

# AGENDA

COMMITTEE  
OF THE WHOLE

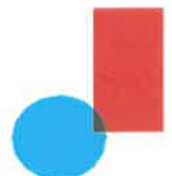
Wed. Oct. 13, 2021

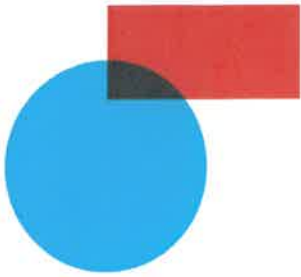


**Sturgeon  
Public Schools**

Dare to reimagine learning

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
3. APPOINTMENTS
4. APPROVAL OF COMMITTEE NOTES
  - 4.1 Amendment/Correction of Notes
  - 4.2 Approval of Committee Notes – September 8, 2021
5. PRESENTATIONS
6. REPORTS FROM SENIOR EXECUTIVE
  - 6.1 Christmas Update
  - 6.2 Staffing
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
  - 7.1 Chair's Report
  - 7.2 Trustees Report
  - 7.3 Advocacy Committee
  - 7.4 Building and Maintenance Committee
  - 7.5 Education Committee
  - 7.6 Finance and People Services Committee
  - 7.7 Transportation Committee
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





# AGENDA

COMMITTEE  
OF THE WHOLE

Wed. Oct. 13, 2021

## 9. NEW BUSINESS

- 9.1 2022/2023 School Calendar
- 9.2 Final Enrolment Count
- 9.3 AP260 – Conduct of Board Meetings
- 9.4 AP310 – Off Site Activities
- 9.5 Administrative Procedures
- 9.6 Monthly IT Report

## 10. QUESTION PERIOD

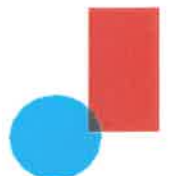
## 11. UNFINISHED BUSINESS

## 12. INFORMATION ITEMS

## 13. PENDING LIST

## 14. IN CAMERA

## 15. ADJOURNMENT





Sturgeon  
Public Schools

Notes of the Meeting of  
The Committee of the Whole  
Held at Morinville on September 8, 2021

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**PRESENT**

Mr. Terry Jewell, Chair  
Mrs. Janine Pequin, Vice Chair  
Mr. Joe Dwyer, Trustee  
Mrs. Liz Kohle, Trustee  
Mrs. Misty Featherley, Trustee\*  
Mrs. Tasha Oatway-McLay, Trustee  
Mrs. Trish Murray-Elliott, Trustee  
Mrs. Lisa Lacroix, Associate Superintendent, People Services  
Ms. Shawna Walter, Associate Superintendent, Education Services  
Ms. Liliana LeVesconte, Secretary Treasurer  
Mr. Jonathan Konrad, Director, Curriculum & Instruction  
(\* *electronic attendance*)

**REGRETS**

Ms. Mary Lynne R. Campbell, Superintendent/CEO

**CALL TO ORDER**

The Chair called the meeting to order at 4:09PM.

**CONSIDERATION OF AGENDA**

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

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

CARRIED UNANIMOUSLY

**APPOINTMENTS**

**APPROVAL OF COMMITTEE NOTES**

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Janine Pequin that the notes of June 9, 2021, be approved, as presented.

CARRIED UNANIMOUSLY

## PRESENTATIONS

### REPORTS FROM SENIOR EXECUTIVE

- 6.1 First Nations, Métis, and Inuit Programming Update**  
The Director, Curriculum & Instruction, presented a verbal and written report on behalf of the Senior Executive Team.
- 6.2 Targeted Intervention Funding**  
The Director, Curriculum & Instruction, presented a verbal and written report on behalf of the Senior Executive Team.
- 6.3 September 30 Federal Holiday**  
The Director, Curriculum & Instruction, presented a verbal report on behalf of the Senior Executive Team.

The meeting recessed for a break at 4:35PM.

The meeting resumed at 4:45PM

### REPORTS FROM TRUSTEES AND STANDING COMMITTEES

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

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- Special Board Meetings

- 7.2 Trustees' Reports**

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Meet the Teacher at Camilla School

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Special Board Meetings

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

Trustee Kohle reported that she attended:

- PSBC Meeting
- Special Board Meetings
- Virtual Welcome Back

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

Trustee Murray-Elliott reported that she attended:

- Education Minister Tour of Four Winds Public Schools
- PSBC Meeting
- Special Board Meetings
- Sturgeon Heights School Meet the Principal
- Virtual Welcome Back

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

Trustee Oatway-McLay reported that she attended:

- PSBC Meeting
- Special Board Meetings
- Virtual Welcome Back

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

Trustee Pequin reported that she attended:

- Special Board Meetings

**7.3 Advocacy Committee**

No report was provided.

**7.4 Building and Maintenance Committee**

No report was provided.

**7.5 Education Committee**

No report was provided.

**7.6 Finance and People Services Committee**

No report was provided.

**7.7 Transportation Committee**

No report was provided.

## **REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS**

### **8.1 Alberta School Boards' Association Zone 2/3**

No report was provided.

### **8.2 Public School Boards' Association of Alberta**

A verbal report was provided.

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

A verbal report was provided.

### **8.4 Labour Management Committee (CUPE)**

No report was provided.

### **8.5 Community Services Advisory Board**

No report was provided.

## **NEW BUSINESS**

### **9.1 Curricular and Extra-Curricular Field Trips in 2021/2022**

Curricular and Extra-Curricular Field Trips in 2021/2022 report was received as information.

### **9.2 Preliminary Enrolments**

Preliminary Enrolments report was received as information.

### **9.3 Development Permit - Namao**

Development Permit – Namao report was received as information and forwarded to the September 22, 2021, Public Board Meeting regarding implementing a 50km speed limit in the area.

### **9.4 AP520 – Student Records Management**

AP520 – Student Records Management report was received as information.

### **9.5 Monthly IT Report**

Monthly IT Report was received as information.

## **QUESTION PERIOD**

10.1

## **UNFINISHED BUSINESS**

**11.1**

**INFORMATION ITEMS**

**12.1**

**PENDING LIST**

**13.1** No pending list

**IN CAMERA**

5:13PM - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

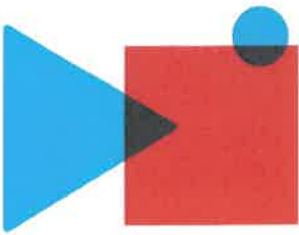
6:12PM - Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

The meeting adjourned 6:13PM.

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



**B O A R D**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Lisa Lacroix, Associate Superintendent, People Services  
**Originator(s):** Krystal Bryant, Executive Assistant  
**Subject:** Christmas Update

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**Background:**

Each year, the Board of Trustees hosts' a Christmas Turkey Luncheon for Central Office Staff at the RendezVous Centre in Morinville. Last year, due to COVID, the Board of Trustees hosted a parking lot Thanksgiving Lunch.

This year, December 17, 2021, from 12:00pm-1:30pm has been tentatively booked.

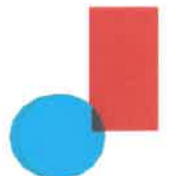
Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole Meeting.

**Recommendation:**

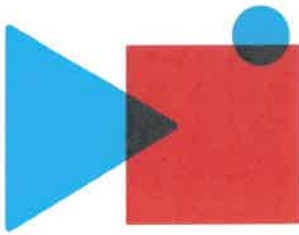
That the report be received as information.

Sincerely,

*PKay*  
For: Lisa Lacroix, CPHR  
Associate Superintendent, People Services







**B O A R D**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Lisa Lacroix, Associate Superintendent, People Services  
**Originator(s):** Senior Executive Team  
Principals, Sturgeon Public Schools  
**Subject:** Staffing

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**Background:**

Administration is pleased to provide the following budget update as requested by the Board at the May 23, 2021, Public Board Meeting.

Following Board approval of the 2021/2022 Budget, the People Services Department in concert with school based leaders recruited and hired 72 staff, including certificated staff, school based support staff, health and wellness coaches, learning coaches (K – 4) and a social worker.

This September, as a result of increased enrolment, the Division recruited and hired 28 additional staff. The Division is currently working through the recruitment process for 9 more staff to support students and schools. These positions are supported by the Superintendent Discretionary and Emergent Priorities budget.

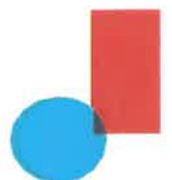
Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole Meeting.

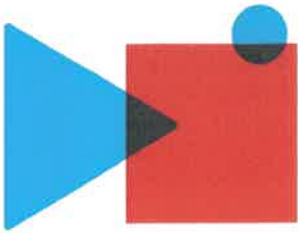
**Recommendation:**

That the report be received as information.

Sincerely,

For: Lisa Lacroix, CPHR  
Associate Superintendent, People Services





**B O A R D**  
MEMORANDUM

**Date:** October 13, 2021

**To:** Board of Trustees

**From:** Lisa Lacroix, Associate Superintendent, People Services

**Originator(s):** Lisa Lacroix, Associate Superintendent, People Services  
Senior Executive  
Principals  
Teacher Board Advisory Committee  
School Councils  
Sturgeon Public Staff

**Subject:** School Year Calendar Package 2022/2023

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**Background:**

Attached for Trustee review is the 2022/2023 School Year Calendar Package which was approved in principle and referred to the October 13, 2021, Committee of the Whole meeting.

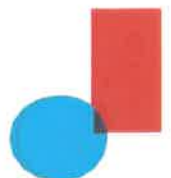
The Federal Government established September 30 as the National Day for Truth and Reconciliation for all federally regulated workplaces. The provincial government did not designate September 30 as a general holiday in Alberta.

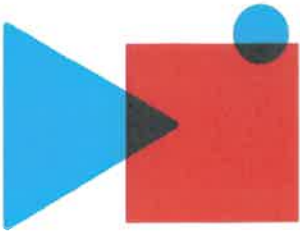
The attached draft includes a proposed adjustment that moves the September 19, 2022, Professional Development Day to September 30, 2022, thus creating a non-instructional day for students on September 30, 2022.

Administration would further ask if the Board wishes to consider rescheduling the September PD day to August 26, 2022, and create a Board Declared Holiday on September 30 in recognition of National Day for Truth and Reconciliation? This amendment would not result in a reduction of instructional hours or non-operational days.

As per Policy 205: Operational School Year and Administrative Procedure 235: Operational School Year and Calendar, once the School Year Calendar has been approved in principle by the Board, the package will be referred to Administrative Council and School Councils for review prior to the Board of Trustees final approval. The proposed calendar will be also be shared with the Teacher Board Advisory Committee for review and further discussion.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole Meeting.





**B O A R D**  
MEMORANDUM

**Recommendation:**

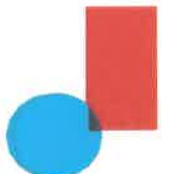
That the Board of Trustees forward the recommended revised draft 2022/2023 School Calendar package to the October 27, 2021, Public Board meeting to be approved in principle; and

Further, direct Administration to circulate the draft 2022/2023 School Calendar for feedback as part of the Board Policy and Administrative Procedure.

Sincerely,

*Phapelo*  
For: Lisa Lacroix, CPHR  
Associate Superintendent, People Services

Attachments



# 2022-2023

**APPROVED IN PRINCIPLE  
SUBJECT TO CHANGE**

School offices open - No Classes August 22 - Aug 26

Prof. Dev. Collaboration - No classes August 29  
Operational Non-Instructional (K-12) - No classes August 30  
Classes Begin August 31

Labour Day - No classes September 5

Division/School PD/Collaboration; Staff meeting September 30

Thanksgiving Day - No classes October 10

Division/School PD/Collaboration; Staff meeting October 11

Fall Break November 7-9

In lieu of Parent/Teacher Interviews - No classes November 10

Remembrance Day - No classes November 11

Classes Resume November 14

Christmas Vacation Dec. 24-Jan 8

Classes Resume January 9

Division/School PD/Collaboration; Staff meeting January 31

First day of classes Semester Two February 1

Teachers' Convention - No classes February 9-10

Family Day - No classes February 20

Division/School PD/Collaboration; Staff meeting February 27

Division/School PD/Collaboration; Staff meeting March 13

In lieu of Parent/Teacher Interviews - No classes March 24

Spring Recess March 25 - April 2

Classes Resume April 3

Good Friday - No classes April 7

Easter Monday - No classes April 10

Division/School PD/Collaboration; Staff meeting April 24

Division/School PD/Collaboration; Staff meeting May 19

Victoria Day - No classes May 22

Division/School PD/Collaboration; Staff meeting June 5

Last day of classes June 29

Operational Non-Instructional (K-12) - No classes June 30

Summer vacation begins July 1

## OCTOBER, 2022

S	M	T	W	T	F	S
	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, 2023

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, 2023

S	M	T	W	T	F	S
	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, 2023

S	M	T	W	T	F	S
	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, 2022

S	M	T	W	T	F	S
	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						

## DECEMBER, 2022

S	M	T	W	T	F	S
	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						

## MARCH, 2023

S	M	T	W	T	F	S
	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, 2023

S	M	T	W	T	F	S
	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						

## AUGUST, 2022

S	M	T	W	T	F	S
	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, 2022

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

## FEBRUARY, 2023

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

## MAY, 2023

S	M	T	W	T	F	S
	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		

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



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

## School Year 2022-2023

(All dates are inclusive unless otherwise specified)

### AUGUST

Mon.	22	School offices open – <a href="#">No classes</a>
Mon.	29	Division/School PD/Collaboration; Staff meeting – No classes
Tues.	30	Operational Non-Instructional Day – <a href="#">No classes</a>
Wed.	31	All classes (full day)

### SEPTEMBER

Mon.	5	LABOUR DAY - No classes
<a href="#">MonFri.</a>	<a href="#">1930</a>	Division/School PD/Collaboration; Staff meeting – No classes

### OCTOBER

Mon.	10	THANKSGIVING DAY - No classes
Tues.	11	Division/School PD/Collaboration; Staff meeting – No classes

### NOVEMBER

Mon.	7	Fall Break begins
Thurs.	10	Non-Instructional day in lieu of Parent-Teacher Interviews
Fri.	11	Remembrance Day – No classes
Mon.	14	Classes resume

### DECEMBER

Sat.	24	Christmas recess begins
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### JANUARY

Mon.	9	Classes resume
Tues.	31	Division/School PD/Collaboration; Staff meeting – No classes

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References: Policy: 205 Operational School Year  
 Admin Procedure: AP235 – Operational School Year and Calendar  
 School Operational Year Calendar 2022-2023  
 School Operational Year Calendar Day Count 2022-2023  
 Education Act: Section 60



**FEBRUARY**

Tues.	1	First day of Semester Two
Thurs./Fri.	9/10	Teachers' Convention - No classes
Mon.	20	FAMILY DAY - No classes
Mon.	27	Division/School PD/Collaboration; Staff meeting – No classes

**MARCH**

Mon.	13	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	24	Non-instructional day in lieu of Parent-Teacher Interviews
Sat.	25	Spring recess begins

**APRIL**

Mon.	3	Classes resume
Fri.	7	GOOD FRIDAY – No classes
Mon.	10	EASTER MONDAY – No classes
Mon.	24	Division/School PD/Collaboration; Staff meeting – No classes

**MAY**

Fri.	19	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	22	VICTORIA DAY - No classes

**JUNE**

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

**JULY**

Sat.	1	Summer recess begins
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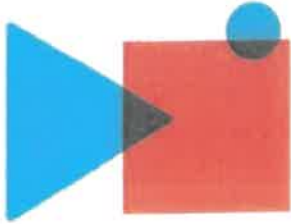
References: Policy: *205 Operational School Year*  
Admin Procedure: *AP235 – Operational School Year and Calendar*  
*School Operational Year Calendar 2022-2023*  
*School Operational Year Calendar Day Count 2022-2023*  
Education Act: *Section 60*

**School Year 2022-2023**

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	2.0	2.0	1.0	1.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	0.0	0.0	17.0	17.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
<b>TOTAL – SEMESTER I</b>	6.0	6.0	90.0	90.0	96.0	96.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
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>	15.0	15.0	180.0	180.0	195.0	195.0

Approved in Principle April 28, 2021 subject to change

References: Policy: 205 Operational School Year  
Admin Procedure: AP235 – Operational School Year and Calendar  
School Operational Year Calendar 2022-2023  
School Operational Year Calendar Day Count 2022-2023  
Education Act Section 60



**BOARD**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Liliana LeVesconte, Secretary Treasurer  
**Originator(s):** Liliana LeVesconte, Secretary Treasurer  
Michelle Wilde, Executive Assistant  
**Subject:** Final Enrolment Count

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**Background:**

Student Enrolments, as of September 29, 2021, are included for your information.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole Meeting.

**Recommendation:**

That the report be received as information.

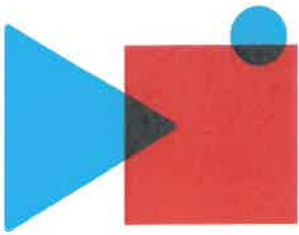
Sincerely,

Liliana LeVesconte,  
Secretary Treasurer

Attachment







**B O A R D**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Shawna Walter, Associate Superintendent, Education Services  
**Originator(s):** Shawna Walter, Associate Superintendent, Education Services  
**Subject:** AP260 – Conduct of Board Meetings

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**Background:**

Attached for Trustee information is the new Administrative Procedure AP260–*Conduct of Board Meetings* as presented at the September 22, 2021, Public Board Meeting.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole meeting.

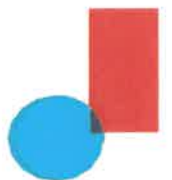
**Recommendation:**

That the report be received as information.

Sincerely,

Shawna Walter, M.Ed  
Associate Superintendent, Education Services

Attachment





## PURPOSE

Effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings (virtually and in-person) with clearly defined procedures that are communicated clearly to the public.

The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board of Trustees to hear from and engage with the public.

Sturgeon Public School Division Committee of the Whole and Public Board Meetings offer scheduled opportunities for the public to address the Board of Trustees.

## PROCESS

The Superintendent/CEO or designate is responsible for maintaining this Administrative Procedure.

## PROCEDURE

Questions or Comments from the Public

### 1. Committee of the Whole Meeting

*Agenda Section 10.0 Question Period*

- 1.1 The public may type a question or comment in the online meeting chat. Administration will record the question, acknowledge in the chat that the question has been recorded and a response will be provided by Administration or the Board of Trustees.

### 2. Public Board Meeting

*Agenda Section 13.0 Comment & Question Period*

- 2.2 The public may ask a question of the Board. To ask a question of the Board, the speaker must raise their hand

**References:** Education Act: Division 2, Board Procedures;  
Division 5, Conflict of Interest and Disqualification  
Sections 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order  
Board Policy: 235 Conduct of Board Meetings



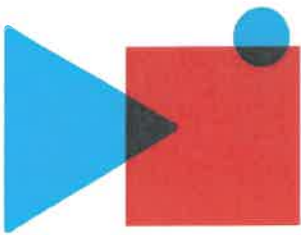
Date: October 13, 2021

Responsible Administrator: Superintendent/CEO

in the chat, wait to be called upon by the Board Chair and have their camera on. The Chair will ask the speaker to state his or her name, and the question to be addressed. The Board Chair shall answer the question or direct the question to the Superintendent/CEO.

3. The Board will not permit negative statements being made about particular individuals or schools whether named or identifiable by the context. As stated in policy 235 *Conduct of Board Meetings* article 2.8.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.
4. Questions or Comments with respect to the following issues will not be permitted:
  - a. the security of the property of The Sturgeon Public School Division,
  - b. personal information of an individual, including but not limited to a student, an employee, or a group thereof, of The Sturgeon Public School Division,
  - c. a proposed or pending acquisition or disposition of property by or for The Sturgeon Public School Division,
  - d. labour relations or employee negotiations,
  - e. a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or
  - f. the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act*.
5. With the exception of the Board Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker.

References: Education Act: Division 2, Board Procedures;  
Division 5, Conflict of Interest and Disqualification  
Sections 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rules of Order  
Board Policy: 235 *Conduct of Board Meetings*



**B O A R D**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Shawna Walter, Associate Superintendent, Education Services  
**Originator(s):** Shawna Walter, Associate Superintendent, Education Services  
**Subject:** AP310 – Off-Site Activities

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**Background:**

Attached for Trustee information is AP310 – *Off-Site Activities* which will replace AP 310 – *Field Trip Operational Procedures*. The Administrative Procedure has been amended to reflect the requirements outlined by the Division’s new insurance provider, reflect the new online submission and approval process, and reflect feedback received from school-based administration.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole meeting.

**Recommendation:**

That the report be received as information.

Sincerely,

Shawna Walter, M.Ed  
Associate Superintendent, Education Services

Attachment





Date: October 5, 2021

Responsible Administrator: Associate Superintendent  
Education Services

**PURPOSE**

Student learning can be enhanced through off-site activities. Off-site activities enable students to participate in quality educational experiences that are at the heart of the educational process and connected to the Guide to Education, Programs of Study, curriculum and learning outcomes.

Sturgeon Public Schools will not compromise the safety and security of staff and students. Therefore, all decisions related to off-site activities will be based on a safety and security-first criteria.

**PROCESS**

The Superintendent/CEO or designate will be responsible for the process involving approval of off-site activities.

The Superintendent/CEO may cancel or interrupt any approved off-site activity at any time up to the point of return from that activity where the Superintendent/CEO considers the safety and well-being of students and supervisors to be at unusual risk, real or potential, due to emergent circumstances.

**DEFINITIONS:**

Low Risk are learning experiences conducted off school grounds during the day which do not extend overnight, and transportation is not involved. Students walk to the activity. Trips may include but are not limited to a walk to the senior’s center to perform.

Day Trips – Low Risk to Moderate are learning experiences conducted off school grounds during the day which do not extend overnight and present themselves as moderate to low risk activities. Trips may include but are not limited to Fort Edmonton Park and the TELUS World of Science.

Principal approval is required.

Day Trips – High Risk are learning experiences conducted off school grounds during the day which do not extend overnight and present themselves as high risk activities. Trips may include but are not limited to canoeing, skiing, and snowboarding.

Principal approval is required.

- References: *Board Policy:* 810 Field Trips  
410 Fees
- Admin Procedure:* 315 Volunteers  
425 Purchasing Authority and Procedure  
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Date: October 5, 2021

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Education Services

Extra-Curricular Season of Play are competitions conducted on school property and / or at opposing schools or public venues during the day, evenings and weekends which do not extend overnight and present themselves as high risk activities. Competitions may include but are not limited to basketball, volleyball, and football.

Principal approval is required.

Overnight – Moderate Risk are learning experiences within Alberta that are conducted off school grounds where students remain overnight at a destination and are involved in low to moderate risk activities. Trips may include but are not limited to sports tournaments, band festivals, and hiking.

Principal and Superintendent/CEO or designate approval is required.

Overnight – High Risk are learning experiences outside of Alberta that are conducted off school grounds where students remain overnight at a destination and are involved in high risk activities. Trips may include but are not limited to canoeing, skiing, and snowboarding.

Principal and Superintendent/CEO or designate approval is required.

National Trips - High Risk - School Leadership *requires preauthorization by the Superintendent/CEO or designate prior to exploration* of any National Trip and subsequent communication with parents or students. A written proposal must be submitted to the Superintendent/CEO or designate a minimum of six (6) months prior to any planned National Trip.

Principal and Superintendent/CEO or designate approval is required.

International Trips – High Risk - School Leadership *requires preauthorization by the Superintendent/CEO or designate prior to exploration* of any International Trip and subsequent communication with parents or students. A written proposal must be submitted to the Superintendent/CEO or designate a minimum of six (6) months prior to any planned International Trip.

Principal and Superintendent/CEO or designate approval is required.

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Responsible Administrator: Associate Superintendent  
Education Services

## PROCEDURE

1. The Superintendent/CEO or designate has the power to authorize requests for off-site activities provided that the proposal includes:
  - 1.1 Attention to the safety, security, and appropriate supervision of students.
  - 1.2 Attention to risk management of the proposed activities.
  - 1.3 Protection of students, staff, and volunteers of the Division.
  - 1.4 An itinerary that would be deemed safe by a reasonable parent/guardian and meets the needs of all students.
    - 1.4.1 Supervisors shall not entertain major deviations to the proposed itinerary of any trip once parental consent has been received.
  - 1.5 Accommodation and travel arrangements that would be deemed safe by a reasonable parent/guardian.
  - 1.6 A budget that is reasonable, not prohibitive and addresses the costs associated with the trip.
    - 1.6.1 Excludes academies, athletic teams, year-end celebrations, and extended trips or tours not necessary to meet learning expectations in a grade or course.
  - 1.7 Provision for alternative educational programs for those students whose parents do not wish them to participate.
  - 1.8 No communication with students or parents/guardians shall occur prior to obtaining the applicable approvals.
  - 1.9 Parent/guardian permission or approval.
  - 1.10 No trip that exceeds five (5) school days.
  - 1.11 The Superintendent/CEO or designate has the right to modify or cancel a national or international trip without compensation.

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Education Services

- 1.11.1 If a trip needs to be cancelled for any reason, attempts will be made to refund trip fees that may have been paid by students and/or parents/guardians; and
- 1.11.2 In the event a national or international trip or trip outside of Alberta is modified or cancelled, the Superintendent/CEO or designate shall bear no responsibility for the costs incurred.

## 2. Supervision

- 2.1 No teacher shall be assigned instructional time specifically to organize off-site activities.
- 2.2 Each off-site activity shall have a designated teacher-in-charge. The teacher shall be in attendance for the duration of any high risk, overnight or out-of-province trips.
  - 2.2.1 The teacher shall provide a report by phone or email to the Superintendent/CEO or designate in the event of unusual circumstances resulting in a major modification to the itinerary of the trip.
- 2.3 The teacher shall immediately report any serious injury, ambulance call out, or hospital visit to the Superintendent/CEO or designate.
- 2.4 The teacher must always have overall responsibility for the off-site activity to ensure compliance with this procedure. The teacher shall ensure that supervision is always available and that supervisors are prepared to deal with any emergencies that may arise. The supervisory arrangements shall consider:
  - 2.4.1 Student age, maturity, needs, and ability;
  - 2.4.2 The inherent risk of the activity; and
  - 2.4.3 The circumstances of the activity.
- 2.5 The teacher shall be familiar with and conduct a safety assessment of the proposed off-site activity.
- 2.6 The teacher shall ensure that training, preparation, orientation, and expectations are provided to all students and supervisors.

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Education Services

- 2.7 The teacher shall be responsible for ensuring that the following items are present and readily available on off-site activities:
- 2.7.1 List of student participants;
  - 2.7.2 Phone contact numbers of parents/guardians/emergency contacts listed on the *Off-Site Activity Permission Form*;
  - 2.7.3 Information regarding medication and medi-alert needs of participants; and
  - 2.7.4 An appropriately equipped portable first aid kit.
- 2.8 To protect the privacy of individuals, the teacher shall ensure the information in articles 2.7.1, 2.7.2 and 2.7.3 is kept secure at all times as per Administrative Procedure 300 - *Security of Personal and Division Information*.
- 2.9 On overnight trips involving students of both genders, male and female supervisors shall be present.
- 2.10 For high-risk activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for activities such as skiing and canoeing. In areas where certificates are not issued, competency may be recognized by virtue of experience and demonstrated expertise in the activity.
- 2.11 A Principal may authorize persons other than teachers to provide supervision or instruction when warranted by the nature of the specific activity to meet the safety requirements of this administrative procedure.
- 2.12 Only assigned teachers and authorized supervisors shall accompany students on an off-site activity. Volunteers must be approved as a supervisor by the Principal and are required to have a current criminal record check and vulnerable sector check as per *Administrative Procedure 315 – Volunteers – section 2*.
- 2.13 When necessary, Principals are expected to seek advice and assistance from experts in planning off-site activities and in assessing risk.

### 3. Guidelines for approval

- 3.1 All grades will be considered for approval of day trips.

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- 3.2 Students in Grades 4-6 will only be considered for travel within Alberta.
- 3.3 Students in Grades 7-9 may be considered for national travel.
- 3.4 Students in Grades 10-12 may be considered for international travel.

4. Planning Procedures

- 4.1 Teachers are expected to submit an Off-Site Activity/Excursion Request via CLEVR to the Principal in accordance with the following timelines:

Day Trip – The Principal must provide written approval to the teacher organizer at least ten (10) days prior to the Trip.

Overnight Trip – The Principal must provide written approval to the teacher organizer at least thirty (30) days prior to the Trip.

National or International Trips – The Principal requires preauthorization by the Superintendent/CEO or designate prior to exploration of any National Trip and subsequent communication with parents or students. A written proposal must be submitted to the Superintendent/CEO or designate a minimum of six (6) months prior to any planned National Trip.

The Request must address the following:

- 4.1.1 Educational goals established for the activity which are compatible with the objectives of the course(s) being taught;
- 4.1.2 The extent to which the off-site activity will interfere with the student’s entire educational program;
- 4.1.3 The budget, ensuring that students who are unable to pay associated fees are not excluded from the off-site activity (with the exceptions noted in 1.6.1);
- 4.1.4 The type of transportation required;
- 4.1.5 When deemed appropriate based on activity and distance travelled, access to an emergency support vehicle is recommended if one is not readily available;

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Education Services

- 4.1.6 An itinerary outlining approximate times at which the off-site activity will be conducted at specific locations;
  - 4.1.7 The numbers and names of adults who will attend as supervisors and the proposed level or ratio of supervision;
  - 4.1.8 Information related to safety procedures and medical procedures for those that may require such; and
  - 4.1.9 A thorough review of the excluded activities and the variety of risks involved.
- 4.2 For school activities that involve more than one trip outside the boundaries of the school such as swimming lessons, physical education classes, outdoor education classes and interschool sports within a league, a single parent consent will suffice if the information to the parent/guardian includes both a schedule and dates of all activities. Any changes to the schedule must be communicated to the parent/guardian in writing. Should any of these be high-risk activities, separate off-site parental consent must be obtained.

A single parent consent will suffice for walking trips in the neighborhood of the school. The *Off-Site Activities Annual Consent* is accessed via the *Parent Portal*.

- 4.3 Teachers are also responsible to:
- 4.3.1 Review staff, supervision and liability implications;
  - 4.3.2 Estimate the costs associated with the activity;
  - 4.3.3 Have an initial discussion with the Principal to review policy requirements and obtain approval to proceed with planning;
  - 4.3.4 Consult with other teachers who teach courses to students who will be affected by the trip; and
  - 4.3.5 Ensure meaningful alternative in-school learning experiences are made available for those students not participating in the off-site activity.

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- 4.4 Employees are always expected to comply with the Division's Administrative Procedure 713 - *Alcohol and Substances in the Workplace* while on off-site activities.
- 4.5 For Out-of-Province and International Trips, teachers must consult the Canadian Consulate Web Page at <http://travel.gc.ca/travelling/advisories> for Travel Advisory information at the initial and final stages of the planning process.
  - 4.5.1 One (1) day prior to the trip the teacher must verify that the Canadian Consulate is permitting travel to that specific destination.
- 4.6 Off-site activities/excursions that are not directly sponsored by a school or the Division are the total responsibility of the planners, tour agencies and transportation agencies involved.
  - 4.6.1 Division staff is advised that they must not in any way be involved, even on an advisory basis, in such trips/excursions as outlined in 4.6 above.
  - 4.6.2 Division staff are not to recruit students, or photocopy and/or distribute material on behalf of community-based tours and trips.
  - 4.6.3 Any staff who participate in community trips shall communicate leave requests to the Associate Superintendent, People Services.
- 4.7 All staff and authorized supervisors are included in the Division's liability insurance when acting within the scope of their duties as approved by school administration. It is incumbent upon off-site activity planners to ensure that appropriate insurance coverage exists for the activity to be undertaken.
  - 4.7.1 Student Accident Insurance coverage is limited to trips within Canada. Travel accident insurance is required for international trips. The Student Accident Insurance policy provides protection while students are attending school events within their own province. There is very limited coverage available under the policy when a student is out of country for a school event, therefore it should not be solely relied upon.

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- 4.7.2 When using a private contractor to transport children (e.g., private bus), the supervisory teacher must make certain that the vehicle has adequate insurance, the driver is appropriately licensed, and the Principal is informed of the driver's name.
- 4.7.3 For any off-site activities involving participation in sports and other physical activities, all staff members must adhere to the *Safety Guidelines for Physical Activity in Alberta Schools*.
- 4.8 A student representing their school at school sponsored events shall be transported in Principal approved transportation, by their own parents, by him/herself or by staff with parental permission. Parents shall advise the Principal or supervising teacher in writing, in advance of the activity if the student is not traveling with the rest of the students.
  - 4.8.1 The student will not transport any other student other than a sibling; and
  - 4.8.2 Dismissing a student directly from an off-site activity venue to the care of the custodial parent/guardian is permitted, however, if the student is to be dismissed to a parent/guardian of a friend, the parent/guardian must advise the Principal or supervising teacher in writing.

## 5. Supervision and Volunteers

- 5.1 All off-site activities/excursions must be under the direct supervision of at least one (1) teacher.
- 5.2 Both male and female supervisors will be provided for overnight (or longer) co-educational trips.
- 5.3 The teacher is responsible for ensuring that an acceptable level of student discipline is maintained.
- 5.4 To ensure appropriate student behavior and safety, the Principal is responsible for adhering adequate supervision for different activities as outlined in the *Safety Guidelines for Physical Activity in Alberta Schools*.
- 5.5 Instructors who are not employed by the Division are eligible to be supervisors.

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Education Services

- 5.6 Everyone involved in the off-site activity/excursion must be dressed/equipped in a manner appropriate to the activities to be undertaken.
- 5.7 Volunteers must comply with the requirements of *Administrative Procedure 315 – Volunteers*. In addition, volunteers are expected to:
- 5.7.1 Know the details of the planned activity, and their specific duties and authority prior to departure;
  - 5.7.2 Support and follow the school code of conduct;
  - 5.7.3 Report any inappropriate conduct to the teacher-in-charge;
  - 5.7.4 Adhere to the schedule on the itinerary;
  - 5.7.5 Dress appropriately according to the type of activity; and
  - 5.7.6 Fulfill their duties for the duration of the trip/excursion.
- 5.8 The teacher-in-charge will ensure that appropriate communication devices are taken on the off-site activity so that constant communication within the group and access to external communication is available as required.
- 5.9 Overnight trips require volunteer parent/guardian supervisors to provide a current (within the last three years) clean criminal record check and a vulnerable sector check. In consultation with the Superintendent/CEO or designate, unclean record checks will be reviewed.
- 5.9.1 For information related to recommended supervision ratios and instructional considerations, visit: *Safety Guidelines for Physical Activity in Alberta Schools* which is available on the website at:  
[https://education.alberta.ca/media/160206/sg\\_pa\\_final\\_2014.pdf](https://education.alberta.ca/media/160206/sg_pa_final_2014.pdf)
- 5.10 For safety reasons, only students and staff may attend off-site activities.

## 6. Safety Guidelines

With respect to student safety, the Principal and staff are to take reasonable measures to minimize the risk to students participating in off-site activities. Safety guidelines are as follows:

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Education Services

- 6.1 Outdoor activities should not be conducted when extreme environmental factors present a danger to student health and safety.
- 6.2 There is a pre-planned itinerary from which the trip supervisor will not deviate unless, in the opinion of the supervising teacher, it is necessary to do so in emergency or extenuating circumstances.
- 6.3 When off-site activities/excursions are planned for remote wilderness areas, the supervising teacher shall:
  - 6.3.1 Provide to the Principal a report written by the supervising teacher or other qualified individual that provides an on-site visit review of the area prior to requesting permission to take students on a trip to that particular location; such previews are to be undertaken whenever a new location is being considered for use, or when a location is being used for a different season of the year;
  - 6.3.2 Be familiar with the area and with seasonal variations for the location they plan to visit;
  - 6.3.3 Use professional guides when appropriate or as directed;
  - 6.3.4 Have established safety and emergency procedures understood by all participants;
  - 6.3.5 Ensure that appropriate communication devices are taken on the trip;
  - 6.3.6 Ensure constant communication within the group and access to external communication as needed;
  - 6.3.7 Inform appropriate local authorities such as the RCMP, forestry or park officials about the program, the location and route;
  - 6.3.8 Establish procedures to contact the Principal via RCMP, forestry, or park officials in the event of an emergency;
  - 6.3.9 Be aware of the location of the nearest accessible medical station;

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6.3.10 Ensure that required permits, fishing licenses, and area use permits have been obtained from appropriate authorities; and

6.3.11 Ensure that if a group splits into two (2) or more independent travelling groups, each group must have a Division approved supervisor.

6.4 The possession and use of alcohol and/or illegal drugs by any participant, including staff and volunteer supervisors, is strictly prohibited during the duration of the off-site activity and applies to all off-site activities regardless of the age of the participants or local laws, customs and culture. All participants shall be made aware of the local laws and customs that may impact their conduct and decisions.

**Service Providers**

7. If the school does not have qualified staff or volunteers or the necessary equipment to instruct a specialized activity, a reputable service provider should be used. The service provider should be expected to instruct and supervise students in addition to school supervisors. Although a service provider is used, the teacher-in-charge is still required to complete a site assessment and risk analysis.

7.1 Most service providers require waivers to be completed by the client, however, since this measure is not valid or applicable in the case of minors it is necessary for the school to enter into an alternate contractual agreement. The Principal must ensure that the service provider has adequate insurance to cover the activity. Schools, teachers and students are not permitted to sign waivers from service providers where the school, teacher or student/guardian sign away their legal rights.

**Specialized Activities**

**8. Water Activities**

8.1 Each off-site activity that includes water-related activities must have a safety assessment, unless the activity is on an approved activities list.

8.2 All participants involved in sailing or boating activities must wear a Transport Canada approved lifejacket or Personal Flotation Device.

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- 8.3 For activities involving canoeing, sailing or power craft, the activity must meet or exceed the *Safety Guidelines for Physical Activity in Alberta Schools*.
- 8.4 When canoe activities take place on lakes or rivers, the teacher must have visited the site prior to the trip and be familiar with the proposed route and the seasonal conditions at the time of the activity.
- 8.5 Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.

#### 9. Hot Tubs/Swimming Pools

- 9.1 Students may not use swimming pools or hot tubs in proximity to swimming pools, unless there is a lifeguard on duty.
- 9.2 If the facility operator does not provide a lifeguard at a hot tub or swimming pool, students may use the hot tub/swimming pool if the school provides a lifeguard over the age of twenty (20) years with current certification in National Lifeguard Service (NLS), Standard First Aid, and CPR Basic Rescuer.

#### 10. Skiing and Snowboarding

- 10.1 Downhill skiing and snowboarding, while considered High Risk activities, are acceptable for students in grades 4 to 12, if the following conditions are met:
  - 10.1.1 Skiing or snowboarding are part of a well-balanced yearly program and reflect the school's commitment to quality physical education.
  - 10.1.2 The activity includes, at a minimum, one (1) mandatory ski/snowboard lesson by a qualified instructor to identify student level of proficiency and provide safety guidelines on the hill.
  - 10.1.3 Prior to the skiing or snowboarding trip, the teacher must:
    - 10.1.3.1 Be familiar with the ski resort;

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10.1.3.2 Contact the ski operator in order to arrange student identification and controls procedure; and

10.1.3.3 Understand the ski resort’s emergency protocol.

10.2 Upon arrival at the ski resort, the teacher must:

10.2.1 Divide students into levels of ability as described by the parent’s signed acknowledgement of the student’s skier or snowboarder’s classification.

10.2.2 Assist the ski resort staff with grouping students for their mandatory lesson.

10.2.3 Along with the ski resort staff, emphasize to the students that they will be given permission to use specified slopes or trails, and that the use of other slopes or trails is prohibited.

10.2.4 Assist the ski resort staff with controlling student access to slopes or trails.

10.3 At the conclusion of the mandatory lesson:

10.3.1 The ski resort instructor will identify the level of ability of the students and assign appropriate ski or snowboarding slopes or trails.

10.3.2 Students may begin supervised skiing and snowboarding on the assigned slopes or trails.

10.3.3 During the supervised ski time, students must ski in pairs or groups of three (3) or four (4).

10.3.4 The minimum supervision ratio for skiing and snowboarding is one (1) supervisor to fifteen (15) students: Grades 4 – 6; twenty (20) students: Grades 7 – 9; thirty (30) students: Grades 10 -12, including at least one (1) supervisor in the ski lodge.

10.3.5 Supervision of ski slopes must be carried out by supervising on a constant rotation system by supervisors.

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10.3.6 All participants in skiing and snowboarding activities must:

10.3.6.1 Wear a CSA approved ski helmet; and

10.3.6.2 Ski or snowboard only on open runs within the ski area that match the student’s level of ability as determined by the parent/guardian.

10.3.7 Snowboard Terrain Parks are excluded.

10.3.8 Use of snowblades, mini-skiing and ski boards are high risk activities and are not permitted.

11. Accidents and Emergencies

11.1 If an accident occurs during an off-site activity/excursion, the supervising teacher must:

11.1.1 Assess the situation and if injuries have occurred, attend to the immediate medical concerns.

11.1.2 Determine whether the off-site activity/excursion will continue based upon all the circumstances.

11.1.3 Notify the Principal or designate at the earliest opportunity, if serious injuries have occurred so that the Principal or designate may inform the parent(s)/guardian(s).

11.1.4 Complete a Student Injury Report within forty-eight (48) hours of the incident, or as soon as possible upon return to the school, and forward it to the Superintendent/CEO or designate.

National and International Trips

12.1 Protocol: School Leadership requires preauthorization by the Superintendent/CEO or designate prior to exploration of any International Trip and subsequent communication with parents/guardians or students. A written proposal must be submitted to the Superintendent/CEO or designate a minimum of six (6) months prior to any planned trip.

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- 12.2 Travel requests may be considered only after the following criteria has been applied:
- 12.2.1 Has there been investigation to determine if this experience can be achieved in Canada?
  - 12.2.2 Does this experience directly align with Student Learning Outcomes in the curriculum?
  - 12.2.3 Is the potential destination considered safe to travel by Canadian Government Travel alert websites?
- 12.3 International Trips are considered only for grades 10 - 12.
- 12.4 The guideline for adult supervisor/student ratio is one to eight (1-8), with co-ed supervisors if both genders of students are attending the trip. Additional supervision is required for students with special needs or who require accommodations.
- 12.5 All trips require a minimum of two (2) supervisors.
- 12.6 Supervisors are expected to be Division employees of the school community.
- 12.7 All suitable staff must be notified by the Principal of possible international trip(s) at the school.
- 12.8 In order to meet the minimum number of required adult supervisors, staff supervisor's expenses are to be paid through the collection of international trip fees.
- 12.9 Non-supervisory adults cannot participate in a field trip.
- 12.10 Travel credits are not to be used for personal or family use; these credits must be turned over to the school to offset the cost of travel for students or to purchase merchandise for student use.
- 12.11 The Government of Canada strongly recommends that Canadian children carry a consent letter if they are travelling abroad alone, with only one parent/guardian, with friends, relatives, or with a group. Guidelines

References: *Board Policy:* 810 Field Trips  
410 Fees  
*Admin Procedure:* 315 Volunteers  
425 Purchasing Authority and Procedure  
713 Alcohol and Substances in the Workplace  
Student Injury Report Form  
Off-Site Activities Annual Consent  
Safety Guidelines for Physical Activity in Alberta Schools



Date: October 5, 2021

Responsible Administrator: Associate Superintendent  
Education Services

regarding Consent Letters are provided by the Government of Canada on their website:

<https://travel.gc.ca/travelling/children/consent-letter>

### 13. Approval

- 13.1 For all off-site activities which occur during the school day, written approval for the off-site activity is obtained by the teacher from the Principal prior to any expectations on the part of the students and/or parents/guardians that the off-site activity will occur. In seeking this approval, the teacher will complete the Off-Site Activity Proposal in CLEVR and submit to the Principal.
- 13.2 Parents/guardians are to be advised of the nature of the off-site activity and written permission for the child(ren) to attend is to be provided once all approvals have been granted.
- 13.3 For activities which take place overnight, written approval for the trip is obtained by the teacher from the Principal, and the Principal will obtain written approval from the Superintendent/CEO or designate, prior to any expectations on the part of the students and/or parents/guardians that the trip will occur. In seeking this approval, the teacher will complete the proposal in CLEVR and submit to the Principal, who will in turn submit to the Superintendent/CEO or designate.
- 13.4 The Superintendent/CEO or designate will review the proposed trip and may, depending on the type of trip, grant preliminary approval, which would indicate permission to proceed with the planning and communication processes or final approval.
- 13.5 Parents/guardians are to be advised of the nature of the trip and written permission for the child(ren) to attend is to be provided once all approvals have been granted.

References: Board Policy: 810 Field Trips  
410 Fees  
Admin Procedure: 315 Volunteers  
425 Purchasing Authority and Procedure  
713 Alcohol and Substances in the Workplace  
Student Injury Report Form  
Off-Site Activities Annual Consent  
Safety Guidelines for Physical Activity in Alberta Schools



## 310: Field Trip Operational Procedures

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**Date: July 24, 2020**

**Responsible Administrator: Associate Superintendent  
Education Services**

### PURPOSE

Off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement expected curriculum outcomes.

### PROCESS

The Associate Superintendent, Education Services will be responsible for the process involving approval of field trips.

### PROCEDURE

1. The Superintendent/CEO can exercise the right to cancel or alter a field trip at any time.
2. Funding for field trips is the responsibility of individual schools. No student shall be excluded from a field trip due to inability to pay additional fees levied. (Excluding academies, extended trips or tours not necessary to meet the learning expectations of a particular grade or course).
3. Field trips include any excursion in which students are off the school

grounds.

4. Off-campus education shall not be considered as field trips.
5. All field trips will be conducted under the auspices of the school and will be demonstrably related to curriculum and/or extra-curricular expectations.
6. Meaningful alternative learning experiences must be provided for those students who do not participate in the field trip.
7. No communication to parents or students regarding a proposed field trip shall occur until the applicable approvals have been provided.
8. No field trip shall exceed five (5) school days.
9. Unless in emergency situations, all school-sponsored activities during the regular school day will use transportation provided by or approved by the school/Division.
10. School staff shall not arrange for transportation other than indicated and approved on the Off-Site Field Trip Proposal Form.
11. Approval shall only be given when the Principal is satisfied that all criteria on the Field Trip Checklist and in the Field Trip Safety Plan forms have been met.
12. Gifts, entertainment and/or incentive trips or other personal services shall not be accepted or solicited by divisional staff when planning and coordinating school field trips.
13. School administration shall provide a report to school councils on all school field trips on a regular basis and no less than every five (5) months (i.e. January and June).
14. For further information, please refer to [www.youthsafeoutdoors.ca](http://www.youthsafeoutdoors.ca) website, or the Alberta School Boards Insurance Exchange website at <http://www.asbie.com/index.php>.
15. Principals shall approve all teacher supervisors. Principals may authorize other staff/people other than teachers to provide supervision when warranted.

### Field trips during the school day

16. The Principal must give approval for all field trips. Approval may be given after completion of the following:

16.1 The Offsite Field Trip Proposal Form

16.2 Field Trip Checklist

16.3 Consent of Parent/Guardian and Acknowledgement of Risk form

### Overnight/Outdoor Education and Out of Province Field Trips

17. The Principal must have the approval of the Superintendent/CEO or designate for field trips that are overnight or exceed two (2) school days and/or are outside the Province of Alberta.

18. To request approval to plan an overnight field trip the following documentation shall be submitted to the Associate Superintendent for consideration four weeks prior to the trip:

18.1 Overnight/Outdoor Education Field Trip Proposal

18.2 Field Trip Safety Plan

18.3 Field Trip Approval Checklist

18.4 Parent Correspondence Letter

18.5 Consent of Parent/Guardian and Acknowledgement of Risk form

18.6 Program/Activity Plan

18.7 Any other supporting documents

19. The Board shall be provided, as information, all field trips that are overnight and/or out-of-province.

### Community Based Tours and Trips

20. Excursions planned during any vacation periods (non-operational school days), and not directly sponsored by a school or the Division, are outside of the school year and therefore are the total and full responsibility of the planners, tour agencies and/or the transportation



agencies involved. Even though such non-school and non-Division excursions may be valuable, they are “non-Divisional” activities and cannot be supported or legally approved by the Board.

20.1 Materials relating to community trips shall not be photocopied or distributed at schools.

20.2 Planning and/or recruitment for community trips shall not take place on school property or in schools operated by Sturgeon Public Schools.

20.3 Any staff members who participate in a community trip shall communicate leave requests with the Associate Superintendent of People Services.

21. Parents/guardians must provide informed consent for their child to participate in a field trip (Consent of Parent/Guardian and Acknowledgement of Risk form).

## **References:**

Board Policy:

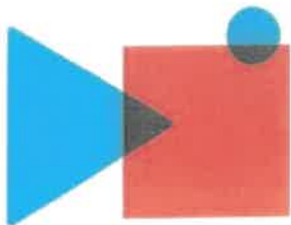
410 Student Fees

810 Field Trips

Admin Procedure: 425 Purchasing Authority and Procedure

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## **Administrative Procedures III. General School Administration**



**BOARD**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Shawna Walter, Associate Superintendent, Education Services  
Liliana LeVesconte, Secretary Treasurer  
**Originator(s):** Shawna Walter, Associate Superintendent, Education Services  
Liliana LeVesconte, Secretary Treasurer  
**Subject:** Administrative Procedures

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**Background:**

Attached for Trustee information are the following Administrative Procedures with amendments.

AP500 and AP505 were amended to include an organization title change.

- o AP500 – Child Abuse and Neglect Prevention
- o AP505 – Agencies Interviewing Students at School

AP870 was amended with clarifying language.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole meeting.

**Recommendation:**

That the report be received as information.

Sincerely,

Shawna Walter, M.Ed  
Associate Superintendent, Education Services

Liliana LeVesconte, CPA, CMA  
Secretary Treasurer

Attachments





**PURPOSE**

Children, as a matter of right, should be safe, secure and adequately cared for at home, at school and in the community.

The school has a responsibility to protect the confidentiality, safety and well-being of students where access by outside agencies for investigative purposes is required.

While parents/guardians have primary responsibility to ensure the welfare of their children, the helping professions and community institutions such as schools, human services, medical services, police and the courts have particular responsibility beyond that of citizens to safeguard children from abuse and neglect.

Under the *Child, Youth and Family Enhancement Act*, staff are obliged to report suspected cases of child abuse and neglect to appropriate authorities and, also, to cooperate as necessary with ~~Child and Family Services~~ Children’s Services, police and medical services in the investigation of alleged child abuse and neglect.

**PROCESS**

School principals shall ensure that all school personnel and volunteers understand system expectations, prescribed behaviors by adults, and the physical, behavioral and emotional indicators of child abuse and neglect.

Obligation to Report

The *Child, Youth and Family Enhancement Act* outlines the legal obligation to report suspected neglect or abuse to the ~~Child and Family Services~~ Children’s Authority.

Obligation to Cooperate with Investigation

School system staff have a legal obligation and moral responsibility to work collaboratively with those involved in investigating alleged cases of child abuse or neglect.

**PROCEDURE**

- 1. Reporting
  - 1.1 Internal Reporting

References: *Child, Youth and Family Enhancement Act*  
~~Alberta Children’s and Family Services & Law Enforcement Disclosure Form~~  
~~Confirmation of Report to Alberta Children’s and Family Services Form~~



- 1.1.1 Any staff member having reasonable and probable grounds to believe that a student has been subjected to abuse or neglect, or who is concerned about abuse or neglect of a student, may consult with their Principal, the Vice Principal, their school counsellor, the system psychologist, or the Director of Learning Support.
- 1.1.2 It is possible that allegations of child abuse may be made against teachers or other school personnel. In all such cases, the Principal and the Associate Superintendent shall be informed, whether the report originates in the school or elsewhere.
- 1.1.3 If a staff member has reported suspected abuse or neglect of a child and remains uncertain of the child’s safety following the report, they may pass information on to the Director of Learning Support who may contact the appropriate ~~Child and Family~~ Children’s Services Director.

1.2 External Reporting

- 1.2.1 The staff member who has received the report has the legal obligation to contact the appropriate authorities of ~~Child and Family~~ Children’s Services. When such a report is made to ~~Children’s~~ Child and Family Services, the staff member must inform the Principal that a report has been made.
- 1.2.2 The Principal or designate shall ensure that a record of each report to ~~Child and Family~~ Children’s Services is recorded on the, Confirmation of Report to Alberta ~~Child and Family~~ Children’s Services form. This form shall be stored confidentially in a counselling file or with the Director, Learning Support and not in the Cumulative Record.
- 1.2.3 Knowledge of a suspected case of child abuse or neglect is confidential and the details of a report to ~~Children’s and Family~~ Children’s and Family Services shall be restricted to the staff member initiating the report and the school professionals they consulted within 1.1.1. Information should be disclosed in a manner that balances the safety of a child with confidentiality.

References: *Child, Youth and Family Enhancement Act*  
*Alberta ~~Children’s and Family~~ Services & Law Enforcement Disclosure Form*  
*Confirmation of Report to Alberta ~~Children’s and Family~~ Services Form*



2. Cooperation with Investigation – Refer to AP505 Agencies Interviewing Students at School

2.1 Access to Students

2.1.1 The *Child, Youth and Family Enhancement Act* mandates investigation of suspected child abuse or neglect and provides authority for ~~Children’s and Family~~ Services workers and peace officers to enter schools. Access to students for investigative purposes is required where the student is an alleged victim of abuse or neglect. Investigators are expected to consider the convenience of school and student when negotiating a time for access.

3. Investigative Interviews with School Staff

3.1 ~~Children’s and Family~~ Services or police authorities, investigating a complaint of child abuse or neglect from whatever source, may wish to interview teachers or other school personnel having regular contact with the student or having other specific information pertinent to the investigation. The Principal will assist the investigators by identifying and facilitating these contacts.

4. Child Personal Safety Education

4.1 Principals of primary schools shall ensure implementation of the Safety and Responsibility outcomes from the Health & Life Skills program of studies.

References: *Child, Youth and Family Enhancement Act*  
~~Alberta Children’s and Family~~ Services & Law Enforcement Disclosure Form  
~~Confirmation of Report to Alberta Children’s and Family~~ Services Form



Responsible Administrator: Associate Superintendent, Education Services

## PURPOSE

Schools have a responsibility to protect the confidentiality, safety and well-being of students where access by outside agencies for investigative purposes is requested.

## PROCESS

The Associate Superintendent, Education Services or designate is delegated the responsibility of maintaining this Administrative Procedure.

## PROCEDURE

School level investigations shall be deferred to the police once an offense is believed to fall within the *Criminal Code*.

### 1. Interviewing of Students by Officers of the Law

1.1 The Principal or designate shall ensure that the following guidelines concerning interviewing of students by officers of the law are observed:

1.1.1 The officer shall be questioned as to the urgency of the matter.

1.2 The Principal or designate must allow the officer to proceed under the following circumstances:

1.2.1 if the officer possesses a warrant (either for arrest or search);

1.2.2 if the officer is “in hot pursuit” after the commission of an offence;

1.2.3 if the officer possesses blanket powers of search, etc., as defined by legislation (an example is drug offences);

1.2.3.1 The Principal or designate shall attempt to contact the parent or legal guardian of the student in order to apprise them of the situation prior to an interview.

References: Admin Procedure: 500 Child Abuse and Neglect Prevention  
Alberta Children's and Family Services & Law Enforcement Disclosure Form  
Children First Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act (FOIP)  
FOIP Law Enforcement Disclosure Form



Responsible Administrator: Associate Superintendent, Education Services

1.2.3.2 In the event that the parent or legal guardian could not be contacted per Section 1.2.3.1, the parent or legal guardian shall be notified of the interview by telephone, failing that by registered letter.

1.2.3.3 In the absence of the parent or legal guardian, the student shall be informed that he/she has the right to have the Principal or designate remain with the student at all times during which the officer is present.

1.2.3.4 The Principal or designate will ensure that the student is advised of his/her rights as set out in Section 1.3.

1.3 The student has the right:

1.3.1 to be informed of the reason for the interview;

1.3.2 to contact a lawyer;

1.3.3 to not answer any question, except as to identity, and to the identity of his/her parents;

1.3.4 to be advised that statements he/she makes can be used against him/her in subsequent proceedings;

1.3.5 to know whether or not he/she is under arrest, and if so, the reason therefore;

1.3.6 to refuse to continue to answer questions until he/she has had an opportunity to obtain advice either from his parents, legal guardian or a lawyer.

1.4 An officer requested student interview that fails to answer the criteria as set out in Section 1.2 shall be informed that the interview must take place outside of school hours and premises.

References: *Admin Procedure: 500 Child Abuse and Neglect Prevention*  
*Alberta Children's and Family Services & Law Enforcement Disclosure Form*  
*Children First Act*  
*Child, Youth and Family Enhancement Act*  
*Freedom of Information and Protection of Privacy Act (FOIP)*  
*FOIP Law Enforcement Disclosure Form*



Responsible Administrator: Associate Superintendent, Education Services

1.5 Documentation Must be Maintained

1.5.1 1.5.1 The Principal shall ask the officer of the law to present identification, and to provide an explanation as to the nature of the investigation being conducted, to state reasons for wanting to conduct the interview in the school and to complete the Alberta Children's, Youth and Family Services & Law Enforcement Disclosure Form. A written record shall be kept indicating the identity of the officer and the reason for the interview.

1.5.1.1 A written copy of the Form will be kept by school administration for the current school year.

2. Interviewing of Students by a Child and Family Children's, Youth and Family Services representative

2.1 School authorities have a responsibility to cooperate with personnel from the Department of Child, Youth and Familyren's and Family Services and Community Health and the Principal or designate also have a responsibility to the students to stand in loco parentis. Both of these areas of responsibility must be considered in instances when personnel from the Children's, Youth and Family and Family Services (CFS) request permission of school authorities to interview a student on school premises during school hours.

2.2 The Principal shall ask the Children's, Youth and Family and Family Services worker or peace officer to present identification, and to provide an explanation as to the nature of the investigation being conducted, to state reasons for wanting to conduct the interview in the school and to complete a Student Services Form, Alberta Child and Family Children's, Youth and Family Services & Law Enforcement Disclosure Form.

2.3 The Principal or designate shall ensure that the following guidelines concerning the interviewing of students are observed:

References: Admin Procedure: 500 Child Abuse and Neglect Prevention  
Alberta Children's and Family Services & Law Enforcement Disclosure Form  
Children First Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act (FOIP)  
FOIP Law Enforcement Disclosure Form





Responsible Administrator: Associate Superintendent, Education Services

2.3.1 The ~~CFS – Children's, Youth and Family~~ Services representative must acknowledge that the matter falls within their legislated right.

2.3.2 The ~~CFS Children's, Youth and Family~~ Services representative must complete and sign the ~~Student Services Form, Alberta Children's, Youth and Family Child and Family~~ Services & Law Enforcement Disclosure Form.

2.4 The school shall attempt to contact the parent or legal guardian of the student in order to apprise them of the situation unless instructed by ~~Children's, Youth and Family Child and Family~~ Services not to do so.

2.5 The Principal or designate shall inform the student that he/she has the right to request the Principal or designate be present during the interview.

~~2.6 A written record shall be kept indicating the identity of the Child and Family Service representative and the reason for the interview.~~

~~2.6 A written copy of the Student Alberta Children's Services & Law Enforcement Disclosure Form will be kept by school administration for the current school year.~~

### 3. Interviewing of Students by Other Agencies

3.1 Requested access to students by other external agencies without legislated access must be accompanied by a written consent of parent or guardian.

References: Admin Procedure: 500 Child Abuse and Neglect Prevention  
Alberta Children's ~~and Family~~ Services & Law Enforcement Disclosure Form  
Children First Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act (FOIP)  
~~FOIP Law Enforcement Disclosure Form~~



**PURPOSE**

Sturgeon Public Schools (SPS) provides staff and students with technology resources that support teaching, learning or administrative operations. ~~Network resources refers to all resources on the Division network.~~ The Division also allows personal devices to access the network.

**PROCESS**

The Associate Superintendent Corporate Services is responsible for this Administrative Procedure and shall review with principals and other supervisors on an annual basis.

**PROCEDURE**

1. Principals shall review the following documents with all school-based employees on an annual basis:
  - 1.1 this Administrative Procedure;
  - ~~1.2 Responsible use of Technology Resources Agreement - Staff Network Resources Responsible Use Protocol Staff (Exhibit 1);~~
  - 1.2 (Exhibit 1)
  - 1.3 AP 300 Security of Personal and Divisional Information.
2. The ~~Responsible use of Technology Resources Agreement - Staff Network Resources Responsible Use Protocol Staff~~ (Exhibit 1) will be signed by all SPS staff annually.
3. The People Services Department shall ensure that all new staff members have signed the ~~Responsible use of Technology Resources Agreement - Staff Network Resources Responsible Use Protocol Staff~~ (Exhibit 1) during the orientation process.
4. Principals shall ensure teachers review on an annual basis, the ~~Responsible Use of Technology Resources Agreement - Students Network Resources Responsible Use Protocol Students~~ (Exhibit 2) with all students within the context of digital citizenship.
5. The ~~Responsible Use of Technology Resources Agreement - Students Network Resources Responsible Use Protocol Students~~ (Exhibit 2) will be signed by parent/guardians and students annually.

References: Admin Procedure: 300 Security of Personal and Division Information  
 721 Teachers and Professional Development  
 727 Support Staff and Professional Development  
 865 Information and Communication Technology  
 Exhibit 1 – ~~Responsible Use of Technology Resources Network Resources Responsible Use Protocol Staff~~  
Responsible Use Protocol Staff  
 Exhibit 2 – ~~Responsible Use of Technology Resources Network Resources Responsible Use Protocol Students~~  
Responsible Use Protocol Students





Responsible Administrator: Associate Superintendent Corporate Services

6. The Division may authorize the executive of the respective employee association or union to use network-technology resources to conduct association or union business.
7. Network-Technology resources shall not be used to campaign, canvass for support, debate, or in any other manner encourage Division employees to take political action.
8. Network-Technology resources shall not be used to promote positions in conflict with Division policies, programs, or other operational guidelines or directives.
9. Sturgeon Public Schools monitors network activity. If the Division discovers activities that do not comply with applicable law or Division policy, records will be retrieved in accordance with due process.

References: Admin Procedure: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology  
Exhibit 1 – Responsible Use of Technology Resources Network-Resources  
Responsible Use Protocol Staff  
Exhibit 2 – Responsible Use of Technology Resources Network-Resources  
Responsible Use Protocol Students



## PURPOSE

Sturgeon Public Schools provides staff with technology resources that support teaching, learning or administrative operations. Network-Technology resources refers to all resources on the Division network of including, but not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

## PRINCIPLES OF USE

- All network-technology resources are intended for education and administrative use.
- As the owner of all network-technology resources, The Division retains the right to monitor their use.
- The use of network-technology resources is subject to all policies and procedures of both the Division and individual schools/sites related to technology, property or conduct.

## CONDITIONS OF USE

- Staff are expected to use network-technology resources to further the mission of the Division. Personal use of these network-resources is **NOT** permitted.
- Staff will ensure that publishing of any personal information about themselves or other network users on the Internet or in publicly viewed files meets the FOIP guidelines established by the Division.
- Staff who discover inappropriate material on the network are expected to advise their school administrator and/or the Associate Superintendent Corporate Services Secretary Treasurer.
- Staff will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output, or user-namecredentials.
- Staff ~~is~~ are responsible for the security of access (login and password) to their network resources and will not share the credentials with anyone.
- In order to protect personal and corporate identities, staff must adhere to the password protocol which includes password history limitations and password age, length and complexity.

References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology



- Staff will not decrease the operation of or access to network-technology resources through inappropriate use of network-technology resources, malicious activity directed against network-technology resources or through unauthorized use of personal program/data files.
- Staff will follow the procedures in *AP 300 Security of Personal and Division Information* and *AP 870 Responsible Use of Network-Technology Resources*.
- Consequences of inappropriate use of network-technology resources could include loss of network privileges, suspension, financial liability for damages, disciplinary or legal action.
- In the event of damage to a resource, the school or department will be responsible for the cost of the repair, remediation or replacement (whichever is deemed most feasible) of the resource(s) that is/are damaged. It is at the discretion of the Principal or head of the department if the cost is to be transferred to the individual responsible for the damage.

Examples of Technology Resources

Below are examples of what items fall under the classification of technology resources:

<u>Desktop PC Computers</u>	<u>Scanners</u>	<u>Speakers</u>
<u>Laptops</u>	<u>Document cameras</u>	<u>Digital camera</u>
<u>Chromebooks</u>	<u>Monitors</u>	<u>Media/DVD player</u>
<u>Mobile phones</u>	<u>Hallway displays</u>	<u>Printers</u>
<u>iPads and other tablets</u>	<u>Gymnasium audio/visual equipment</u>	<u>Web cameras</u>
<u>Interactive Displays - LOFT</u>	<u>Desktop phones</u>	
<u>Multimedia Projectors</u>	<u>Keyboards/Mice</u>	

References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology



Sturgeon  
Public Schools

Date: ~~January 8, 2021~~ August 10, 2021

Responsible Administrator: Associate Superintendent Corporate Services

ACKNOWLEDGEMENT

I understand and agree to follow the conditions of this Responsible Use Protocol. I have read AP 300 and AP 870 and understand the procedures.

Staff Member (Print): \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_



References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology



## PURPOSE

Sturgeon Public Schools provides students with technology resources that support learning. Network-Technology resources refers to all resources on the network of Sturgeon Public Schools including, but not limited to, Internet access, e-mail accounts, installed software, personal file storage areas and all hardware attached to the network.

## PRINCIPLES OF USE

- All network-technology resources are intended for education use.
- As the owner of all network-technology resources, Sturgeon Public Schools retains the right to monitor their use.
- The use of network-technology resources is subject to all policies and practices of both Division and individual schools/sites related to technology, property or conduct.

## CONDITIONS OF USE

- Students shall use network-technology resources for appropriate educational purposes only.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will use their assigned login only in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name credentials.
- Students are responsible for the security of access (login and password) to their network resources and will not share their credentials with anyone.
- Access to network-technology resources with personal devices is subject to Admin Procedures under 865, Information and Communication Technology and individual school policies and practice.
- Consequences of inappropriate use of network resources could include disciplinary action including, but not limited to, loss of network privileges, recommendation for withdrawal from a course, suspension, financial liability for damages, or legal action.
- In the event of damage to a resource, the school or department will be responsible for the cost of the repair, remediation or replacement (whichever is deemed most

References: Admin Procedures:     300 Security of Personal and Division Information  
   721 Teachers and Professional Development  
   727 Support Staff and Professional Development  
   865 Information and Communication Technology



**Sturgeon  
Public Schools**

**AP870 – EXHIBIT 2 Technology Network Resources Responsible Use Protocol Students**  
*(feasible) of the resource(s) that is/are damaged. It is at the discretion of the*  
Principal or head of the department if the cost is to be transferred to August 10, 2021  
responsible for the damage.

**Responsible Administrator: Associate Superintendent Corporate Services**

**Date: January 8, 2021 August 10, 2021**

Examples of Technology Resources

Below are examples of what items fall under the classification of technology resources:

<u>Desktop PC Computers</u>	<u>Scanners</u>	<u>Speakers</u>
<u>Laptops</u>	<u>Document cameras</u>	<u>Digital camera</u>
<u>Chromebooks</u>	<u>Monitors</u>	<u>Media/DVD player</u>
<u>Mobile phones</u>	<u>Hallway displays</u>	<u>Printers</u>
<u>iPads and other tablets</u>	<u>Gymnasium audio/visual equipment</u>	<u>Web cameras</u>
<u>Interactive Displays – LOFT</u>	<u>Desktop phones</u>	
<u>Multimedia Projectors</u>	<u>Keyboards/Mice</u>	

References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology





Please place a checkmark by each statement below to indicate you have read and understand the “Responsible Use of Technology”.

	Responsible Use of Technology
	Your teacher will guide your use of technology at school.
	Your teacher can take away your access to technology and/or the Internet if you don't use it responsibly.
	You should only use the technology for school purposes, and only when your teacher says it's okay.
	Be careful about the personal information you share online. If you're not sure, ask your parents or teacher.
	Be careful with the equipment as it is fragile. Take care of it like it is your own.
	If you accidentally access a site that is not appropriate, close the browser and let your teacher know.
	Nothing you do on the technology is completely private. If your teacher or principal has a reason to think that you have been using technology in a way that is harmful to others, he or she can look at your account and find out what you've been doing on the technology.
	Check to see that the information you find online is accurate by checking several sources.
	Make sure to give credit to people if you use their photos or work in your projects.
	Do not download or install any software, music, movies, or files of any kind.
	Do not share your password with anyone.
	Always log out of the technology when finished using it, even if you're just going away for a minute. Do not access or use the account of another student or teacher. If you notice someone has not logged out, let them know or just log them out.
	<u>MediaSmarts</u> has some great resources to help you learn more about being a good digital citizen.

References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology



Please place a checkmark by each statement below to indicate you have read and understand the “Use of Personal Device Responsibilities”.

Use of Personal Device Responsibilities - Yes, you can bring your device to school!	
	Students at this school may bring their own personal electronic devices (including digital camera, technology, smart-phone or personal devices) which may or may not be able to connect to the school wireless network.
	Only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighborhood might be visible inside the school.
	Your device must have virus protection software which is up-to-date.
	All peer-to-peer (music/video/file-sharing) software or web-hosting services on your device while connected to the school wireless network must be disabled.
	Student owned devices in class may only be used with the teacher's <u>expressed</u> permission.
	The security, care and maintenance of your device is your responsibility. Securely store and charge your device when not in use.
	The school is not responsible for the loss, theft or damage of your device. You are fully responsible for your property while it is at school.
	Personnel from the school and Technology Services may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording and photographs taken on school property that violates the privacy of others.
	Do not use an audio recording device, video camera, or camera (or any device with one of these) to record media or take photos during school unless you have permission from both a staff member, and those you're recording. School Administration may search your device memory if they feel school rules have been violated.

References: Admin Procedures: 300 Security of Personal and Division Information  
 721 Teachers and Professional Development  
 727 Support Staff and Professional Development  
 865 Information and Communication Technology



**Sturgeon  
Public Schools**

Responsible Administrator: Associate Superintendent Corporate Services

**ACKNOWLEDGEMENT**

I have read with my child, understand and agree to follow the conditions of this Responsible Use Protocol.

Parent/Guardian name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

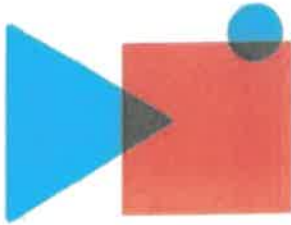
Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

References: Admin Procedures: 300 Security of Personal and Division Information  
721 Teachers and Professional Development  
727 Support Staff and Professional Development  
865 Information and Communication Technology





**BOARD**  
MEMORANDUM

**Date:** October 13, 2021  
**To:** Board of Trustees  
**From:** Liliana LeVesconte, Secretary Treasurer  
**Originator(s):** Steve Schick, Director, Technology Services  
**Subject:** Monthly IT Report

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**Background:**

Find attached a written IT Report for the month of September 2021.

Administration is prepared to respond to questions at the October 13, 2021, Committee of the Whole Meeting.

**Recommendation:**

That the report is received as information.

Sincerely,

Liliana LeVesconte, CPA, CMA, MBA Candidate  
Secretary Treasurer

Attachment

