:**

Attached for Trustee review is Policy F/I/2 – Challenge of Learning Resources. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Educational Services 11 – Challenge of Learning Resources with suggested revisions is also attached for Trustee information.

### **Recommendation:**

That the Committee of the Whole review Policy F/I/2 – Challenge of Learning Resources and advise Senior Administration accordingly.

COMMITTEE 9.9

## 1.0 POLICY

- 1.1 The Board recognizes that **parents/guardians may challenge the use of teaching or learning resources ~~may be challenged~~ used in a school's educational program.**
- 1.2 **The Board believes that when a teaching or learning resource is challenged, the principles of freedom to read, listen and view and the professional responsibility of staff in selecting materials must be defensible.**
- 1.3 **The Board believes that parents have the right to determine only for their own child(ren) the reading, viewing and listening matter used in instructional programming.**

## 2.0 GUIDELINES

- ~~2.1 Challenged materials shall be treated pursuant to the Alberta Education Guide to Education: ECS to Grade 12 section on controversial issues and the Canadian Library Association's statement on "Intellectual Freedom".~~
- ~~2.2 Consideration of a challenge to any learning resource shall be guided by the following principles:
  - ~~2.2.1 When a learning resource is challenged, the principles of freedom to read, listen, and view and the professional responsibility of staff, in selecting materials, must be defended.~~
  - ~~2.2.2 The major criterion for the final decision shall be the appropriateness of the learning resource for its intended use.~~
  - ~~2.2.3 Access to the challenged learning resource should not be restricted during the reconsideration process.~~
  - ~~2.2.4 Parents have the right to determine only for their own children the reading, viewing, listening matter used in instruction.~~
  - ~~2.2.5 Alternate learning activities shall be provided for students.~~~~
- 2.3 **The Board delegates the responsibility to the Superintendent to establish operational procedures for the challenge of learning resources.**

References: *Board Policy: D/1/6 – Appeals*  
*Board Regulation: Administration 2 - Appeal*  
*Admin Practice(s): Administration 19 – Appeal*  
*ES 11 – Challenge of Learning Resources*  
*Exhibit 1: Request for Reconsideration of Teaching or Learning Resources*  
*School Act: Sections 18, 20, 50, 59, 60, 113*  
*Alberta Education Guide to Education: ECS to Grade 12, "Controversial Issues"*  
*Canadian Library Association Position Statement on Intellectual Freedom*



**1.0 RATIONALE**

The use of learning materials in Division schools may be challenged by residents, parents/guardians as provided under Policy F/I/2, Challenge of Learning Resources.

**2.0 PROCESS**

The ~~Superintendent or designate~~ Associate Superintendent, Education Services shall be responsible for administering this Administrative Practice.

**3.0 GUIDELINES**

**3.1 Informal Information Reconsideration**

Upon receiving a complaint concerning a teaching or learning resource, the principal shall attempt to resolve the matter at the school level.

3.1.1 The principal or designate shall explain the guiding principles involved in the selection of teaching or learning resources and the manner in which the teaching or learning resource in question is utilized in the school education program.

3.1.2 The principal shall make a reasonable effort to comply with a written request from a parent/guardian to restrict access by their child(ren) to a supplemental learning resource.

**3.2 Formal Reconsideration**

3.2.1 If a ~~complainant~~ parent/guardian wishes to pursue a complaint beyond the informal level, a Request for Reconsideration of Teaching or Learning Resources Form shall be completed and forwarded to the principal.

3.2.2 The principal shall forward one copy of the Request for Reconsideration of Teaching or Learning Resources Form to the Associate Superintendent, Education Services who shall, within ~~seven~~ fourteen (14) business days of receiving the request, review same and reply to the ~~complainant~~ parent/guardian either rendering a decision on the

- References:
- Board Policy: F/I/2 Challenge of Learning Resources
  - Board Policy: D/I/6 – Appeals
  - Board Regulation: Administration 2 - Appeal
  - Admin Practice(s): Administration 19 – Appeal
  - Exhibit 1: Request for Reconsideration of Teaching or Learning Resources Form
  - School Act: Sections 18, 20, 50, 113
  - Alberta Education Guide to Education: ECS to Grade 12 "Controversial Issues"
  - Canadian Library Association Position Statement on Intellectual Freedom



# EDUCATIONAL SERVICES 11

## EDUCATIONAL SERVICES 11 – Challenge of Learning Resources

Date: June 30, 2004

Revised: ~~Feb. 24, 2010~~ December 11, 2017

Responsible Administrator:

~~Superintendent~~ Associate Superintendent, Education Services

matter or indicating to the ~~complainant~~ parent/guardian that a recommendation is being made to the Superintendent for a Reconsideration Committee ~~is being to be~~ established to review the matter.

3.2.3 If the Superintendent elects to establish a Reconsideration Committee, he/she shall:

3.2.3.1 Establish the membership and mandate of the Committee.

3.2.3.2 Establish reasonable timelines for the Committee to be formed, to evaluate the learning resource and to prepare a confidential written report.

3.2.3.3 Review and consider the recommendation of the Committee and render a decision on the matter to the ~~complainant~~ parent/guardian and the school principal, within ~~seven~~ fourteen (14) business days of receiving the Committee's report.

3.2.4 The ~~complainant~~ parent/guardian and the school principal shall have the right to appeal, in writing, to the Board of Trustees within seven (7) business days of receiving the Superintendent's decision regarding:

3.2.4.1 A judgment against the establishment of a Reconsideration Committee.

3.2.4.2 The decision rendered by the Superintendent with regard to the teaching or learning resource.

3.2.5 Exhibit 1

3.2.5.1 Request for Reconsideration of Teaching or Learning Resources Form

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References: *Board Policy: F/1/2 Challenge of Learning Resources*  
*Board Policy: D/1/6 – Appeals*  
*Board Regulation: Administration 2 - Appeal*  
*Admin Practice(s): Administration 19 – Appeal*  
*Exhibit 1: Request for Reconsideration of Teaching or Learning Resources Form*  
*School Act: Sections 18, 20, 50, 113*  
*Alberta Education Guide to Education: ECS to Grade 12 "Controversial Issues"*  
*Canadian Library Association Position Statement on Intellectual Freedom*



## Exhibit 1 Request for Reconsideration of Teaching or Learning Resources

Initiated by \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Identity of Challenger (Please Check)

Parent/Guardian

Student

Staff Member

Name of School \_\_\_\_\_

Age and Grade of Student using the Learning Resource: \_\_\_\_\_

### Resource Questioned:

Title/Name of Resource \_\_\_\_\_

Author/Publisher \_\_\_\_\_

Type of Resource (be specific) Book \_\_\_\_ Article \_\_\_\_ Video \_\_\_\_ Website \_\_\_\_

Other (Specify) \_\_\_\_\_

Copyright Date \_\_\_\_\_

1. Have you spoken to the teacher to determine the rationale for using the teaching or learning resource?

\_\_\_\_\_

2. How was the resource used:

Required use: \_\_\_\_\_ Optional use: \_\_\_\_\_

3. What do you believe is the purpose and/or educational value of this resource?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



4. To what, in this resource, do you object? Please be specific as to the basis of your concern.

\_\_\_\_\_

5. What do you feel might be the impact on the student using this learning resource?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you personally reviewed the entire resource? \_\_\_\_\_

If not, what sections did you review: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. In the place of this material, would you care to recommend other materials that you consider to convey a similar perspective of society and set of values[?]

\_\_\_\_\_  
\_\_\_\_\_

8. What alternative learning resource would you suggest for consideration that deals with the same topic, theme, issues, etc.?

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Please return this form to the Principal.

A copy will be distributed to the Associate Superintendent, Education Services.



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Policy F/I/13 – Controversial Issues in Education

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### **Background:**

Attached for Trustee review is Policy F/I/13 – Controversial Issues in Education. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Educational Services 9 – Controversial Issues in Education with suggested revisions is also attached for Trustee information.

### **Recommendation:**

That the Committee of the Whole review Policy F/I/13 – Controversial Issues in Education and advise Senior Administration accordingly.

COMMITTEE 9.9



## 1.0 POLICY

- 1.1 ~~In accordance with the Mission, Mandate, Vision and Beliefs of the Board of Trustees, the Board believes that its schools should enable students to become creative and critical thinkers and problem solvers within the context of a complex world.~~  
The Board believes that through a well rounded education, students are motivated and supported to pursue their unique path in future success.
- 1.2 ~~The Board understands that opportunities to deal with sensitive issues and topics are an integral part of the education programs and schooling process in Alberta.~~  
The Board believes that by working together we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by a global community.
- 1.3 ~~The Board believes that all students are entitled to a safe, secure learning environment in which each individual is respected and valued.~~  
The Board believes that opportunities to deal with sensitive issues and topics are an integral part of student learning.
- 1.4 The Board also believes that studying controversial issues is important in preparing students to participate responsibly in a democratic and pluralistic society.

## 2.0 GUIDELINES

- ~~2.1 Staff and other involved individuals shall handle controversial issues in a balanced manner that respects the rights and opinions reflected by different perspectives.~~
- ~~2.2 The Superintendent shall maintain administrative practices to operationalize this policy.~~

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References: *Admin Practice(s): Educational Services 9 – Controversial Issues in Education*  
*Alberta Human Rights Act: Section 11.1 (1) and (2) 3(1), 3(2)*  
*Alberta Education Guide to Education ECS to Grade 12, p. 7286*





EDUCATIONAL SERVICES 9 – Controversial Issues in Education

Date: July 30, 2004 Revised: December 11, 2017

Responsible Administrator: Superintendent  
Associate Superintendent, Education Services

1.0 RATIONALE

Controversial issues need to be handled in a balanced manner that respects the rights and opinions reflected by different perspectives.

2.0 PROCESS

The ~~Superintendent~~ **Associate Superintendent, Education Services** ~~will~~ **shall** be responsible for maintaining this Administrative Practice and ensuring that it is followed.

3.0 GUIDELINES

3.1 When a controversial issue is addressed, the information presented shall:

3.1.1 **Be of an educational nature.**

3.1.2 Represent alternative points of view, subject to the condition that resources used are not restricted by any federal or provincial law, or by the policy of the Board of Trustees.

~~3.1.2~~ 3.1.3 Appropriately reflect the ~~developmental level~~ **maturity**, capabilities, and educational needs of students.

~~3.1.3~~ 3.1.4 ~~Be rooted in~~ **Effectively meet** the requirements of provincially prescribed and approved courses of study and education programs.

~~3.1.4~~ 3.1.5 Reflect the ~~neighborhood and community in which the school is located, and as may be appropriate to a given issue,~~ **reflect local, as well as** provincial, national and international contexts.

3.2 Controversial issues which have been anticipated by the teacher and those which may arise incidentally in the course of instruction shall be used by the instructor to promote critical inquiry rather than advocacy for a particular position, ~~and to teach students how to think rather than what to think.~~

References: *Board Policy: F/14513 – Controversial Issues in Education*  
*School Act: Section 50*  
*Alberta Human Rights Act: 3(1), 3(2)*  
*Alberta Education Guide to Education ECS to Grade 12, p. 86*



EDUCATIONAL SERVICES 9 – Controversial Issues in Education

Date: July 30, 2004 Revised: December 11, 2017

Responsible Administrator: Superintendent  
Associate Superintendent, Education Services

- 3.3 The school should play a supportive role to **that of the parents/guardian** in the areas of values and moral development, and shall handle parent views in regard to controversial issues with respect and sensitivity.
- 3.4 **As per Section 50.1 of the School Act, notification to parents/guardians is required where the instructional materials, exercises, outcomes and courses contain subject matter that deals primarily and explicitly with religion or human sexuality.**

Draft

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References: *Board Policy: F/14513 – Controversial Issues in Education*  
*School Act: Section 50*  
*Alberta Human Rights Act: 3(1), 3(2)*  
*Alberta Education Guide to Education ECS to Grade 12, p. 86*



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Policy G/II/4 – Student Illness or Injury

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### **Background:**

Attached for Trustee information is Policy G/II/4 – Student Illness or Injury.

Also attached for Trustee information is associated Admin Practice Student Services 11 – Student Illness or Injury with suggested revisions.

### **Recommendation:**

That the Committee of the Whole accept as information Admin Practice Student Services 11 – Student Illness or Injury with suggested revisions.

COMMITTEE 9.10



## 1.0 POLICY

- 1.1 The Board recognizes that situations may arise where a student is injured or becomes ill. In some situations, where students remain at school, the school shall make a reasonable effort to contact the parent/guardian and to make the student comfortable.
- 1.2 The Board also recognizes that, in some instances, the health needs of the ill or injured student are best served by the transportation of such students to an appropriate medical facility.
  - 1.2.1 Furthermore, the Board recognizes that in responding to emergency medical situations, staff shall determine the safest possible means of transportation.
- 1.3 The Board recognizes that emergency medical transportation authorized by a staff member is the safest possible means of transportation.
- 1.4 The Board recognizes that staff members are expected to take any action to provide medical assistance as would be expected of any reasonable adult.

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References: *Admin Practice(s): SS 11 – Student Illness or Injury*  
*Concussion Management Protocol (located in the Crisis and Critical Incident Response Binder)*  
*School Act: Sections 18, 20, 45, 60, 61*



## STUDENT SERVICES 11 – Student Illness or Injury

Date: Oct. 13, 2010

Revised: February 8, December 11, 2017

Responsible Administrator:  
Associate Superintendent, Education Services

### 1.0 RATIONALE

Reasonable effort shall be made to secure parent/guardian transport of ill or injured students.

### 2.0 PROCESS

The Associate Superintendent, Education Services will be responsible to maintain this Administrative Practice.

### 3.0 GUIDELINES

3.1 Where, in the opinion of the principal or designate, an ill or injured student may remain at school, the principal or designate shall:

3.1.1 Attempt to notify the parent/guardian of the extent of the illness or injury.

3.1.2 Take the student to the medical room and arrange for the student's comfort.

3.1.3 Ensure reasonable supervision of the student while in the medical room.

3.1.4 In case of injury, record the incident on the "Student Injury Report Form".

3.1.4.1 For injuries requiring a physician or ambulance, the original of this report must be forwarded to the Secretary-Treasurer and a copy retained in the school.

3.2 If consideration is given to sending an ill or injured student home from school, the principal or designate shall:

3.2.1 Contact parent/guardian by telephone, at home or place of work, to ensure the student is escorted home, or to a designated agreed upon location.

3.2.2 Keep the student at school until the parent/guardian is contacted.

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References: *Board Policy: G/II/4 Student Illness or Injury*  
*Concussion Management Protocol (located in the Crisis and Critical Incident Response Binder)*  
*School Act: Sections 18, 20, 45, 60, 61*



## STUDENT SERVICES 11 – Student Illness or Injury

Date: Oct. 13, 2010

Revised: February 8, December 11, 2017

Responsible Administrator:  
Associate Superintendent, Education Services

- 3.3 In cases where a concussion is suspected or diagnosed, refer to the Concussion Protocol Flow Chart (attached).
- 3.4 Where, in the opinion of the principal or designate, an ill or injured student must be transported to a medical facility, the employee shall:
- 3.34.1 Notify the parent/guardian, if possible, of the extent of the illness or injury.
- 3.34.2 Arrange for transportation from the following transportation modes:
- 3.34.2.1 transport by the parent/guardian of the student;
- 3.34.2.2 transport in a vehicle owned by a properly certified ambulance service;
- 3.45 Where an employee of the Board accompanies the student during transportation, he/she shall be granted leave of absence from regular duty with full pay and benefits.
- 3.56 Where transportation occurs by means of a properly certificated ambulance driver:
- 3.56.1 A staff member or designate shall accompany the student, either within the ambulance or by private vehicle.
- 3.56.2 A staff member shall, as soon as it is practicable, submit a written report to the principal detailing all circumstances.
- 3.56.3 All invoices for ambulance service are the responsibility of the parent. The School shall provide the parent all applicable forms to arrange for reimbursement from the Board Student Injury Policy Insurers.

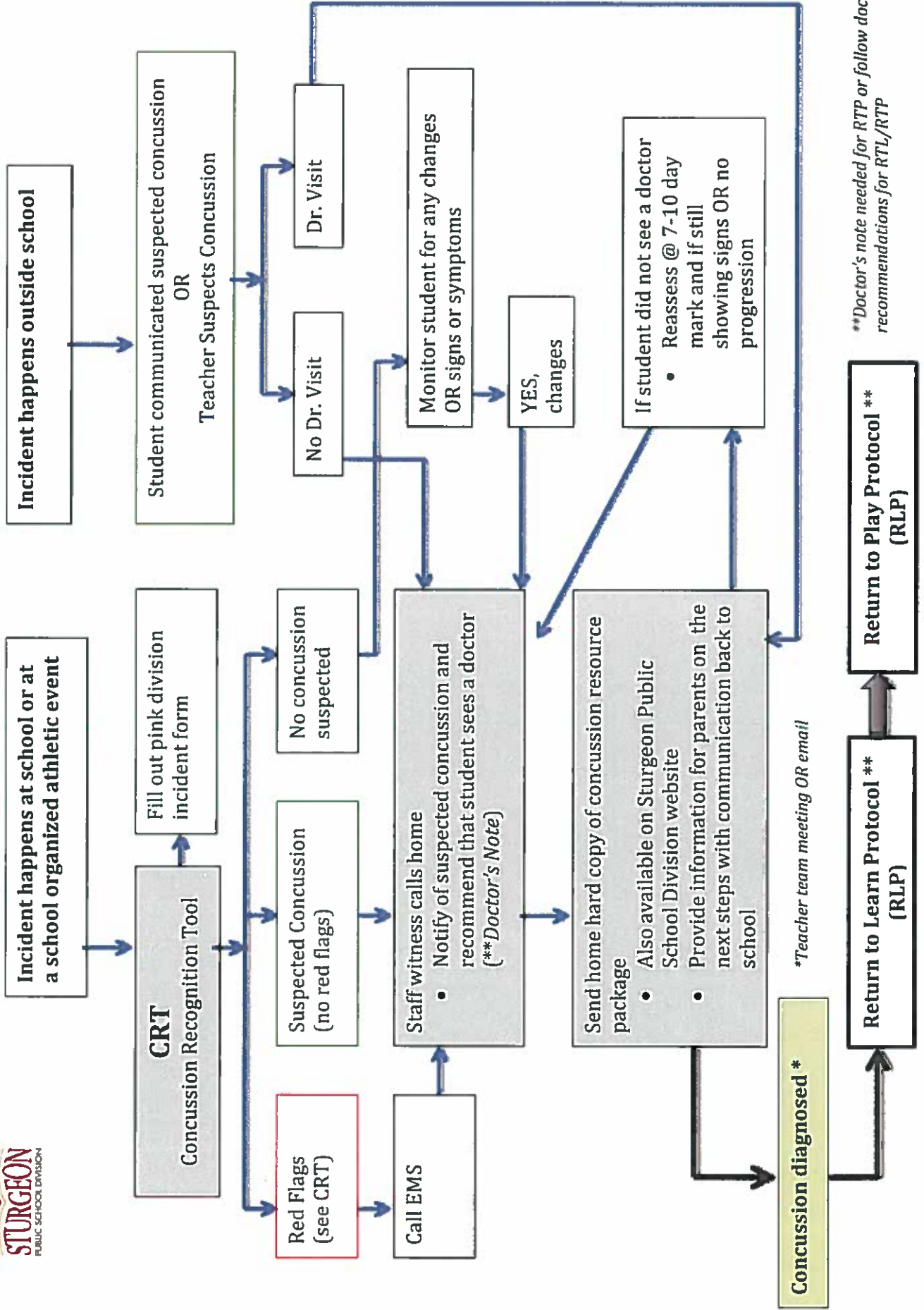
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References: *Board Policy: G/II/4 Student Illness or Injury*  
*Concussion Management Protocol (located in the Crisis and Critical Incident Response Binder)*  
*School Act: Sections 18, 20, 45, 60, 61*





# Sturgeon Public School Division Concussion Protocol Flow Chart



\*\*Doctor's note needed for RTP or follow doctor's recommendations for RTL/RTP



## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Thomas Holmes, Associate Superintendent, Human Resource & Leadership Support  
Subject: Policy G/II/8 – Crisis and Critical Incidents

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### **Background:**

Attached for Trustee review is a copy of Policy G/II/8 – Crisis and Critical Incidents for consideration.

Included are the corresponding Administrative Practices Students Services 01 – Crisis and Critical Incidents and Administration 17 – Health and Safety.

### **Recommendation:**

That the Committee of the Whole review Policy G/II/8 – Crisis and Critical Incidents.





**1.0 POLICY**

- 1.1 The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency situations.
- 1.2 The Board requires established procedures ~~to be in place~~ to ensure the safety of all students and staff in the event of ~~an emergency situations~~ situations.

~~2.0~~ **GUIDELINES**

- ~~2.1~~ In the case of internal emergencies, (including but not limited to fire, structural collapse, bomb threat, dangerous chemical spills within the buildings, hostage taking, loss of utilities), the principal has the authority to make the final decision regarding school evacuations.
- ~~2.2~~ When external emergencies (including but not limited to tornadoes, dangerous chemical spills outside the school buildings, riots, severe weather conditions or other emergency situations that endanger the school's occupants), the responsibility for evacuating schools will rest with the Superintendent and/or appropriate civil authorities.

References: *Board Policies:* D/II/2 - School Operations in an Emergency  
 G/II/10 - Emergency Preparedness  
 G/II/2 - Health and Safety  
*Admin Practice(s):* Student Services 1 – Crisis and Critical Incidents  
 Administration 07 – School Operation in an Emergency  
 Administration 17 – Health and Safety  
*School Act:*



# STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

 Responsible Administrator: Associate Superintendent  
 Student Services,  
 Human Resources and

Leadership Support

## 1.0 RATIONALE

The Board recognizes its responsibility to ~~take~~ **in taking** reasonable measures to ensure the safety and welfare of students and staff in the event of emergency situations.

## 2.0 PROCESS

The Superintendent or designate will be responsible for coordinating all communications with the media during emergency situations.

## 3.0 GUIDELINES

### Crisis and Critical Incident Response

3.1 The most responsible person in emergency circumstances for a school is the principal and for Central Service is the Superintendent or designate.

3.1.1 ~~The Division and school and sites shall develop and~~ Central Service will maintain a division Crisis and Critical Incident Response Plan. ~~The~~ which schools will use to response appropriately to emergency circumstances.

3.1.2 Central Service will maintain a division Crisis and Critical Incident Response Team and schools will maintain a site-based Crisis and Critical Incident Support Team.

3.1.3 The division Crisis and Critical Incident Response team ~~Team~~ is to provide support to individual schools during emergency situations under the supervision of the Associate Superintendent Student Services. ~~Director of Learning Support.~~

References: Board Policy: D/II/2 – School Operations in an Emergency  
 G/II/2 – Health and Safety  
 G/II/3 – Emergency Preparedness  
 G/II/8 - Crisis and Critical Incidents  
 Admin Practice: Administration 07 – School Operation in an Emergency  
 Administration 17 – Health and Safety  
 Alberta Fire Code  
 Sturgeon Crisis and Critical Incident Response Plan



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

## Leadership Support

- 3.1.4** ~~The MRP and the site-based Crisis and Critical Incident Response team are~~ **Team is** to respond to emergency situations according to the protocols as developed in the ~~Division~~ **division** and the ~~school or site plan~~ **Crisis and Critical Incident Response Plans**.
- 3.1.5** All staff members are to be knowledgeable of the ~~Division~~ **division** or ~~site plans~~ **Crisis and Critical Incident Response Plan** and shall fulfill their duties ~~according to those plans~~ **accordingly**.
- 3.1.6** The ~~Division~~ **Principal** and schools shall follow the procedures as outlined in the ~~Division~~ **Superintendent or designate is responsible for reviewing division** and school or ~~site-based~~ **Crisis and Critical Incident Response Plan for the following: Plans with all staff each school year.**

Lockdown

- 3.2** Each school ~~or site staff~~ shall perform a lockdown at least ~~twice per~~ **two (2) times** each year.

Fire Safety~~3.2.3~~ **3.3** Site Evacuation and Relocation

- ~~3.2.1~~ **3.3.1** Each site staff shall ~~review the plan annually and~~ perform a drill to evacuate the ~~school or site~~ population to an alternate facility once every two **(2)** years. The alternate facility ~~may~~ **shall** be a community facility within walking distance of the ~~school or site~~.
- ~~3.2.2~~ **3.3.2** To comply with fire safety regulations, the ~~MRP~~ **Principal and Superintendent or designate** shall:

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References: Board Policy: D/II/2 – School Operations in an Emergency  
G/II/2 – Health and Safety  
G/II/3 – Emergency Preparedness  
G/II/8 - Crisis and Critical Incidents

Admin Practice: Administration 07 – School Operation in an Emergency  
Administration 17 – Health and Safety

Alberta Fire Code  
Sturgeon Crisis and Critical Incident Response Plan



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

## Leadership Support

- ~~3.2.2.1~~ 3.3.2.1 Discuss evacuation and fire safety procedures with staff including all provincial regulations pertaining to fire safety.
- ~~3.2.2.2~~ 3.3.2.2 Ensure procedures for the elimination of fire hazards within the buildings.
- ~~3.2.2.3~~ 3.3.2.3 Ensure provision for the application of fire safety drills at least ~~five~~ six (6) times per each year in schools and two (2) times each year at Central Services.
- ~~3.2.2.4~~ 3.3.2.4 Ensure that all provincial regulations pertaining to fire safety are communicated staff adhere to staff. Ensure that staff adheres to these fire safety regulations.
- ~~3.2.2.5~~ 3.3.2.5 Maintain a record of all fire drills which shall include the date, evacuation time and any comments relating to the fire drill.

## 3.3.2 Teachers are responsible for:

- 3.3.2.1 Discussing evacuation and fire safety procedures with their students.
- 3.3.2.2 Participating in fire drills along with their students.
- 3.3.2.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.
- 3.3.2.4 Ensuring that all potentially hazardous materials are properly stored and handled.

~~3.2.2.6~~ The MRP is responsible for:

- ~~3.2.2.6.1~~ Discussing evacuation and fire safety procedures with staff.
- ~~3.2.2.6.2~~ Participating in fire drills along with staff.
- ~~3.2.2.6.3~~ Maintaining “good housekeeping” standards within their site to minimize potential fire hazards.
- ~~3.2.2.6.4~~ Ensuring that all potentially hazardous materials are properly stored and handled.

- 3.3.3 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal and teachers shall:

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References:	Board Policy:	D/II/2 – School Operations in an Emergency G/II/2 – Health and Safety G/II/3 – Emergency Preparedness G/II/8 - Crisis and Critical Incidents
	Admin Practice:	Administration 07 – School Operation in an Emergency Administration 17 – Health and Safety

Alberta Fire Code  
Sturgeon Crisis and Critical Incident Response Plan



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

## Leadership Support

- 3.3.3.1 Ensure that all storage, mechanical and service rooms are clean and orderly.
- 3.3.3.2 Ensure that all potentially hazardous materials are properly stored and handled.
- 3.3.3.3 Ensure that all exit and emergency lights in the school are operable.
- 3.3.3.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.
- 3.3.3.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)
- ~~3.2.2.6.5 Participate in fire drills.~~
- 3.3.3.6 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

- 3.3.4 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the ~~MRP~~Principal shall ensure the following items are evaluated for fire safety. The frequency of these items are to be checked ~~is indicated in brackets using the following the item (schedule:~~ Daily-D; Weekly-W; Monthly-M; Yearly-Y).

## 3.3.4.1 Fire Protection Equipment (M)

- Fire Extinguishers
  - Are they fully charged
  - Are they date-tagged
  - Are they in their proper locations
- Fire Hoses (M)
  - Are all hoses in good repair
  - Are nozzles and wrenches located at each hose station

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References: Board Policy: D/II/2 – School Operations in an Emergency  
G/II/2 – Health and Safety  
G/II/3 – Emergency Preparedness  
G/II/8 - Crisis and Critical Incidents  
Admin Practice: Administration 07 – School Operation in an Emergency  
Administration 17 – Health and Safety

Alberta Fire Code  
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## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

## Leadership Support

- Fire Alarm System (M)
    - Is the alarm operative
    - When was the alarm last tested
  - Emergency Lighting (M)
    - Is it operative
    - When was it last maintained
- 3.3.4.2 General Maintenance
- Are corridors free from obstruction (D)
  - Are fire exits clear (D)
    - Do doors operate freely
    - Does panic hardware operate freely
  - Are all rooms free from litter (D)
- 3.3.4.3 Electrical
- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
  - Are any motors, fuse boxes, or control equipment overheating (D)
  - Are covers missing from fuse boxes, junction boxes, etc. (W)
  - Are all circuit breakers operational (M)
  - Are all emergency lights operational (M)
- 3.3.4.4 Heating Units
- Are all heating units in good condition and operating properly (W)
  - Are all combustible materials removed from these areas (D)
  - Are furnace room doors closed and locked (D)
- 3.3.4.5 Doors
- Do fire doors close automatically (M)
  - Are manual fire doors kept closed (D)
- 3.3.4.6 Laboratories
- Do gas shut-off valves work properly (D)

References: Board Policy: D/II/2 – School Operations in an Emergency  
G/II/2 – Health and Safety  
G/II/3 – Emergency Preparedness  
G/II/8 – Crisis and Critical Incidents  
Admin Practice: Administration 07 – School Operation in an Emergency  
Administration 17 – Health and Safety

Alberta Fire Code  
Sturgeon Crisis and Critical Incident Response Plan



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

## Leadership Support

- Is a fire extinguisher available (W)
  - Is the ventilation system operating properly (M)
- 3.3.4.7 Are dangerous chemicals and flammable liquids properly stored (D)

## 3.3.4.8 Career and Technology Studies / Art Room

- Are welding areas free of combustible or flammable liquids (D)
  - ~~Are refuse containers supplied (D)~~
  - Are proper refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are flammable materials safely stored away from heat sources (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)

~~3.2.2.6.6 Art Room/Printing Shop~~

- ~~Are flammable liquids properly stored (D)~~
- ~~Is kiln area free from combustibles (D)~~
- ~~Are proper refuse containers supplied (D)~~
  - ~~Are posters and paper work located in such a manner as to not to interfere with heating equipment (D)~~

3.3.5 For Crisis and Critical Incident response, the ~~MRP~~Principal and schoolSuperintendent or site staffdesignate shall follow the procedures as outlined in the Sturgeon School Division Crisis and Critical Incident Plan.

3.3.6 The ~~MRP~~Principal and site-based Crisis and Critical Response teamSuperintendent or designate shall:

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References:	Board Policy:	D/II/2 – School Operations in an Emergency G/II/2 – Health and Safety G/II/3 – Emergency Preparedness G/II/8 - Crisis and Critical Incidents
	Admin Practice:	Administration 07 – School Operation in an Emergency Administration 17 – Health and Safety

Alberta Fire Code  
Sturgeon Crisis and Critical Incident Response Plan



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: Jan. 23, 2013

Responsible Administrator: Associate Superintendent  
Student Services,  
Human Resources and

Leadership Support

- 
- 3.3.6.1 Coordinate professional development activities to support the Crisis and Critical Response Plan.
  - 3.3.6.2 Establish procedures for the proper documentation of ~~the incident~~ incidents.
  - 3.3.6.3 Establish procedures and contact lists for coordinating municipal services ~~and Division and school Crisis and Critical Response Plan~~ in the event of an emergency.
  - 3.3.6.4 Establish a staff fan-out list.
  - 3.3.6.5 Establish a communication plan for staff, media, parents, students and the public.
  - 3.3.6.6 Ensure that the emergency supply list is maintained as outlined in Appendix D of the ~~division~~ Crisis and Critical Response Plan.
  - 3.3.6.7 Share a copy of this administrative practice with all staff each school year before September 30<sup>th</sup>.

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References: Board Policy: D/II/2 – School Operations in an Emergency  
G/II/2 – Health and Safety  
G/II/3 – Emergency Preparedness  
G/II/8 - Crisis and Critical Incidents

Admin Practice: Administration 07 – School Operation in an Emergency  
Administration 17 – Health and Safety

Alberta Fire Code  
Sturgeon Crisis and Critical Incident Response Plan





# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

## 1.0 RATIONALE

Each school/facility operated by Sturgeon Public School Division must have administrative practices in place to provide for the safety of **students, employees and guests**. ~~staff and students.~~

## 2.0 PROCESS

The principal/site manager is responsible to administer in a reasonable manner this Administrative Practice.

## 3.0 GUIDELINES

### Training

- 3.1 Principals shall develop and implement an information and training program capable of achieving the following objectives:
- 3.1.1 All school staff will become aware of the health, safety and medical needs of those students with whom they interact.
  - 3.1.2 School administrators will become aware of the health, safety and medical needs of teachers and other staff under their supervision.
  - 3.1.3 All school staff will be able to utilize, in a proper manner, the safety equipment in their workstations.
  - 3.1.4 All school administrators and staff will be aware of their rights and obligations under the Alberta Occupational Health and Safety Act, its Code and Regulations.
- 3.2 The information and training program shall be conducted annually, with new employees being oriented prior to commencement of duty.
- 3.3 The information program shall, in addition to such other matters as the principal deems necessary, identify:

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

3.3.1 Sites and staff members within the school from whom medical attention can be obtained.

3.3.2 Acceptable procedures for securing medical assistance in emergency situations.

Response to Safety Concerns

3.4 Areas within ~~the school~~ a worksite, which have high accident rates and shall, in particular, direct the attention of staff members to the following policies, regulations and recommendations:

3.4.1 Recommendations of Alberta Education and the Occupational Health and Safety Council regarding safety equipment and procedures to be utilized in Science and Industrial Education classrooms and work sites.

- 3.4.2 Policies and regulations of the Board related to:
- enrolment of ~~handicapped~~ disabled and medication-dependent students.
  - administration of medication to students.
  - transportation of ill or injured students.
  - extra-curricular and co-curricular activities conducted off school premises or outside the normal operating day.
  - reporting accidents of students and staff.

Medical Safety

3.5 The Principal shall ensure ~~that at least two members~~ the appropriate number of employees have been trained in First Aid according to Alberta Occupational Health and Safety requirements. ~~on staff have formal first aid to the Standard First Aid (St. John's Ambulance) level.~~

3.6 An effective means of providing for health and safety is achieved through a well informed staff and student body.

3.6.1 The principal and teachers shall co-operate with the local health authority assigned to Sturgeon School Public Division in providing a health program that will:

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*



## ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

- 3.6.1.1 Provide for student immunization and examination at appropriate levels as indicated by the local health authority.
- 3.6.1.2 Provide for student dental care and education at appropriate grade levels as indicated by the dental health representative of the local health authority.
- 3.6.1.3 Provide for student educational programs, in addition to those specified by various statements in programs of studies, which are deemed beneficial to students by the local health authority and the administration of the various schools in Sturgeon School Division.

## 3.6.2 The principal shall also ensure that:

- 3.6.2.1 A "medical room" is provided for the use of a health nurse assigned to the school and also for use by ill or injured students.
- 3.6.2.2 The staff co-operates with the health nurse and dental health representatives in obtaining Parent Consent Forms and in supplying class lists of students on request.
- 3.6.2.3 The principal and staff shall co-operate with local disaster services agencies. The principal shall ensure that employees are familiar with local government disaster services plans and procedures and that First Aid equipment as supplied by the Board is available and accessible to everyone.
- 3.6.2.4 Proper evacuation procedures are established and implemented in accordance with provincial fire regulations and Board policies.

Lockdown

- 3.7 ~~Each school or site staff shall perform a lockdown at least twice per~~ **two (2) times** each year.

**Fire Safety**


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References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

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## ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

### 3.8 Site Evacuation and Relocation

3.8.1 Each site ~~staff shall review the plan annually and~~ perform a drill to evacuate the ~~school or site~~ population to an alternate facility once every two (2) years. The alternate facility ~~may~~ shall be a community facility within walking distance of the ~~school or site~~.

### 3.9 To comply with fire safety regulations, the ~~MRP~~ Principal and Superintendent or designate shall:

3.9.1 Discuss evacuation and fire safety procedures with staff including all provincial regulations pertaining to fire safety.

3.9.2 Ensure procedures for the elimination of fire hazards ~~within the buildings~~.

3.9.3 Ensure provision for the application of fire safety drills at least ~~five~~ six (6) times ~~per~~ each year in schools and two (2) times each year at Central Services.

3.9.4 Ensure that all ~~provincial regulations pertaining to fire safety are communicated~~ staff adhere to staff. ~~Ensure that staff adheres to these~~ fire safety regulations.

3.9.5 Maintain a record of all fire drills which shall include the date, evacuation time and ~~any~~ comments relating to the ~~fire~~ drill.

### 3.10 Teachers are responsible for:

3.10.1 Discussing evacuation and fire safety procedures with their students.

3.10.2 Participating in fire drills along with their students.

3.10.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

## 3.10.4 Ensuring that all potentially hazardous materials are properly stored and handled.

~~The MRP is responsible for:~~

- ~~Discussing evacuation and fire safety procedures with staff.~~
- ~~Participating in fire drills along with staff.~~
- ~~Maintaining “good housekeeping” standards within their site to minimize potential fire hazards.~~
- ~~Ensuring that all potentially hazardous materials are properly stored and handled.~~

## 3.11 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal and teachers shall:

3.11.2 Ensure that all storage, mechanical and service rooms are clean and orderly.

3.11.3 Ensure that all potentially hazardous materials are properly stored and handled.

3.11.4 Ensure that all exit and emergency lights in the school are operable.

3.11.5 Ensure that doors are not propped open, obstructed, or secured by unapproved means.

3.11.6 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)

3.11.7 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

## 3.12 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the MRP/Principal shall ensure the following items are evaluated for fire safety. The frequency of these items are to be checked ~~is indicated in brackets~~ using the following ~~the item~~ (schedule: Daily-D; Weekly-W; Monthly-M; Yearly-Y):.

References: *Board Policies G/11/02 – Health and Safety*  
*G/11/8 – Crisis and Critical Incidents*  
*I/02 – School Bus Safety*  
*Alberta Occupational Health and Safety Act, Code, and Regulations*  
*Alberta Workers Compensation Board Regulations*



## ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

### 3.12.2 Fire Protection Equipment (M)

- Fire Extinguishers
  - Are they fully charged
  - Are they date-tagged
  - Are they in their proper locations
- Fire Hoses (M)
  - Are all hoses in good repair
  - Are nozzles and wrenches located at each hose station
- Fire Alarm System (M)
  - Is the alarm operative
  - When was the alarm last tested
- Emergency Lighting (M)
  - Is it operative
  - When was it last maintained

### 3.12.3 General Maintenance

- Are corridors free from obstruction (D)
- Are fire exits clear (D)
  - Do doors operate freely
  - Does panic hardware operate freely
- Are all rooms free from litter (D)

### 3.12.4 Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
- Are any motors, fuse boxes, or control equipment overheating (D)
- Are covers missing from fuse boxes, junction boxes, etc. (W)
- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

### 3.12.5 Heating Units

- Are all heating units in good condition and operating properly (W)
- Are all combustible materials removed from these areas (D)

References: *Board Policies G/11/02 – Health and Safety*  
*G/11/8 – Crisis and Critical Incidents*  
*I/02 – School Bus Safety*  
*Alberta Occupational Health and Safety Act, Code, and Regulations*  
*Alberta Workers Compensation Board Regulations*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

- Are furnace room doors closed and locked (D)

3.12.6 Doors

- Do fire doors close automatically (M)
- Are manual fire doors kept closed (D)

3.12.7 Laboratories

- Do gas shut-off valves work properly (D)
- Is a fire extinguisher available (W)
- Is the ventilation system operating properly (M)
- Are dangerous chemicals and flammable liquids properly stored (D)

3.12.8 Career and Technology Studies / Art Room

- Are welding areas free of combustible or flammable liquids (D)
  - ~~Are refuse containers supplied (D)~~
- Are proper refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are flammable materials safely stored away from heat sources (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)
  - ~~Art Room/Printing Shop~~
  - ~~Are flammable liquids properly stored (D)~~
  - ~~Is kiln area free from combustibles (D)~~
  - ~~Are proper refuse containers supplied (D)~~
    - ~~Are posters and paper work located in such a manner as to not to interfere with heating equipment (D)~~

References: *Board Policies G/11/02 – Health and Safety  
 G/11/8 – Crisis and Critical Incidents  
 I/02 – School Bus Safety  
 Alberta Occupational Health and Safety Act, Code, and Regulations  
 Alberta Workers Compensation Board Regulations*





## ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009

Responsible Administrator: Associate Superintendent, HR

### Laboratory Safety

- ~~3.11.3.13~~ 3.11.3.13 Teachers shall wear and require students to wear safety and protective equipment recommended by Alberta Education and the Occupational Health and Safety Council for use in their instructional programs and other school approved activities.
- ~~3.11.23.13.2~~ 3.11.23.13.2 Teachers shall ensure that all students are adequately informed of proper operating techniques for any equipment that students are required to operate as part of their educational program.
- ~~3.11.33.13.3~~ 3.11.33.13.3 Teachers shall stress the importance of safety in handling dangerous chemicals and apparatus.
- ~~3.11.43.13.4~~ 3.11.43.13.4 Teachers shall provide adequate, safe storage of all potentially hazardous chemicals or failing this, notify the principal of their inability to provide such storage.
- ~~3.11.53.13.5~~ 3.11.53.13.5 The Principal, upon notification of inadequate storage facilities, shall make recommendation to the Deputy Superintendent with the view to rectifying the existing situation.
- ~~3.11.63.13.6~~ 3.11.63.13.6 Teachers shall ensure that all equipment in these areas is properly inspected and maintained to ensure their proper operation.
- ~~3.11.73.13.7~~ 3.11.73.13.7 Teachers shall ensure that all supplies and materials are stored, handled and disposed of, in accordance with procedures outlined by Workplace Hazardous Materials Information System (WHMIS).
- ~~3.11.83.13.8~~ 3.11.83.13.8 Only chemicals approved by Alberta Education shall be used for instructional purposes.

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*





## Committee of the Whole Memorandum

Date: January 17, 2018  
To: Committee of the Whole  
From: Thomas Holmes, Associate Superintendent, Human Resource & Leadership Support  
Subject: Policy I/3 – Inclement Weather

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### **Background:**

Attached for Trustee review is a copy of Policy I/3 – Inclement Weather.

Administration has separated Administrative Practice A13/T2 – Inclement Weather into two distinct Administrative Practices. Administration 13 – Inclement Weather Decisions for Schools deals with school decisions regarding inclement weather such as keeping students in during recess. Transportation 2 – Inclement Weather Decisions for Transportation focuses solely on inclement weather decisions regarding transportation such as cancelling buses.

### **Recommendation:**

That the Committee of the Whole review Policy I/3 – Inclement Weather and advise Senior Administration accordingly.



## 1.0 POLICY

- 1.1 The Board believes that risks should not be taken with the safety of students riding on school buses during periods of inclement weather and/or when road conditions are hazardous.
- 1.2 The Board believes that the responsibility for the safety of school bus passengers during such circumstances is of necessity shared by the Board, its staff, school bus operators and by parents. The final decision to send a child to the bus stop or to school rests with the parents, even though buses and schools may be operational.
- ~~1.3 School bus service shall be suspended at a temperature of minus forty (40) degrees Celsius at the Sturgeon School Division Weather Station, Morinville, AB.~~

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References: *Admin Practice(s): Transportation 2/Administration-13 - Inclement Weather Decisions for Transportation*  
*Administration 13 – Inclement Weather Decisions for Schools*





ADMINISTRATION 13 – Inclement Weather Decisions for Schools

Original Date: Oct. 9, 2007      Revised: September 15, 2014  
Responsible Administrator: Associate Superintendent of Education Services

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3.5 The principal shall include a copy of the provisions for keeping students safe during inclement weather in their school newsletter no later than November 1<sup>st</sup> of each school year.

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



## TRANSPORTATION 2 – Inclement Weather **Decisions for Transportation**

Original Date: Oct. 9, 2007

Revised: September 15, 2014

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 in Morinville. 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.

3.4 Suspension of school bus services may be limited to a specific region of Sturgeon Public 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.

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References: Board Policy: I/3 - Inclement Weather  
D/II/9 – School Inclement Weather Policy







## TRANSPORTATION 2 – Inclement Weather Decisions for Transportation

Original Date: Oct. 9, 2007      Revised: September 15, 2014      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 this 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 communication strategies 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;
- 3.11.2 television stations Global and City TV, and
- 3.11.3. the Division website.

References: Board Policy: I/3 - Inclement Weather  
D/11/9 – School Inclement Weather Policy







## Committee of the Whole Memorandum

Date: January 17, 2018

To: Committee of the Whole

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

Subject: Policy I/10 – Cell Phone Use

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### **Background:**

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

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

### **Recommendation:**

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

COMMITTEE 9.13



**1.0 POLICY**

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

~~2.0 GUIDELINES~~

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

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



# ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

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

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## 1.0 RATIONALE

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

## 2.0 PROCESS

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

## 3.0 GUIDELINES

### School Bus Transportation

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

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References: Board Policy(s): *E/IV/3/10 – Cell Phone Use*  
*Occupational Health and Safety Act – Section 2*  
*Alberta Distracted Driving Regulation*



# ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

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

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3.4.2 Additional offences may result in termination.

## Staff Transport of Students

3.5 The use of a cell phone without a hands-free device, at any time when transporting students is prohibited by all division employees.

3.6 Cell phones are to be used for emergency situations only. The vehicle must be at a complete stop in a safe location prior to cell phone use. The employee must be at a complete stop in a safe location prior to using a cell phone.

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

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

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

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

3.8.2 Additional offences may result in further disciplinary action.

## Other Assigned Duties

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

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

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

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References: *Board Policy(s): E/IV/3/10 – Cell Phone Use*  
*Occupational Health and Safety Act – Section 2*  
*Alberta Distracted Driving Regulation*



## **ADMINISTRATION 16 HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use**

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

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

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

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

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References: *Board Policy(s): E/IV/3/10 – Cell Phone Use*  
*Occupational Health and Safety Act – Section 2*  
*Alberta Distracted Driving Regulation*



## Committee of the Whole Memorandum

Date: January 17, 2018

To: Committee of the Whole

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

Subject: 2018-2019 School Operational Year Calendar Details

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### **Background**

Attached for Trustee review is an Approved in Principle Operational Calendar package for 2018-2019 that includes the following documents:

- Approved in Principle Operational Calendar
- Operational Year Day Count
- Operational Year Details

### **Recommendation**

That the Committee of the Whole review the Approved in Principle Operational Calendar for 2018-2019 and advise Senior Administration accordingly.

2018-2019

**APPROVED IN PRINCIPLE  
SUBJECT TO CHANGE  
DRAFT February 22, 2017**

**AUGUST, 2018**

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, 2018**

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

**OCTOBER, 2018**

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

**NOVEMBER, 2018**

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, 2018**

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, 2019**

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

**FEBRUARY, 2019**

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

**MARCH, 2019**

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

**APRIL, 2019**

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

**MAY, 2019**

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

**JUNE, 2019**

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

**JULY, 2019**

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

School offices open August 27  
 Prof. Dev. Collaboration – No classes August 29  
 Prof. Dev. Collaboration – No classes August 30  
 Operational Non-Instructional (K-12) August 31  
 Labour Day – No classes September 3  
 All classes (full day) September 4  
 Division/School PD/Collaboration; Staff meeting September 14  
 Thanksgiving Day – No classes October 8  
 Division/School PD/Collaboration; Staff meeting October 12  
 Division/School PD/Collaboration; Staff meeting November 9  
 In lieu of Parent/Teacher Interviews November 23  
 Division/School PD/Collaboration; Staff meeting December 7  
 Christmas Vacation Dec. 24–Jan 4  
 Classes Resume January 7  
 Division/School PD/Collaboration; Staff meeting January 11  
 Division/School PD/Collaboration; Staff meeting January 31  
 First day of classes Semester Two January 31  
 Teachers' Convention – No classes February 7-8  
 Family Day – No classes February 18  
 Division/School PD/Collaboration; Staff meeting March 1  
 In lieu of Parent/Teacher Interviews March 22  
 Spring Recess March 25-29  
 Classes Resume April 1  
 Division/School PD/Collaboration; Staff meeting April 12  
 Good Friday - No classes April 19  
 Easter Monday - No classes April 22  
 Division/School PD/Collaboration; Staff meeting May 17  
 Victoria Day - No classes May 20  
 Division/School PD/Collaboration; Staff meeting June 7  
 Last day of classes June 28

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

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





**School Year 2018-2019**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Mon.	27	School offices open
Wed.	29	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	30	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	31	Operational Non-Instructional Day

**SEPTEMBER**

Mon.	3	LABOUR DAY - No classes
Tues.	4	All classes (full day)
Fri.	14	Division/School PD/Collaboration; Staff meeting – No classes

**OCTOBER**

Mon.	8	THANKSGIVING DAY - No classes
Fri.	12	Division/School PD/Collaboration; Staff meeting – No classes

**NOVEMBER**

Fri.	9	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	23	Non-instructional day in lieu of Parent-Teacher Interviews

**DECEMBER**

Fri.	7	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	24	Christmas recess begins

**JANUARY**

Mon.	7	Classes resume
Fri.	11	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	31	Division/School PD/Collaboration; Staff meeting – No classes First day of Semester 2

Approved in Principle Subject to Change Feb 22/17

References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2018-2019*  
*School Operational Year Calendar Day Count 2018-2019*  
School Act: 56





**FEBRUARY**

Thurs/Fri. 7/8 Teachers' Convention - No classes  
Mon. 18 FAMILY DAY - No classes

**MARCH**

Fri. 1 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 22 Non-instructional day in lieu of Parent-Teacher Interviews  
Mon. 25 Spring recess begins

**APRIL**

Mon. 1 Classes Resume  
Fri. 12 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 19 Good Friday – No classes  
Mon. 22 Easter Monday – No classes

**MAY**

Fri. 17 Division/School PD/Collaboration; Staff meeting – No classes  
Mon. 20 VICTORIA DAY - No classes

**JUNE**

Fri. 7 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 28 Last day of classes

Approved in Principle Subject to Change Feb 22/17

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2018-2019*  
*School Operational Year Calendar Day Count 2018-2019*  
School Act: 56



School Year 2018-2019

	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	18.0	18.0	19.0	19.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	20.0	20.0	22.0	22.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	2.0	2.0	17.0	17.0	19.0	19.0
<b>TOTAL – SEMESTER I</b>	<b>10.0</b>	<b>10.0</b>	<b>90.0</b>	<b>90.0</b>	<b>100.0</b>	<b>100.0</b>
JANUARY	1.0	1.0			1.0	1.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	14.0	14.0	16.0	16.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	1.0	1.0	19.0	19.0	20.0	20.0
<b>TOTAL - SEMESTER II</b>	<b>8.0</b>	<b>8.0</b>	<b>90.0</b>	<b>90.0</b>	<b>98.0</b>	<b>98.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>18.0</b>	<b>18.0</b>	<b>180.0</b>	<b>180.0</b>	<b>198.0</b>	<b>198.0</b>

Approved in Principle Subject to Change Feb 22/17

References: Policy: D/II/1 Operational School Year  
 Admin Practices: Administration 4 – Operational School Year  
 School Operational Year Calendar 2018-2019  
 School Operational Year Calendar Details 2018-2019  
 School Act: 56



## Committee of the Whole Memorandum

Date: January 17, 2018

To: Committee of the Whole

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

Subject: 2019-2020 School Operational Year Calendar Details

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### **Background**

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

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

### **Recommendation**

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

COMMITTEE 9.15

# 2019-2020

**DRAFT - December 18, 2017**

## AUGUST, 2019

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

## SEPTEMBER, 2019

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

## OCTOBER, 2019

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

## NOVEMBER, 2019

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

## DECEMBER, 2019

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

## JANUARY, 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	

## FEBRUARY, 2020

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

## MARCH, 2020

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

## APRIL, 2020

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

## MAY, 2020

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

## JUNE, 2020

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

## JULY, 2020


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

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

Operational Day - No Classes

Non-Operational Day

Division/School P D; Collaboration; Staff Meeting



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



### School Year 2019-2020

(All dates are inclusive unless otherwise specified)

#### AUGUST

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

#### SEPTEMBER

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

#### OCTOBER

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

#### NOVEMBER

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

#### DECEMBER

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

#### JANUARY

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

---

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



**FEBRUARY**

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

**MARCH**

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

**APRIL**

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

**MAY**

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

**JUNE**

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

**JULY**

Wed. 1 Summer recess begins

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



**School Year 2019-2020**

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

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