



Committee Meeting Agenda

January 11, 2017 – 6:30 p.m.

- 1. Call to Order**
- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – December 14, 2016
- 5. Presentations**
- 6. Reports from Senior Administration**

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees Report
- 7.3 Building & Maintenance
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Policy Advisory (ATA)
- 8.4 Policy Review (CUPE)
- 8.5 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy C/1 – Organizational Chart

9.3 Policy D/II/1 – Operational School Year

9.4 Policy F/I/9 – Operation of School Media Resource Centre

9.5 Policy G/II/6 – Home Education

9.6 Policy G/II/7 – Student Accident Insurance

9.7 ALARIE

9.8 Exemptions from the teaching of sexuality and religion in schools parent requests

10. Question Period

11. Unfinished Business

12. Information Items

13. Pending List

14. **Adjournment**



Notes of the Meeting of The Committee of the Whole Held at Morinville on December 14, 2016

Roll Call

Present were Trustees: Ms. Tracy Nowak (Chair); Mrs. Shelley Porter (Vice Chair); Mrs. Misty Featherley; Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Wendy Miller; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support).

Call to Order

The Vice Chair called the meeting to order at 6:31 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

9.9 Rural School Boards' Committee

2.2 Approval of Agenda

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

CARRIED 6/0

Appointments

There were no appointments.

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Ms. Nowak that the notes of November 9, 2016 be approved.

CARRIED 6/0

Presentations

There were no presentations.

Reports from Senior Administration

6.0 Senior Admin Report

Dr. Dick presented a written and verbal report on behalf of Senior Admin.

- Online Performance Report and Family Support Worker Newsletter were handed out.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees' Reports

Trustee Featherley (Morinville)

Trustee Featherley reported that she attended the Christmas Concerts at Morinville Public School.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended the Christmas Concerts at Lillian Schick School and Redwater School. She plans to attend the Christmas Concerts at Bon Accord Community School and Ochre Park as well.

Trustee Jewell (Gibbons/Lamoureux)

Trustee Jewell reported that he attended the Parent Council Meetings at Ochre Park School, Sturgeon Composite High School, and Gibbons School. He also noted that he attended the Christmas Concerts at Landing Trail School. Trustee Jewell stated that Sturgeon School Division music teachers deserve credit for the amount of time and work that is put into the production of these concerts.

Trustee Miller (Sturgeon Valley/West St. Albert)

Trustee Miller reported that she attended the Christmas Concerts at Sturgeon Heights School. She noted that music teachers, Naomi Holmes and Sheryl Perneel did an excellent job with the concerts.

Trustee Porter (Alcomdale/Villeneuve)

Trustee Porter reported that she attended the Sturgeon Composite High School Winter Concert. She also noted that she attended the Rotary Club Meeting, where John Baldassarre, Principal, Sturgeon Composite High School spoke with regard to the modernization, and the benefits of the Rotary Youth Exchange Program.

7.3 Building

A verbal report was provided.

A Building Committee Meeting is scheduled for December 15, 2016.

7.4 Finance & Human Resources

A meeting was scheduled for December 14, 2016.

7.5 Education Policy

Mrs. Miller provided a verbal report on the following:

- The Education Committee will review the Truth and Reconciliation Document, and bring recommendations to the Board of Trustees.
- The Trustee Report Form should be used for Professional Development sessions attended, but it can also be used for meetings. Trustees will continue to use the current Trustee Report Form, and review it again at the June Committee of the Whole.

An Education Policy Meeting is scheduled for January 17, 2017.

7.6 Advocacy

Mrs. Featherley provided a verbal and written report on the following:

- The Advocacy Committee will work on key issues for the meeting with Education Minister David Eggen.
- The Strategic Plan Survey that is due on January 4, 2017 will be completed by the Chair and Vice Chair.
- The Sturgeon School Division sample on Advocacy work was shared.
- Draft document with regard to FNMI Initiatives was provided to Trustees.

7.7 Transportation

No report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards Association of Alberta

Public School Boards Association Meeting is scheduled for February 9 – 11, 2017.

8.3 Policy Advisory Committee (ATA)

No report was provided.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

A meeting is scheduled for December 19, 2016.

New Business**9.1 Policy Tracker**

Received as information.

9.2 Policy B/I/1 – Trustee Functions, Trusteeship & Policy

Moved by Mrs. Kohle that the Board of Trustees refer Policy B/I/1 – Trustee Functions, Trusteeship & Policy to the January 25, 2017 Board Meeting.

CARRIED 6/0

9.3 Operational Calendar Approval Timelines

The revised Operational Calendar Approval Timelines was received as information.

9.4 Draft Operational School Year Calendar, 2017 – 2018

Moved by Ms. Nowak that the Board of Trustees refer the Draft Operational School Year Calendar, 2017 – 2018 to the February 22, 2016 Board Meeting.

CARRIED 6/0

9.5 Draft Operational School Year Calendar, 2018 - 2019

Moved by Mrs. Miller that the Board of Trustees refer the Draft Operational School Year Calendar, 2018 - 2019 to the February 22, 2016 Board Meeting.

CARRIED 6/0

9.6 2016 - 2017 Class Size Information

Mrs. Kuik provided a verbal and written report.

9.7 1st Quarter Financial Results as of November 30, 2016

Mrs. Paulik provided a verbal and revised written report.

9.8 Trustee Report Form

A verbal report was provided in the Education Policy Committee update.

9.9 Rural School Boards' Committee

Mr. Jewell provided a verbal report.

Question Period

Unfinished Business

Information Items

12.1 2015 - 2016 School Council Annual Reports

A written report was received as information.

Pending List

Adjournment

The meeting adjourned at 7:48 p.m.

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



Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Senior Administration
Subject: Seniors' Report

Shaping the Future Conference

Shaping the Future is an organization dedicated to providing provincial leadership to promote and support healthy, active communities through a comprehensive approach. This is accomplished by encouraging meaningful collaboration between the health, education, recreation and active living organizations. In January 2017, 28 teachers will attend the Shaping the Future conference. Conference participants will hear from speakers on a variety of topics such as Aboriginal Youth Mentorship Programs, Learning in Motion, Fostering Resilience in First Nations Youth, Connecting to all Students with Inclusive Learning Environments and Learning from the Land and Outdoor Education. Creating a Culture of Mental, Emotional, Social and Physical Wellness is the third goal in the Three Year Education Plan. The knowledge that participants will gain at this conference will support the implementation of this goal and contribute to future programming discussions.



Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Policy Tracker

Background

Attached for Trustee information is the 2016-2017 SY Policy Tracker.



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
August-16							
September-16							
E/II/1	Employee Expense Reimbursement	2016-Sept-14					Approved 28 September 2016
E/II/2	Trustee Remuneration and Expense Reimbursement	2016-June-8 (discussion)	Ref to Ed. Committee (May 2016) (Fall 2016)				Approved 28 September 2016
F/III/3	Awards Policy	2016-Sept-14					Approved 28 September 2016
F/IV/2	Restricted and Illicit Drugs	2016-Jan-13 2016-May-11 2016-June-8 2016-Sept-14	Ref to Ed. Committee (Feb 2016) (Apr 21, 2016) (Fall 2016) (May 13, 2016)				Approved 28 September 2016
October-16							
D/II/15	Financial Accountability and Audit	2016-Oct-12					Approved 26 October 2106
F/IV/3	Student Suspensions and Expulsions	2016-Oct-12					Approved 26 October 2106
NEW	Acknowledging Territories of Indigenous Communities	2016-Oct-12 2016-Nov-9	Ref to Ed. Committee (next meeting)				
November-16							
D/II/2	School Operation in Emergency	2016-Nov-9					Approved 23 November 2016
E/II/8	Reduction in Professional Staff	2016-Nov-9					Approved 23 November 2016
G/II/5	Student Placement	2016-Nov-9					Approved 23 November 2016
G/II/3	Emergency Preparedness	2016-Nov-9					Rescinded 23 November 2016



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			COW	Education			
December-16							
B/II/1	Trustee Functions, Trusteeship & Policy	2016-Dec-14	Ref back to CoW by Ed Committee (2016-Nov-28)				2017-Jan-25
January-17							
C/1	Organization Chart	2017-Jan-11					
D/III/1	Operational School Year	2017-Jan-11					2017-Feb-22
F/II/9	Operation of School Media Resource Centre	2017-Jan-11					
G/II/6	Home Education	2017-Jan-11					
G/II/7	Student Accident Insurance	2017-Jan-11					
February-17							
D/II/1	Fiscal Management	2017-Feb-8					
F/II/5	Healthy School Communities	2017-Feb-8					
F/II/6	Religious Instruction	2017-Feb-8					
F/II/2	Field Trips	2017-Jan-11					
F/III/4	Student Evaluation Policy	2017-Jan-11					
G/II/4	Student Illness or Accident	2017-Feb-8					
H/1	Video Surveillance and Recording in Schools	2017-Feb-8					



Board Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: Policy C/1 – Organization Chart

Background:

Attached for Trustee consideration is a revised draft of Policy C/1 Organization Chart.

In addition, the attached Organizational Chart has been reviewed with an eye to correctly representing the current status of the division's Central Office services and supports at the senior level.

The Superintendent will provide verbal comments at the CoW meeting.

Recommendation:

That Trustees review the attached policy and draft Organization Chart and advise senior administration accordingly.



C/1 – Organization Chart

EFFECTIVE: July 3, 1985

REVISED: March 27, 2013

REVIEW: 2020-2021

~~1.0~~ **1.0 — POLICY**

- 1.1 The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a well-ordered administrative and management structure.**
- 1.2 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.**
- 1.3 The Board expects the Superintendent to keep the administrative and management structure up-to-date and able to respond to the changing needs of the school system.**
- 1.4 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval of major changes and/or the permanent elimination and/or creation of positions.**
 - 1.4.1 Additional staff positions may, however, be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.**
- 1.5 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.**

~~1.1 The Board has formally adopted the Organization Chart set out in this policy.~~

~~1.2 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.~~

~~1.3 Any permanent changes to the Organization Chart shall be implemented only upon Board approval.~~

~~1.4 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.~~

~~2.0~~ **2.0 — ORGANIZATIONAL CHART**

~~As attached.~~

References: **Organization Chart**



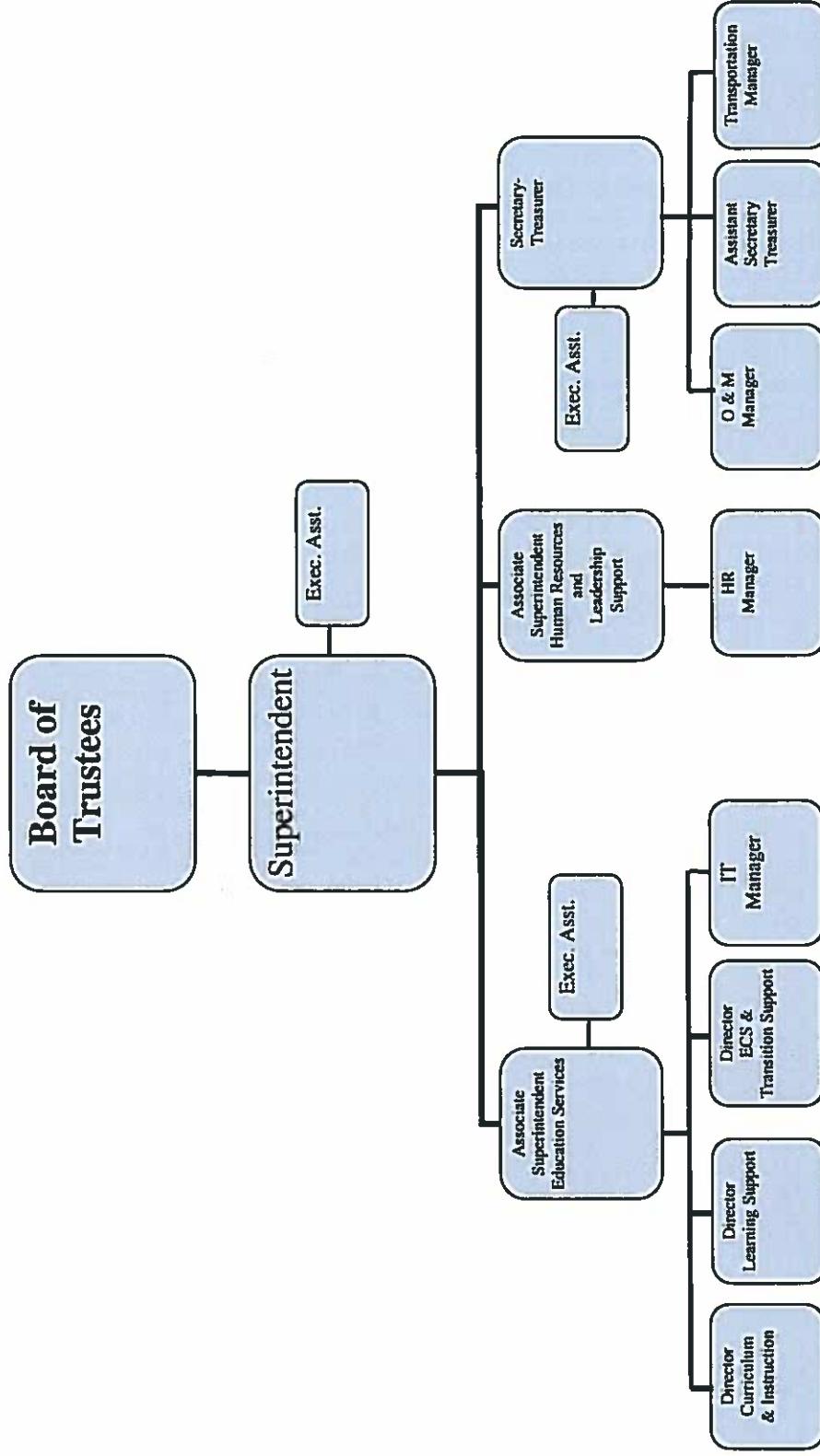
C/1 – Organization Chart

C/1

EFFECTIVE: July 3, 1985

REVISED: March 27, 2013

REVIEW: 2020-2021



References:



Committee of the Whole Memorandum

Date: January 11, 2017

To: Committee of the Whole

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

Subject: Policy D/II/1 – Operational School Year

Background:

Attached for Trustee review is Policy D/II/1 – Operational School Year.

The associated Administrative Practice is Administration 4 – Operational School Year with suggested revisions is also attached of Trustee information.

Recommendation:

That the Committee of the Whole review Policy D/II/1 – Operational School Year and advise Senior Administration accordingly.

COMMITTEE 9.3



POLICY

- 1.0 The Board shall establish an operational school year calendar in accordance with the ~~the~~ **School Act.**
- 1.1 ~~school opening date;~~
 - 1.2 ~~number and days of school operation;~~
 - 1.3 ~~length of the school day;~~
 - 1.4 ~~number and length of breaks;~~
 - 1.5 ~~number of hours of instruction.~~
- 2.0 The Board shall specify the vacation periods in a school year in accordance with the ~~appropriate section of The School Act.~~

GUIDELINES

- 1.0 ~~A proposed school year calendar shall be approved by the Board of Trustees on or before April 1 of the preceding school year.~~

References: *Admin Practice(s): Administration 4 – Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day- Count
School Operational Year Calendar
~~*Three-Year Educational Plan*~~
School Act Section: 56



ADMINISTRATION 4 – Operational School Year

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division ~~recognizes the need to establish the opening day, closing day and the number of days of school operation in each school year in accordance with Section 40(1) of the~~ **must establish an operational school year calendar** ~~the~~ School Act.

2.0 PROCESS

The Superintendent will be responsible for the process of establishing the operational school year **calendar**.

3.0 GUIDELINES

3.1 An operational school year calendar shall be prepared for approval in principle by the Board of Trustees on or before April 1 one full school year preceding the operational school year through a formal process that includes:

- 3.1.1 Senior Administration initial review;
- 3.1.2 Committee of the Whole initial review, and
- 3.1.3 Board Meeting approval in principle.

3.2 An operational school year calendar shall be prepared for final approval by the Board of Trustees on or before April 1 of the preceding operational school year through a formal process that includes:

- 3.2.1 Senior Administration final review;
- 3.2.2 Committee of the Whole final review;
- 3.2.3 Administrative Council review;
- 3.2.4 Teacher-Board Advisory Committee (TBAC) review;
- 3.2.5 School Council review, and
- 3.2.6 Board of Trustees final approval.

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar -Day- Count
School Operational Year Calendar
~~*Three Year Educational Plan*~~
School Act Section: 56



ADMINISTRATION 4 – Operational School Year

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

- 3.3 The operational school year calendar will have no less than 180 instructional days.
- ~~3.1.3.4~~ 3.4 The first day of operation in the school year shall be established to ensure that:
 - ~~3.1.1.3.4.1~~ 3.4.1 Students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education;
 - ~~3.1.2.3.4.2~~ 3.4.2 Teachers have access to any professional development activity deemed necessary at the Division or school level, and
 - ~~3.1.3.3.4.3~~ 3.4.3 School staff have **sufficient** time ~~deemed-necessary~~ for school year start-up.
- ~~3.2.3.5~~ 3.5 The last day of operation in the school year shall be **no later than** June 30. ~~except when that date falls on Monday or Tuesday.~~
- ~~3.3.3.6~~ 3.6 A fixed Christmas school break shall be established which shall include two (2) full weeks (Monday through Friday) **that extends at least from and encompass the** December 24 to January 2 ~~period.~~
- ~~3.4.3.7~~ 3.7 A fixed spring school break shall commence on the last Monday of March in each year and consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval.
- ~~3.5.3.8~~ 3.8 The following shall be classified as non-operational periods:
 - 3.5.1 Labour Day
 - 3.5.2 Thanksgiving Day
 - 3.5.3 Remembrance Day
 - 3.5.4 Family Day
 - 3.5.5 Good Friday
 - 3.5.6 Easter Monday
 - 3.5.7 Victoria Day
 - 3.5.8 Summer School Break

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar -Day- Count
School Operational Year Calendar
~~*Three-Year Educational Plan*~~
School Act Section: 56



ADMINISTRATION 4 – Operational School Year

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

- 3.5.9 Christmas School Break (Includes Christmas Day, Boxing Day and New Year’s Day)
- 3.5.10 Spring School Break
- 3.6 There shall be two (2) **operational** days **with no classes** in each school year for teachers’ convention.
- 3.7 The Board may approve operational, non-instructional days for some or all of the following purposes:
 - 3.7.1 Parent/teacher conference – two (2) days;
 - 3.7.2 **Opening-opening** and closing of schools at the beginning and the end of the school year; ~~—one (1) day (Senior High), three (3) days (Elementary/Junior High)~~
 - 3.7.3 Professional Development days, **and**
 - 3.7.4 ~~Other~~**other** days approved by the Board in accordance with the School Act.
- ~~3.8 — A proposed school year calendar shall be prepared under the direction of the Superintendent on or before April 1 of the preceding school year.~~
- ~~3.9 — The School Operational Calendar Day Count and Details shall be prepared under the direction of the Superintendent on or before April 1 of the preceding school year.~~
- ~~3.10~~**3.8** After **final** the approval of the ~~school year~~**operational school year calendar** by the Board, the Superintendent shall ensure ~~that~~ the Minister is advised **before May 31** in accordance with Section 56(5) of the School Act.

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar -Day- Count
School Operational Year Calendar
~~*Three Year Educational Plan*~~
School Act Section: 56



Committee of the Whole Memorandum

Date: January 11, 2017

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent, Education Services

Subject: Policy F/I/9 – Operation of School Media Resource Centre
Proposed amended name Policy F/I/9 – Library Learning Commons

Background:

Attached for Trustee review is Policy F/I/9 – Operation of School Media Resource Centre (proposed amended name Policy F/I/9 – Library Learning Commons). Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Educational Services 10 – Operation of School Media Resource Centre (proposed amended name Educational Services 10 – Library Learning Commons), with suggested revisions is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy F/I/9 – Operation of School Media Resource Centre (proposed amended name Policy F/I/9 – Library Learning Commons) and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board recognizes that a ~~school media resource centre~~ **Library Learning Commons** is an integral component of quality education in its schools.
- 1.2 The Board recognizes that a **Library Learning Commons** is an interactive, collaborative, flexible and creative learning space.

2.0 GUIDELINES

- ~~2.1 The goals and objectives for school media resource centres established in Divisional schools shall be consistent with standards as set forth by Alberta Education and with the goals and objectives of the Division.~~
- ~~2.2 Funds for the development and maintenance of an effective school media resource centre shall be allocated within school budgets.~~
- ~~2.3 The Superintendent is responsible for the implementation, administration, and monitoring of this policy.~~

References: Board Policy(s): D/I/8 Purchasing
F/I/9 Library Learning Commons
Admin Practice(s): ES 10 ~~Operation of School Media Resource Centre~~
Library Learning Commons
Guide to Education



EDUCATIONAL SERVICES 10 – ~~Operation of School Media Resource Centre~~ **Library Learning Commons**

Date: June 30, 2004

Revised Date: Nov. 10, 2010

Responsible Administrator: ~~Superintendent~~
Associate Superintendent, Education Services

1.0 RATIONALE

This administrative practice outlines how the ~~school media resource centre~~ **Library Learning Commons** shall operate.

2.0 PROCESS

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

3.0 GUIDELINES

3.1 Principals shall ensure that students have access to age appropriate quality print, digital, and interactive learning resources in multiple formats that are periodically reviewed to ensure resources address a diverse range of student learning and developmental needs.

3.2 Principals shall plan and consult with their staff, school council and where appropriate, students, for Library Learning Commons spaces that represent environments that are developmentally appropriate, inclusive, flexible, learner-centered and provide a physical space conducive to collaboration, inquiry and innovative teaching and learning.

3.3 Principals shall ensure that students have opportunities to explore, problem solve, engage in inquiry, design, create and share.

~~3.4~~ 3.4 Principals shall allocate annually a budget ~~for school media resource centre resources and services~~ to support the development and ongoing growth of the Library Learning Commons.

~~3.1.1~~ — Resources available in the ~~school media resource centre~~ may include, but are not limited to, print materials such as books, periodicals, journals and

References: Board Policy: ~~D/I/8~~ **Purchasing**
F/I/9 ~~Operation of School Media Resource Centre~~
Library Learning Commons
Guide to Education



EDUCATIONAL SERVICES 10 – ~~Operation of School Media Resource Centre~~ **Library Learning Commons**

Date: June 30, 2004

Revised Date: Nov. 10, 2010

Responsible Administrator: ~~Superintendent~~
Associate Superintendent, Education Services

~~pictures; non-print materials in formats such as film, dvd, recorded sound, cd, software and digital; and audio/visual and computer equipment.~~

- ~~3.2 The Division may make special provision for media resource centre development through the purchase of print or non print materials and equipment.~~
- 3.3 The use of parent and student volunteers for assistance in the school media resource centre operation shall be encouraged.
- 3.4 Resource selection shall be a cooperative process involving the teachers, administrators and support staff.
- 3.5 Resource selection shall be a consultative process involving staff, administration and where appropriate, students.
- 3.6 The Library Learning Commons shall provide exposure to a wide variety of Canadian resources (fiction and nonfiction).
- 3.7 Resources should reflect multiple perspectives, diversity, promote literacy and numeracy and develop students' interests and competencies.
- 3.8 Resources should recognize indigenous knowledge and ways of knowing of the First Nations, Metis and Inuit people.
- 3.9 Opportunities for community partnerships with local or regional library services shall be encouraged.

References: Board Policy: ~~D/1/8~~ Purchasing
F/1/9 ~~Operation of School Media Resource Centre~~
Library Learning Commons
Guide to Education



Committee of the Whole Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy G/II/6 – Home Education

Background:

Attached for Trustee review is Policy G/II/6 – Home Education. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Student Services 2 – Home Education, with suggested revisions is also attached for Trustee information

Recommendation:

That the Committee of the Whole review Policy G/II/6 – Home Education and advise Senior Administration accordingly.



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Responsible Administrator: ~~Superintendent~~
Associate Superintendent, Education Services

1.0 RATIONALE

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

2.0 PROCESS

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

3.0 GUIDELINES

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

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



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Responsible Administrator: Superintendent
Associate Superintendent, Education Services

- 3.4.3 The home education student must have been enrolled with the Division by September 30th of the school year.
- 3.5 The Division may pay Alberta Distance Learning Centre fees on behalf of parents of home education students enrolled with the Division by September 30th of the school year, and such payments will be considered part of the 50% payment as per Guidelines 3.4.
- 3.6 Applications for home education shall be completed by the parent in accordance with Alberta Regulation Home Education ~~283/94~~ 145/2006.
- 3.7 Applications for home education shall, if possible, be filed on or prior to the commencement of the school academic year.
- 3.8 One to four visitations shall be carried out under the supervision of the Director, Student Services Curriculum and Instruction or designate.
- 3.8.1 To include two assessments per year for each student.
- 3.8.2 Official student records to be kept by Student Services at Central Office ~~the~~ the student's resident school.
- 3.8.3 Neighborhood school facilities will be accessible when appropriate supervision is available.
- 3.9 Should parents and/or students not comply with requirements of the School Act and Regulations and Board policy relative to home education:
- 3.9.1 Parents will be notified and asked to meet requirements.
- 3.9.2 A further meeting to resolve the issue shall be called.
- 3.9.3 Parents will be given sufficient time to comply.
- 3.9.4 If parents refuse to comply, a report will be filed with the Attendance Board for non-attendance.

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



Committee of the Whole Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy G/II/7 – Student Accident Insurance

Background:

Attached for Trustee review is Policy G/II/7 – Student Accident Insurance. Revisions are provided for Trustee consideration.

Associated Admin Practice Financial Management 12 – Student Accident Insurance, with revisions is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy G/II/7 – Student Accident Insurance and advise Senior Administration accordingly.

COMMITTEE 9.0



1.0 POLICY

- 1.1 The Board believes basic sStudent aAccident iInsurance coverage should be provided for all funded students attending Divisiona schools providing such coverage can be negotiated at reasonable rates with an insurance company.
- 1.2 The Board also believes information should be provided to all students attending Divisiona schools whereby insurance coverage over and above the basic coverage provided by the Board can be arranged by the student's parent/guardian.

Draft

References: *Admin Practice(s): FM 12 – Student Accident Insurance*

School Act:



FINANCIAL MANAGEMENT 12 – Student Accident Insurance

Date: June 30, 2004

Revised: Oct. 10, 2012

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Student ~~a~~Accident ~~i~~nsurance should be provided for all students attending Divisional schools with the option for additional coverage.

2.0 PROCESS

The Secretary Treasurer will ensure ~~Basic~~Blanket Student Accident Insurance is available on an annual basis.

3.0 GUIDELINES

- 3.1 Information on coverage obtained shall be provided to all schools on or before September 15 as well as insurance coverage over and above the basic coverage ~~provided by the Board paid by parents if selected.~~, and ~~the~~ The appropriate enrolment forms, will be provided to all schools for release to parents/guardians on or before September 15.
- 3.2 Insurance coverage over and above the basic coverage provided by the Board shall be at the discretion of the student's parent/guardian.

References: *Board Policy: G/II/14 – Student Accident Insurance*



Committee of the Whole Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: ALARIE (Alberta Local Authorities Reciprocal Insurance Exchange) Update

Background:

- Distribution of Equity (approximately \$1.3 million) to be decided by the Court of Queen's Bench of Alberta.
- Different methods of distribution (various factors such as base coverage, capital premiums, joint venture agreement payments, premium rebates and interest).
- Original Subscribers Agreement considers only Base Coverage (net negative).
- MNP LLP contracted for forensic and investigative accounting.
- Ogilvie LLP for legal advice.
- 3 methods determined by MNP LLP:
 - Base Calculation (premiums less claims) - nil
 - Capital (Capital contributions) - \$54K
 - Comprehensive (Premiums plus Capital plus Dividends less claims plus or minus JVA Adjustments) -\$113K (Revised \$115K). This method was recommended by MNP LLP and approved by the ALARIE board.
- The method of distribution was challenged by several parties at the court hearing in December of 2016. This might result in more proposed changes.
- Procedural Matters hearing – January 12, 2017
- Substantive Matters hearing – March 15, 2017
- ASBA is unable to represent school boards collectively as they are one of the respondents. They recommend for school boards to retain Reynolds Mirth Reichards and Farmer LLP. ASBA's estimate of costs for school boards could be at a minimum \$50K.
 - The comprehensive method would benefit 37 school boards ranging from \$14K to \$736K (varying significantly).
 - Any other method will result in different outcomes.

Recommendation:

That the Committee of the Whole review the ALARIE Update and advise Senior Administration accordingly.



Committee of the Whole Memorandum

Date: January 11, 2017
To: Committee of the Whole
From: Education Policy Committee
Subject: Exemptions from the teaching of sexuality and religion in schools parent requests

Background:

Attached for Trustee review is a draft document in response to exemptions from the teaching of sexuality and religion in schools parent requests.

Recommendation:

That the Committee of the Whole review this draft document and advise Senior Administration accordingly.

Parent Information: _____

In making all decisions relative to a student's educational experience, Sturgeon School Division is required to comply with the appropriate legislation including the School Act, Alberta Human Rights Act, Freedom of Information and Protection of Privacy Act (FOIPP) as well as their Board Policies and Administrative Practices. Below, is a summary of the guidance legislation provides relative to decisions concerning references to religion and human sexuality.

1. Primary and explicit references to religion and human sexuality

Pursuant to section 50.1 of the School Act, School Boards are required to provide notice to a parent of a student where courses of study, educational programs or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality. In those cases where the teacher receives a written request, signed by the parent, that the student be excluded from the instruction, course of study, educational program or use of instructional materials, the teacher shall permit the student to leave the classroom or remain in the classroom without taking part in the instruction, course of study or educational program. Sturgeon School Division staff are aware of and comply with this direction.

Therefore, in accordance with the School Act, and Division Administrative Practice: Educational Services 17 – CALM/Human Sexuality, a notification will be provided to parents where courses of study, educational programs or instructional materials, or instruction or exercises, contain subject matter that deals primarily and explicitly with religion or human sexuality. Once the information has been provided, the school will request the parent(s)/guardian(s) of a student in a Health or CALM course indicate, in a written form, their choice of either "opting-in" or "opting-out" of the human sexuality segments of the program. The school will then deliver the program or a modified version of the program based upon the written choice of the parent(s)/guardian(s). As previously stated, where the teacher receives a written request signed by the parent that the student be excluded from the instruction, course of study, educational program or use of instructional materials, the teacher shall permit the student to leave the classroom or remain in the classroom without taking part in the instruction, course of study or educational program.

2. Incidental and indirect references to religion and human sexuality

Section 50.1 does not apply to student behavior or interactions that are not related to courses of study, educational programs or instructional materials, or instruction or exercises. Therefore section 50.1 does not apply to incidental or indirect references to religion, religious themes or human sexuality in a course of study, educational program, and instruction or exercise whether referenced by teachers and/or students.

Furthermore, Section 50.1 does not affect the ability of boards and teachers to address bullying or disciplinary issues, including those related to human sexuality.

3. Gay Straight Alliances (GSA's)

The notice to parents required under section 50.1 of the School Act also does not apply to the establishment of, or student membership or participation in, student-led organizations such as gay-straight alliances as per section 16.1 of the School Act. Section 50.1 applies to circumstances where courses of study, educational programs or instructional materials, or instruction or exercises, include subject matter that deals primarily and explicitly with religion or human sexuality. As such, peer-support groups, student-led organizations such as gay-straight alliances and other similar types of clubs fall outside of these parameters.

Occasionally parents request to be notified if their child expresses confusion about, or struggles with, gender identity as well as any other issue (physical, mental, emotional, sexual, psychological or otherwise) affecting their child's well-being, regardless of whether their child consents to that disclosure.

While we can appreciate a parent's concerns, Sturgeon School Division is required to comply with the Freedom of Information and Protection of Privacy Act (FOIPP), as well as its own policies and procedures for the protection of the student's personal information and privacy. Under the Freedom of Information and Protection of Privacy Act, a school may disclose personal information of students to parents against the wishes of the student in limited circumstances only, for example if the Division believes the disclosure will avert or minimize imminent danger to any person or if disclosure would not be an unreasonable invasion of the student's personal privacy.

In order to make a determination that a disclosure would not be an unreasonable invasion of personal privacy, a school would have to weigh factors including: the age of the student; the family situation; the sensitivity of the information being sought; whether the student supplied the information in confidence, and whether there are compelling reasons affecting anyone's health.

It would not be an unreasonable invasion of personal privacy to disclose the student's personal information to the parent if there are compelling circumstances affecting either the health or safety of the student or of any other person. Schools are required to weigh the factors set forth in the Freedom of Information and Protection of Privacy Act in deciding whether to disclose the student's personal information.

The Board, in compliance with its statutory obligations under the School Act, and in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, has developed

1. Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights;
2. Policy D/III/2 – Sexual Orientation, Gender Identity and Gender Expression;
3. Board Regulation Administration 5 – Sexual Orientation, Gender Identity, and Gender Expression;
4. Administrative Practice Education Services 23 – Equity, Diversity, Inclusion and Human Rights;
5. Administrative Practice Educational Services 24 – Sexual Orientation, Gender Identity, and Gender Expression.

Administrative Practice Educational Services 24 – Sexual Orientation, Gender Identity, and Gender Expression states that the Principal shall “ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information”.

The Guidelines for Best Practices issued by the Alberta Minister of Education has also stated that staff should respect the student’s privacy and confidentiality and that it is important to “protect a student’s personal information and privacy, including, where possible, having a student’s explicit permission before disclosing information related to the student’s sexual orientation, gender identity or gender expression to peers, parents, guardians or other adults in their lives”.

Sturgeon School Division is required to consider the factors set forth in the legislation and Board policies prior to releasing a student’s personal information, received in confidence, without their consent. In making a determination the Division will be guided by the health and safety of the student.

Summary

The Division encourages parents to work together with their child’s teacher and school administration in all areas affecting their child’s educational experience and academic success. The above-noted guidelines provide some insight into the legislation that assists with the decision-making process relative to questions and concerns in the noted areas however open and ongoing communication among those most responsible for a child’s growth and success supports the best overall outcome for each individual child.

DRAFT