

Date: June 18, 2025 **Agenda Item:** 8.7

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Subject: **Administrative Procedure 540: Communication Plan for Alexander First Nation Students**

Background:

Administrative Procedure 540 has been reviewed to confirm continued alignment with the Education Services Agreement between Sturgeon Public Schools and Alexander First Nation. The procedure outlines expectations for communication, data sharing and collaborative engagement to support the educational progress and well-being of Alexander First Nation students attending division schools under the agreement.

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

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

- | | |
|--------------------|---|
| COMPETENCY: | (1) Building Effective Relationships |
| INDICATORS: | c. building and sustaining relationships with First Nations, Métis and Inuit parents/guardians, Elders, local leaders and community members. |
| COMPETENCY: | (5) Ensuring First Nations, Métis and Inuit Education for All Students |
| INDICATORS: | d. aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and
e. pursuing opportunities and engaging in practices to facilitate reconciliation within the school community. |

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,

63 Education services agreements for First Nations students

[Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)

The Board believes all members of the school community deserve opportunities to connect to their culture. Sturgeon Public School Division celebrates the diversity of our students and communities and is committed to collaborating with community and cultural leaders to build and promote cultural connections.

[Policy 225: Role of the Board](#)

Safe, Caring, Respectful and Healthy Environments

16. Establish plans for collaborative work between the Division and First Nations.

[Policy 700: Superintendent of Schools](#)

5.0 Ensuring First Nations, Métis, and Inuit Education for All Students

5.1 The Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis, and Inuit for the benefit of students.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the June 18, 2025, Public Board meeting.

Attachment(s):

1. Administrative Procedure 540 - Communication Plan for Alexander First Nation Students - Tracked Changes

Administrative Procedure 540

Communication Plan for Alexander First Nation Students

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

PURPOSE

Alexander First Nation students attend Sturgeon Public Schools under an agreement that we will provide educational services to students funded by the resident educational authority. Sturgeon Public Schools will provide Alexander First Nation education authority with timely information regarding the progress of their students.

PROCESS

The ~~Deputy Associate~~ Superintendent, Education Services will be responsible for administering this Administrative Procedure.

PROCEDURE

1. Parents of all Alexander First Nation resident students attending Sturgeon Public Schools under the enrolment code 330 will be informed that student information will be released to Alexander First Nation for the purpose of reporting progress to that authority.
2. Access to Power School Parent Portal for Alexander First Nation students attending our schools will be available to Alexander First Nation in order to provide student progress information in the following areas:
 - 2.1 Student report cards;
 - 2.2 Attendance reports;
 - 2.3 Student conduct reports;
3. On request by Alexander First Nation, the principal will provide the following information where applicable:
 - 3.1 Student psychological assessment results;
 - 3.2 Program placement recommendations;
 - 3.3 Provincial achievement results;
 - 3.4 Provincial diploma exam results;
 - 3.5 Individual Program Plans (IPP)
4. School principals are responsible to provide information and an invitation to Alexander First Nation regarding relevant:
 - 4.1 Individual case conferences;
 - 4.2 School and program orientations and open houses;
 - 4.3 School awards ceremonies;
5. The ~~Deputy Associate~~ Superintendent, Education Services, or ~~designate~~, will facilitate a ~~minimum of~~ two meetings annually regarding programming for students involving school administration and Alexander First Nation, and Learning Services in ~~October~~ ~~September~~ and ~~February~~ ~~January~~. End of year reporting will be facilitated at the schools.

6. Requests by Alexander First Nation for admission of students under tuition agreement will be reviewed by the ~~Deputy Associate~~ Superintendent, Education Services ~~or designate~~, for approval and for resource determination that might impact funding requirements.

7. Withdrawal of students under tuition agreement, as outlined in the Education Services Agreement, will be reviewed by the Deputy Superintendent, Education Services for approval only after documented consultation with Alexander First Nation.

References:

Alexander First Nation Education Services Agreement

History

2020 Jan 29 Initial Approval

2020 Jul 24 Amended