



**Date:** March 19, 2025 **Agenda Item:** 7.6  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Policy Committee  
Shawna Warren, Superintendent  
**Subject:** **Omnibus Motion for Board Policies**

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**Recommended Motion:**

THAT the Board of Trustees approve the following Omnibus Motion to rescind the following Board Policies, in alignment with the Board’s governance responsibilities and principles of effective policy making:

- Board Policy 100: History of Sturgeon Public Schools*
- Board Policy 215: Organization Chart*
- Board Policy 800: Religious Education and Instruction*
- Board Policy 805: Home Education*
- Board Policy 810: Off-Site Activities*
- Board Policy 815: Outreach Programs*
- Board Policy 910: School Resource Officer*

**Background:**

The Board of Trustees is committed to maintaining a policy framework that is strategic, relevant and aligned with the Division’s mission and legal obligations. Research demonstrates that student achievement and well-being are best supported when boards focus on governance policies that provide clear direction while delegating administrative matters to staff (Leithwood, 2013). Regular policy reviews are essential to ensure that policies remain relevant and effective. In line with this commitment, the Policy Committee has identified several policies for rescission, as they are either outdated, redundant or better addressed through administrative procedures.

Board Policy 225: Role of the Board establishes that the Board’s core governance responsibilities include:

- Developing policies that guide the Division’s mission, vision and improvement efforts.
- Ensuring that policies focus on accountability, equity and student success.
- Delegating operational details to administration.

Furthermore, Section 33(1)(i) of the Education Act mandates that the Board has the responsibility to "ensure effective stewardship of the Board’s resources". Streamlining policies by removing redundancies and transferring operational matters to administrative procedures supports this requirement.

## **Principles of Effective Policy making:**

As outlined in the Public School Boards' Association of Alberta (PSBAA) *Module 7: Exercising Authentic Governance*, strong school boards develop and maintain policies that:

- Focus on student achievement and well-being.
- Provide clear direction without micromanaging administrative functions.
- Ensure compliance with legislation and government requirements.
- Engage stakeholders through open and accountable policy development.
- Enable effective decision-making and risk management.
- Align with evidence-based practices and board goals.

Administration has conducted a thorough review of the policies, referring to the G-Tech Model, and reviewing other School Boards who use the G-Tech Model and the Policy Committee reviewed the policies at the February 24, 2025, Policy Committee meeting. The Policy Committee recommends to the Board of Trustees rescinding the following Board Policies:

### Board Policy 100: History of Sturgeon Public Schools

The historical context of the Division is well-documented and does not require a standalone policy. The history of the Division has a dedicated section on the Sturgeon Public [website](#).

### Board Policy 215: Organization Chart

Organizational structures are dynamic and best managed through an administrative procedure rather than a fixed policy.

### Board Policy 800: Religious Education and Instruction

Captured clearly in Legislation - Education Act Section 19 “Alternative Programs”, Section 58 “Religious and Patriotic Instruction and Exercises” including Section 58.1 Notice to Parent.

### Board Policy 805: Home Education

The Education Act (Section 20) defines home education as an operational function. It is recommended that this Board Policy be moved to an administrative procedure.

### Board Policy 810: Off-Site Activities

Guidelines for off-site activities are already outlined in [Administrative Procedure 310: Off-Site Activities](#), eliminating the need for a separate Board policy.

### Board Policy 815: Outreach Programs

Outreach initiatives are operational matters and are best addressed through administrative procedure. Outreach Programs are addressed in [Administrative Procedure 855: Alternate Programs and Learning Opportunities](#), section 27.

Board Policy 910: School Resource Officer

The roles and responsibilities of School Resource Officers are defined through an operational service agreement.

**Governance Implications:**

- **Clarity in Roles and Responsibilities:**
  - The Board is responsible for setting **direction and priorities**, while the Superintendent oversees **operational implementation**.
- **Legal and Regulatory Compliance:**
  - These changes ensure alignment with the **Education Act**, which requires policies to focus on **board governance** rather than operational matters.
- **Efficiency and Accountability:**
  - **Reducing policy clutter** allows the Board to concentrate on **strategic priorities** that impact student success and system improvement.
- **Transparency and Public Confidence:**
  - By focusing on **high-impact policies**, the Board ensures that its governance efforts remain **student-centered and publicly accountable**.

By rescinding these policies, the Board aims to streamline its policy framework, eliminate redundancies and enhance governance efficiency, thereby better serving the Division's stakeholders.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLOS](#) in the following way:

<b>COMPETENCY:</b>	(3) Visionary Leadership
<b>INDICATORS:</b>	c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives; and d. ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation and incorporates the school community's perspectives.

**COMPETENCY:** (6) School Authority Operations and Resources  
**INDICATORS:** a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;  
c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and  
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

**COMPETENCY:** (7) Supporting Effective Governance  
**INDICATORS:** d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;  
f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms; and  
g. implementing board policies and supporting the regular review and evaluation of their impact.

**Governance Implications:**

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to  
(i) ensure effective stewardship of the board's resources,

Board Procedures Regulation

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 225: Role of the Board

Governance and Organization

- 26. Develop, approve and monitor the implementation of policies to guide the Division and the Board.
- 28. Monitor the development, revision and implementation of policy

Administration is prepared to respond to questions at the March 19, 2025, Public Board meeting.



**Attachment(s):**

1. Board Policy 215: Organization Chart
2. Board Policy 800: Religious Education and Instruction
3. Board Policy 805: Home Education
4. Board Policy 810: Off-Site Activities
5. Board Policy 815: Outreach Programs
6. Board Policy 910: School Resource Officer

## **215: Organization Chart - To be rescinded and replaced with an AP.**

### **1.0 POLICY**

The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a wellordered administrative and management structure.

### **2.0 GUIDELINES**

2.1 The Superintendent of Schools, as the Chief Executive and Educational Officer for the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.

2.2 The Board expects the Superintendent to keep the management structure current and able to respond to the changing needs of the school system.

2.3 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.

2.4 Additional staff positions may be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.

2.5 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.

[Download Organization Chart](#)

### **History**

2019 Mar 27 Initial Approval

2020 Jan 29 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

# **800: Religious Education and Instruction - Recommend to Rescind**

**Captured in Legislation - Education Act Section 19 “Alternative Programs”, Section 58 “Religious and Patriotic Instruction or Exercises” including Section 58.1 Notice to Parent**

## **History -**

References for the Board: Administrative Procedures: AP 830, 825 AND 835

## **1.0 POLICY**

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

The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.

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

## **2.0 GUIDELINES**

2.1 In accordance with the Education Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada, and the Alberta Human Rights Act, the Board encourages the practice of providing opportunities for students to take part in religious instruction during the day and may prescribe religious instruction to be offered to its students.

2.2 Offering religious instruction

2.2.1 The Principal shall annually:

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

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

2.2.1.3 In accordance with the Education Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act:

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

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

## 2.2.2 Approval Process

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

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

2.2.2.3 The Principal shall present information obtained, including the rationale for the request for religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.

2.2.2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.

2.2.2.5 For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:

2.2.2.5.1 The grades or grade groupings for which religious instruction will be offered,

2.2.2.5.2 The scheduling, as per legislation, of instruction per week,

2.2.2.5.3 The process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,

2.2.2.5.4 The course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and

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

## 2.3 Alternative Programs

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



### 2.3.1 Courses of study

### 2.3.2 Instructional materials, and

### 2.3.3 Instruction or exercises that deal primarily and explicitly with religion.

## 2.4 Participation in Activities

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

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

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

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

2.4.1.4 Preparation for, and performance of, musical or dramatic selections with incidental religious themes or content, with the understanding that such selections shall not contain religious exercises such as prayers or bible readings and where the preparation and performance of those selections takes place in an inclusive, nondiscriminatory manner and do not involve indoctrination.

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

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

### 2.4.2 Parent Notification and Exemption Provisions

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

2.4.2.2 Exemptions from Participation Principals shall ensure that:

2.4.2.2.1 Provision is made to accommodate the wishes of parents/guardians who make written request that their child(ren) be exempted from participating in activities dealing primarily and explicitly with religious theme or content,

2.4.2.2.2 An appropriate alternate activity is provided for nonparticipants

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

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

## 2.5 Wearing Faith-Based Symbols

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

### **References:**

*Education Act: Sections 16, 61, 58 (1) (a) (b), and 58.1*

*Alberta Act, 1905: Section 17*

*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*

*Constitution Act, 1867: Section 93*

*Alberta Human Rights Act Preamble*

### **History**

2019 Mar 27 Initial Approval

2019 Oct 23 Reviewed

2020 Jan 29 Amended

2021 Oct 27 Reviewed

# 805: Home Education

## Captured in Legislation - Education Act Section 20 - Home Education Programs

Move to an AP. Home Education is operational and not governance.

<https://www.psd.ca/board/administrative-procedures/4754>

<https://www.fmpsdschools.ca/board/procedures/5013>

Moving this policy to an AP places it with:

AP 855 Alternate Programs and Learning Opportunities

AP 800 Language Programs

AP 845 Off Campus Education

## 1.0 POLICY

The Board recognizes that parents/guardians have a right and responsibility to make decisions regarding the education of their children.

The Board recognizes and affirms the right of resident parents/guardians to provide a home education program for their child within the parameters of provincial policy, regulation and procedures.

The Board recognizes that it has a responsibility to ensure that the student has access to an education program according to Section 20 of the Education Act.

## 2.0 GUIDELINES

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

2.2 The provision of home education services shall be approved and monitored through the Deputy Superintendent, Education Services or designate.

2.3 In recognizing any parental request for home education, the Deputy Superintendent, Education Services shall ensure that the educational welfare of the student is maintained in accordance with the Education Act and Home Education Regulation.

2.4 In recognizing any parental request for home education, the Deputy Superintendent, Education Services shall ensure that the legal commitment by the parents to the educational welfare of the student is understood and executed.

## 2.5 Applications

2.5.1 Applications for home education shall be completed by the parent in accordance with Home Education Regulation 89/2019.

2.5.2 Applications for home education shall, if possible, be filed on or prior to the commencement of the school academic year.

## 2.6 Monitoring

2.6.1 One to four visitations shall be carried out under the supervision of the Deputy Superintendent, Education Services or designate.

2.6.2 To include two assessments per year for each student.

2.6.3 Official student records to be kept by the student's resident school.

2.7 Use of School Neighborhood school facilities will be accessible when appropriate supervision is available.

## 2.8 Funding

2.8.1 The Division will provide to parents/guardians of home education students an amount equal to 50% of the Alberta Education Home Education grants received subject to the following conditions:

2.8.1.1 The home education student must have been enrolled with the Division by September 30th of the school year.

2.8.1.2 The funds are for the purchase of learning resources and directly related to educational material.

2.8.1.3 The parent/guardian must provide receipts for such materials.

2.8.2 The Division may pay Alberta Distance Learning Centre fees on behalf of parents/guardians of home education students enrolled with the Division by September 30th of the school year, and such payments will be considered part of the 50% payment.

## 2.9 Non-compliance

2.9.1 Should parents/guardians and/or students not comply with requirements of the Education Act and Home Education Regulation and Board policy relative to home education:

2.9.2 Parents/guardians will be notified and asked to meet requirements.

2.9.3 A further meeting to resolve the issue shall be called.

2.9.4 Parents/guardians will be given sufficient time to comply.

2.9.5 If parents/guardians refuse to comply, the Division shall terminate the home education program pursuant to Section 8 of the Home Education Regulation.

**References:**

Education Act: Section 20  
Home Education Regulation 89/2019

**History**

2019 Mar 27 Initial Approval  
2020 Jan 29 Amended  
2021 Oct 27 Reviewed

# 810: Off-Site Activities - Recommend to Rescind

Related: [AP310 Off Site Activities](#)

## 1.0 POLICY

The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. 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.

The Superintendent or designate shall be responsible for approving and monitoring off-site activity requirements and expectations to promote learning, and ensure student and staff safety.

### References:

*Board Policy:* [410 – Student Fees](#)

*Administrative Procedure:* [AP310 – Off-Site Activities](#)

### History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2021 Nov 24 Amended

2023 Mar 22 Amended

## **815: Outreach Programs** **Recommend to Rescind**

Outreach Programs are addressed in AP 855 Alternate Programs and Learning Opportunities section 27.

### **1.0 POLICY**

The Board recognizes that it has a responsibility to ensure students have access to an education program according to the Education Act. The Board believes that Outreach Programs provide an alternative to regular school programs and services for resident High School students, who for a variety of reasons, find that regular school programs and services do not meet their needs.

### **2.0 GUIDELINES**

2.1 The Board delegates the Superintendent or designate the responsibility of establishing and monitoring operational procedures to provide alternate learning opportunities when required.

2.2 The Division Outreach Program is consistent with the Alberta Education Outreach Programs Handbook.

2.3 The primary goal of Outreach Programs is to assist students to complete high school or upgrade high school course marks.

#### **References:**

*Education Act: 3, 11(1)*

*Alberta Education Outreach Programs Handbook*

*Administrative Procedure AP 855 – Alternate Programming and Learning Opportunities*

#### **History**

2021 Feb 24 Initial Approval

2021 Oct 27 Reviewed

# 910: School Resource Officer

Greater St Albert Catholic does not have a policy or AP regarding the school resource officer and they are partners in the agreement.

This is an operational service agreement. The Board does not have any AP's that address service agreements therefore this Policy is an outlier.

## 1.0 POLICY

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, caring, respectful and safe working and learning environment.

The Board believes that a regular onsite presence of a police officer helps prevent anti-social, destructive, illegal and unacceptable behavior at school and in the community. Having one RCMP peace officer as a School Resource Officer (SRO) provides a direct connection between the community, the school and the police.

To recognize the need to be proactive and preventative in providing policing support resources for Sturgeon Composite High School students, Sturgeon Public School Division, Greater St. Albert Roman Catholic Separate School Division and the Town of Morinville have signed a triparty School Resource Officer Agreement.

## 2.0 GUIDELINES

2.1 The School Resource Officer at Sturgeon Composite High School is not an employee of the Division and is, at all times, a police officer managed and supervised through the Morinville RCMP Detachment.

2.2 As a member of the RCMP, the SRO's primary authorities and duties first come from those being a Police Officer of the RCMP.

### References:

Section 31, 33 Education Act  
Child, Youth and Family Enhancement Act  
Children First Act  
Controlled Drugs and Substances Act  
Youth Criminal Justice Act  
Criminal Code (Canada)

### History



2020 Nov 25 Initial Approval  
2021 Oct 27 Reviewed