



**ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES**  
**RVS EDUCATION CENTRE**  
2651 CHINOOK WINDS DR. SW  
AIRDRIE, AB

**SEPTEMBER 24, 2020**  
9:30 A.M.

**AGENDA**

1. Call to Order by Larry Paul, Associate Superintendent of Business and Operations
2. Approval of Agenda
3. Request for Secret Ballot for Chair and Vice Chair Positions  
(Section 9(d) Board Procedures Regulation 82/2019 of the Education Act attached) –  
Does any Trustee desire a secret ballot?
4. Appointment of Ballot Committee (if required)
5. I move to suspend the rules and adopt the following resolution:  
That in the event of a tie vote for any of the elected or appointed positions, the vote will be repeated up to an additional two times. If after three rounds of voting there is still a tie, the name of each candidate for the position will be entered into a draw and the successful candidate will be chosen randomly by a member of the ballot committee selecting a ballot from the names in the draw.
6. Election of Chair of the Board of Trustees for the 2020-2021 School Year
  - a. Nominations
  - b. Candidate Statements
7. Turn Over of Chair
8. Election of Vice-Chair of the Board of Trustees for the 2020-2021 School Year
  - a. Nominations
  - b. Candidate Statements
9. Destruction of Ballots (if required)
10. Appointments to Committees and Board Representatives
  - The Board of Trustees approves the Ad Hoc Trustee Orientation Committees Terms of Reference
  - The Board of Trustees approves the 2020/2021 Committee Appointments & Representatives as presented

<b>RVS Board Committee Membership</b>		
<b>A.</b>	<b>Advocacy</b>	Chair ASBA Zone 5 Rep (M. Bowen) Trustee (J. Forrest)
<b>B.</b>	<b>Agenda Planning</b>	Chair Vice Chair

<b>C.</b>	<b>Appeals</b>	Three Trustees (P. Sproule, T. Brand & S. Baziuk)
<b>D.</b>	<b>ASBA</b>	Three Trustees (M. Bowen, Zone 5 Rep, J. Hunter Zone 5 Rep & S. Baziuk)
<b>E.</b>	<b>Audit</b>	Trustee from previous year (J. Hunter) Trustee (N. Lang) <i>Alternate: J. Forrest</i> Other Trustees are ex-officio (observers only)
<b>F.</b>	<b>Board Planning</b>	All Trustees
<b>G.</b>	<b>Budget</b>	All Trustees
<b>H.</b>	<b>Expulsion</b>	Three Trustees (T. Brand, P. Sproule & J. Hunter)
<b>I.</b>	<b>Labour Relations</b>	Two Trustees (S. Baziuk & J. Hunter) TEBA Rep (N. Lang)
<b>J.</b>	<b>Policy Development</b>	Three Trustees (F. Gilbert, T. Brand & M. Bowen)
<b>K.</b>	<b>School Councils</b>	Vice Chair Three Trustees (M. Bowen, J. Forrest & F. Gilbert)
<b>L.</b>	<b>Trustee Orientation Committee (Ad Hoc)</b>	Three Trustees (F. Gilbert, N. Lang, & J. Hunter)

<b>RVS Board Representatives</b>		
<b>A.</b>	<b>Teacher Employer Bargaining Association (TEBA)</b>	Trustee (N. Lang)
<b>B.</b>	<b>Professional Development Leave (PDLC)</b>	Two Trustees (M. Bowen & N. Lang)
<b>C.</b>	<b>Alberta School Boards' Association (ASBA) Zone 5</b>	Two Trustees (M. Bowen & J. Hunter)
<b>D.</b>	<b>Inclement Weather</b>	One Trustee Representative Per Area (Chestermere – P. Sproule Airdrie -M. Bowen Crossfield / Kathryn / Beiseker – N. Lang Bragg Creek / Springbank – J. Hunter Cochrane/Westbrook/Bearspaw)- F. Gilbert
<b>E.</b>	<b>Langdon High School Site Planning</b>	Trustee (P. Sproule)
<b>F.</b>	<b>School Council Meetings</b>	One Trustee Representative Per Council (area specific)
<b>G.</b>	<b>Springbank Park for All Seasons</b>	Trustee (J. Hunter)
<b>H.</b>	<b>RVS Adult Learning Advisory Board</b>	Trustee (P. Sproule)
<b>I.</b>	<b>Cochrane Parks and Recreation</b>	Trustee (F. Gilbert)

(4) Notwithstanding subsection (1), when the number of trustees at a meeting is less than a quorum because one or more trustees have declared a conflict of interest with respect to a matter before the board at the meeting, the Minister may order that the remaining trustees are deemed to be a quorum for the purpose of deciding that matter.

#### **Voting on questions**

**8(1)** All resolutions must be submitted to a board by the chair of the board or a trustee, and no seconder is required.

(2) The chair of the board and every trustee present at a meeting of the board must vote for or against every question unless

- (a) in a specific case, the chair or a trustee is excused by resolution of the board from voting, or
- (b) the chair of the board or a trustee has a pecuniary interest in the matter and abstains from voting as required by section 88(1) of the Act.

(3) The secretary of the board must, whenever a recorded vote is requested by a trustee, record in the minutes the name of each trustee present and whether the trustee voted for or against the matter.

(4) Notwithstanding subsection (3), the secretary of the board must, immediately after a vote is taken and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.

#### **Required votes**

**9** At a meeting of a board the following applies:

- (a) each question must be decided by a majority of the votes of the trustees present;
- (b) in case of an equality of votes, the question must be decided in the negative;
- (c) a vote on a question must be taken by open vote;
- (d) notwithstanding clause (c), with respect to the election of a chair of the board or a vice-chair of the board, if one or more trustees request that the vote be by secret ballot, the vote must be by secret ballot.

## **Terms of Reference**

### **Ad Hoc Trustee Orientation Committee**

#### **Purpose:**

To work with administration to plan pre-election candidate information session(s) and a fulsome post-election orientation for new trustees and the new board.

#### **Membership:**

- Three trustees, with one to serve as Committee Chair
- Superintendent of Schools
- Director of Communications

#### **Areas of Focus:**

- Identify topics to be covered as part of pre-election candidate information session(s)
- Identify topics to be covered as part of the post-election new trustee/new board orientation
- Identity timeline for these sessions

#### **Authority:**

- To draft an information and orientation plan for Board review and approval prior to September 2021

#### **Meetings:**

- As required and called by the Committee Chair or Superintendent of Schools.

#### **Minutes:**

A meeting summary will be drafted by recording secretary and approved by committee at next meeting.

#### **Remuneration:**

As per Board Policy 27 – Trustee Compensation and Development.

#### **Budget:**

To be established during the Board's annual budget process.



## REGULAR MEETING OF THE BOARD OF TRUSTEES

RVS EDUCATION CENTRE  
2651 CHINOOK WINDS DR. SW  
AIRDRIE, AB

**SEPTEMBER 24, 2020**

*10:00 a.m. Regular Board Meeting*

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a) Regular Board Meeting - September 10, 2020
4. Superintendent's Report
5. Chair's Report/Correspondence
6. Committee Reports
  - a) Policy (w/motions)
  - b) Advocacy (w/motion)
  - c) Other
7. Trustee Reports
8. New Business
9. In Camera Meeting
10. Motions Arising from In Camera
11. Adjournment

This unofficial agenda is subject to change and is not *official* until approved at the Board meeting.



**SUPERINTENDENT'S REPORT**  
REGULAR MEETING OF THE BOARD OF TRUSTEES

SEPTEMBER 24, 2020

**AGENDA**

1. School Startup Update
2. Northcott Prairie School Opening

**ACTION**

Information

Information

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a small asterisk or mark above the final letter.

Greg Luterbach  
Superintendent of Schools



# INFORMATION ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** School Startup Update

**Date of Meeting:** September 24, 2020

**Background:**

The 2020/21 school year started for students on September 2, 2020 under Scenario 1.

**Current Status:**

Given the circumstances, school startup is going very well. Schools are settling into positive routines over these past 3 weeks and the vast majority of students and families are appreciative to be back and engaged. Schools continue to review and refine their COVID-19 related protocols and practices. Schools have completed any required reorganizing as a result of students and staff shifting to online. Administration appreciates everyone's efforts in making these adjustments.

RVS Online Learning offerings are all up and rolling. The grades 1 to 8/9 programming, for being brand new, is going very well. Our learning leads and learning specialists are providing excellent support. The high school programming is settling in and getting into positive routines as well. Appreciate that our team of experienced online high school teachers are helping and supporting their high school colleagues who are new to online teaching.

We continued to review requests for changes (from in-class to online or from online to in-class) right through September 17<sup>th</sup>. Most of our online offerings are now full and we will not be able to accommodate any additional requests. Our in-class groupings are fitting within established class size guidelines.

Additional caretaking staff are being hired and onboarded. We continue to supplement with contractors / overtime where we have yet to hire new staff.

We had one confirmed case of COVID-19 on one of the staggered entry dates impacting WH Croxford High School. Three teachers and approx. 40 students were required by AHS to isolate for 14 days from the date of contact. We worked through the process with our regional Medical Officer of Health. We certainly identified some communication challenges with this first incident and will use the lessons learned to improve for future cases.

Preliminary enrolment numbers are lower than projected but that should not be surprising given many kindergarten families are keeping their child home (200+ less than projected), students departed RVS for other educational offerings (500 indicated on the intentions survey in August) and a weak economy and pandemic impacting in-province migration. As of September 19<sup>th</sup>, total students in PowerSchool are just over 25,300 and we originally projected 26,400. We will continue to monitor and refine the numbers. Given the weighted moving average method, lower numbers than projections will not impact 20/21 operational funding but there remains uncertainty if/how government may address enrolment fluctuations in subsequent years.



# INFORMATION ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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Administration continues to monitor and adjust the scenario 1/2/3 plans in light of the latest decisions and information. Updated scenario documents have been released since the last Board meeting reflecting changes to breakfast/lunch/snack programs and singing and playing of wind instruments. We have also developed a flowchart to help families and schools understand what needs to happen should someone answer YES to one of the daily screening questions.

**Future Direction:**

We constantly are monitoring the situation and need to be willing to review previous decisions in light of new information and shifting landscapes. We recognize that while external groups like Alberta Schools' Athletic Association put out documents, it is up to RVS to determine if/how things will operate in RVS.

We will continue to review and refine our enrolment numbers.

Given the volume of work required to shift 3,000+ students and staff to online, we will likely start in December the process to determine who will be engaging in in-class and online as of Feb 1<sup>st</sup>.

Discussions have begun with administration on options for the Board to consider related to the recently announced \$9.3 million resulting from the federal government's Safe Return to Class funding. A Board Budget Committee meeting will be held to review administration options before coming to the Board for consideration.

**Recommendation:**

The Board of Trustees acknowledges receipt of the School Startup Update as presented.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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**Item:** Inclement Weather School Closures

**Date of Meeting:** September 24, 2020

## **Background:**

In Rocky View Schools, the emergency closure of schools and cancellation of student transportation due to inclement weather is governed by Board Policy 20 – Emergency Closure of Schools and School Programs at Off-Site Facilities, Administrative Procedure 131 – Inclement Weather Emergency School Closure, and Administrative Procedure 5501 – Transportation of Students During Inclement Weather. These guiding documents steer the decision-making process and protocols for closure and cancellation decisions across RVS.

Thankfully, inclement weather school closures do not happen very often, but when they do, they often cause uncertainty and concern for families as they scramble to find alternate childcare arrangements for their children, and for school staff as they work to ensure that their school community is informed and safe.

During cold snaps in February 2019 and January 2020, there was much community discussion as to whether, or not, schools should be closed because of the weather. There were numerous concerns and challenges raised by families, students, staff, and community members both in favour and opposed to school closures due to inclement weather. Trustees and administration received numerous calls and emails questioning many decisions and sharing appreciation for closing or not closing.

Some of the challenges and questions heard from stakeholders included:

- What temperature source should I use?
- What if it is -39 at 5:30am but forecasted colder by 7am?
- If buses are cancelled, are schools automatically closed?
- What happens if there is an emergency at the school during a cold weather day?
- Can buses actually operate when it is colder than -40 degrees Celsius?

The Board Planning Committee has had several discussions on this topic over the past year, and in February 2020, the Policy Committee was tasked with developing a new policy on emergency closure of schools due to inclement weather. The Policy Committee was asked to conduct an environmental scan of the practices of other school divisions and take into consideration feedback received by staff and stakeholders when drafting the new policy, with the intent to improve the current practice of RVS.

## **Current Status:**

The Policy Committee met in May and June and reviewed the various procedures of neighbouring school divisions and others across the province, examined RVS attendance data for cold weather days, and reviewed feedback received from the current Inclement Weather Committee Designated Principals and Trustees.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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The review of the practices in many other school divisions showed that RVS is the only school jurisdiction that has a governance policy overseeing the emergency closure of schools. The typical practice across the province is for this operational matter to be included as an Administrative Procedure and under the direction and authority of the Superintendent.

A sample of student attendance data for December 2019 and January 2020 indicated that student attendance remains similar even on cold weather days.

The feedback from the six Inclement Weather Designated Principals identified both commonalities and differences in the process that each area uses when coming to a decision, and highlighted several challenges with the current process including the differing temperatures depending on which weather source was used and the ambiguity of some of the language within the current policy.

## **Future Direction:**

The Policy Committee met on September 15<sup>th</sup> and again reviewed the numerous Planning Committee discussion notes and feedback to finalize their recommendation regarding changes to the current policy and practice of RVS when it comes to closures and cancellations due to inclement weather.

The following alternatives are offered for the Boards consideration:

### **Alternatives:**

#### **Alternative I:**

That the Board of Trustees rescinds Board Policy 20 – Emergency Closure of Schools and School Programs at Off Site Facilities and directs the Superintendent to develop one or more administrative procedures to define RVS practices for the emergency closure of schools.

#### **Alternative II:**

That the Board of Trustees rescinds Board Policy 20 – Emergency Closure of Schools and School Programs at Off-Site Facilities and replace it with the attached new Board Policy 20 – Inclement Weather and directs the Superintendent to adjust associated administrative procedures to be in alignment with the new policy.

#### **Alternative III:**

That the Board of Trustees affirms current Board Policy 20 – Emergency Closure of Schools and School Programs at Off-Site Facilities (see attached).

#### **Alternative IV:**

That the Board of Trustees refers Board Policy 20 – Emergency Closure of Schools and School Programs at Off Site Facilities back to the Policy Committee for further revision.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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## **Recommendation:**

That the Board of Trustees rescind Board Policy 20 – Emergency Closure of Schools and School Programs at Off Site Facilities and directs the Superintendent to develop one or more administrative procedures to define RVS practices for the emergency closure of schools.

## **BACKGROUND**

Closures of schools and school programs at off-site facilities on operational days are necessitated **only** if emergencies/disasters threaten the safety of students and staff. During a weather event, when schools and school programs at off-site facilities remain open, parents have the responsibility of determining whether or not it is safe for their children to go to school.

## **GUIDELINES**

The Attendance Area Inclement Weather Committee will act as the Superintendent's designate to make a closure decision based on information obtained by 5:30 a.m.

### **1. Weather**

A wind chill factor of  $-40^{\circ}$  C will initiate the closure discussion. Temperatures will be taken at, but not limited to:

- Indus School – East side of the jurisdiction
- Calgary International Airport – Airdrie/North side of the jurisdiction
- Springbank Airport – West side of the jurisdiction
- Irricana Weather Station
- Meadowbrook Middle School Weather Station

### **2. School Closure due to Inclement Weather or Impassable Roads**

- 2.1 There shall be established annually in each school attendance area an Attendance Area Inclement Weather Committee (AAIWC) comprising area director, area principals and the area trustee(s). The AAIWC shall select a designated principal who, with the school trustee(s), will make the decision regarding the closure of schools and school programs at off-site facilities.
- 2.2 The Director of Transportation shall call a meeting of each Attendance Area Inclement Weather Committee before October 15 of each school year to review inclement weather procedures and ensure contact lists are accurate.
- 2.3 In the event that all buses or bus routes in an attendance area are cancelled, the Superintendent, in consultation with the Director of Transportation and the AAIWC, may close one or more schools and school programs at off-site facilities. The cancellation of bus service does not necessarily mean that schools and school programs at off-site facilities are closed.
- 2.4 School closure means that the schools and school programs at off-site facilities are closed to students and staff, subject to the Superintendent's decision to make a local exemption.

- 2.5 The Principal will provide or arrange for adequate supervision, by designating some staff member(s) or other individual(s), other than the school caretaker, who will make every reasonable effort to arrive at the building to supervise any student(s) who arrive at the closed school or school programs at off-site facilities until arrangements are made with parents.

### **3. School Plant Failure**

In the event of a plant failure and before students are picked up by the school bus in the morning, the Principal, in consultation with the Superintendent and local trustee(s), has the authority to close a school and school programs at off-site facilities. The Division Crisis Management Plan Manager and Director of Transportation shall be informed immediately of the closure.

### **4. General**

- 4.1 Once students are being conveyed to school, the principal will not close the school until regular dismissal time. School buses shall be allowed to depart from the school only if it is deemed safe by the principal, in consultation with the bus drivers. Problems in one school during the day may result in students being housed in another facility.
- 4.2 The principal has the responsibility to provide adequate supervision, which may include arranging billets for students stranded at school if, in the judgment of the principal and in consultation with the bus drivers, buses cannot operate safely on the trip home.

### **5. Communication**

School and school programs at off-site facilities closure announcements are to be aired over radio stations, TV stations, SynerVoice, Rocky View Schools' App and social media by 6:00 a.m. on the school day in question. The Communications Department shall be responsible for informing the media about the closure(s) and posting the information on the Rocky View Schools' website by 6:00 a.m.

#### **Legal Reference:**

- School Act Sections 56 and 57

## **Board Policy 20 – Inclement Weather**

### **Background**

The Board believes that it is important for schools to remain open and in operation when at all possible. Closures of schools due to inclement weather are necessitated only when the safety and well-being of students and staff are threatened.

Parents/guardians have the responsibility of determining whether to send their student(s) to school on days when weather conditions are a factor.

### **Guidelines**

1. Schools
  - 1.1. Schools may be closed due to inclement weather if the safety of students and staff are at risk.
  - 1.2. The decision to close schools due to inclement weather requires careful deliberation and is based on a thorough analysis of all relevant factors, including but not limited to:
    - 1.2.1. current and forecasted temperature and wind chill;
    - 1.2.2. information on road conditions from Alberta Transportation;
    - 1.2.3. amount of snow and ice;
    - 1.2.4. geographical location in the division; and
    - 1.2.5. school building conditions.
  - 1.3. The decision to close one or more schools, will be made by 5:30am by the appointed local area Trustee, and the Superintendent or designate.
  - 1.4. Once students are being conveyed to school, the school will not close until regular dismissal time.
2. School Bus Transportation
  - 2.1. School bus routes may be cancelled due to inclement weather if the safety of students is at risk.
  - 2.2. School buses do not typically run on mornings when the temperature in an area is at or lower than -40 degrees Celsius without wind chill.
  - 2.3. When weather conditions are so inclement, or road conditions so hazardous, as to constitute a risk to the students being transported, a bus route or routes may be cancelled by the Superintendent or designate.
  - 2.4. The cancellation of school bus transportation does not necessarily mean that schools are closed.
3. Communication
  - 3.1. When schools are closed and/or buses are cancelled due to the above conditions, families and media will be informed by 6 a.m.
  - 3.2. Any school closure and/or bus route cancellation will be available by 6am on the division's website or on the division's bus status app – Bus Status (by Box Clever).
  - 3.3. Each school must communicate their emergency contingency plan related to inclement weather, with students, staff and parents/guardians on an annual basis.

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

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**Item:** Policy Reference Updates

**Date of Meeting:** September 24, 2020

**Background:**

On September 1, 2019 the *Education Act*, which is the guiding legislation for School Boards, came into effect. This change requires that all Board review their policies to ensure they are in line with the new legislation. The Alberta School Boards Association provided guidance to Boards to help with their reviews including updated references.

Additionally, the Board's Policy Committee is charged to "recommend revisions, deletions and creation of new policies to the Board of Trustees".

In 2019/20 the Board approved changes to the following policies to bring in line with *Education Act*:

- Board Policy 2 – Role of the Board
- Board Policy 3 – Role of the Trustee
- Board Policy 4 – Trustee Code of Conduct
- Board Policy 5 – Role of the Board Chair
- Board Policy 6 – Role of the Vice Chair
- Board Policy 7 – Board Operations
- Board Policy 8 – Board Committees and Representatives
- Board Policy 11 – Board Delegation of Authority
- Board Policy 26 – School Fees
- Board Policy 27 – Trustee Compensation and Development
- Board Policy 28 – Trustee Communication with Stakeholders

**Current Status:**

Policies currently under review and should be brought forward to the board this fall with updates beyond just updated legal references:

- Board Policy 12 – Role of the Superintendent
- Board Policy 20 – Emergency Closure of Schools and School programs at Off-Site Facilities
- Board Policy 13 – Appeals and Hearings Regarding Student Matters

The following policies need to have their legal references updated to the relevant *Education Act* references:

- Board Policy 1 – Foundational Statements
- Board Policy 10 – Policy Making
- Board Policy 14 – Hearings of Teacher Transfers
- Board Policy 15 – School Closures

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

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- Board Policy 16 – Recruitment and Selection of Personnel
- Board Policy 17 – Student Transportation
- Board Policy 18 – Alternative Programs
- Board Policy 19 – Respectful Learning and Working Environments
- Board Policy 21 – Resolution of Public Concerns
- Board Policy 22 – Community Use of School Facilities and Equipment
- Board Policy 23 – School Attendance Area
- Board Policy 25 – Community Engagement

## **Alternatives:**

### **Alternative I:**

The Board of Trustees approves updating policies 1, 10, 14, 15, 16, 17, 18, 19, 21, 22, 23, and 25 as attached.

### **Alternative II:**

The Board of Trustees refers the matter back to the Policy Committee for further study.

### **Recommendation:**

The Board of Trustees approves updating policies 1, 10, 14, 15, 16, 17, 18, 19, 21, 22, 23, and 25 as attached.

## VISION

Rocky View Schools will inspire a love of learning and community, engaging learners for life.

## MISSION

Rocky View Schools will engage all learners through meaningful and challenging experiences, preparing them to understand, adapt and successfully contribute to our changing global community.

## MOTTO

Engage, Enrich, Empower

## BELIEFS

We:

- Are all learners (students, staff, parents, trustees and community members);
- Are responsible for being the best we can be;
- Are responsible for helping others;
- Are responsible for preserving the environment;
- Have equal and inherent value;
- Have opportunities to lead;
- Benefit from creative, complex and critical thinking;
- Benefit by communicating in an open and honest manner;
- Benefit from a safe and supportive environment;
- Have a duty to preserve and enhance the Public trust in education.

## LOGO



## Legal Reference:

- ~~Preamble, Section 3, 7, 11, 18, 25, 27, 33, 35.1, 51, 52, 53, 67, 222 Education Act School Act Sections 8, 13, 39, 45, 47, 60, 61, 78, and 113~~
- ~~\_\_\_\_\_~~
- ~~Fiscal Planning and Transparency Act~~
- ~~Government Accountability Act~~
- Guide to Education ECS to Grade 12



# POLICY 1

## FOUNDATION STATEMENTS

Approved: ~~2020-xx-xx~~ 16-01-21  
Amended: ~~20xx-xx-xx~~  
Reviewed: ~~2016-01-21~~

- Policy and Requirements for School Board Planning and Reporting
- School Authority Planning and Reporting Reference Guide

## **BACKGROUND**

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide effective direction for the action of the Board, Superintendent, staff, students, and stakeholders. Policies also serve as sources of information and processes to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board believes that the development and review of all policies shall reflect the values and interests of RVS' communities. Policy development is enhanced when the process allows for meaningful involvement of staff and other interested groups and persons where appropriate.

The Board shall be guided in its approach to policy making by adhering to the requirements to provide public education in compliance with the School Act and other relevant legislation.

The Board shall adhere to the following stages in its approach to policy making:

### **1. Planning**

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

### **2. Development**

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

### **3. Implementation**

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

### **4. Evaluation**

The Board, in cooperation with the Superintendent, shall review each policy in a timely manner in order to determine currency and if it is meeting its intended purpose.

### **Specifically**

1. Any RVS trustee or RVS community member may initiate proposals for new policies or changes to existing policies.
2. RVS community member proposals are to be submitted to the Chair by using RVS Policy Initiation-Revision form BP10/17.
3. Individual trustees at any time can put forth a motion for the Board's consideration to direct the Superintendent to develop a policy and/or revise an existing policy. If such a motion is carried by the Board, the Superintendent will draft the new policy / revisions and present the draft to the Board for its consideration and approval.
4. Policy development or revision may also be initiated as a result of legislated changes, a public consultation, survey, needs assessment or policy evaluation.
5. The Board will review all Policy Initiation-Revision forms during a Planning meeting. At that time, the Board may determine that a new policy / revision to existing policy is not required and will inform the initiator in writing of their decision.
6. If the Board determines that a new policy is required and/or revisions are required then it will also determine if it is emergent (dealt with prior to the next regular meeting of the Policy Committee) or if it will be scheduled for consideration at the next Policy Committee.
7. Non-substantive policy revisions may be drafted by the Superintendent and proceed directly to the Board for consideration and approval.
8. New policy / policy revisions will be drafted by the Superintendent for the Board's consideration.
  - 8.1 If the Board requests that a new policy be drafted or an existing policy be reviewed for possible amendment, the Superintendent shall develop a draft proposal.
  - 8.2 Draft proposals may be developed in consultation with advisory committees, various employee groups, senior administrative staff, or outside agencies and consultants.
  - 8.3 The engagement of outside agencies or consultants to assist in policy development shall require prior approval of the Board if the total anticipated costs will exceed budget approved allocations.
9. When appropriate, the Superintendent shall seek legal advice.
10. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval. Non-emergent policy proposals will first go to the next Policy Committee meeting prior to being considered in a public meeting.
11. The Board may refer the draft back to the Superintendent for further revision as they see fit.



## POLICY 10 POLICY MAKING

Approved: 2020-xx-xx-17-09-07  
Amended: 2017-09-07  
Reviewed: 2017-09-07

12. Additional input into proposed changes in policy or drafts will be sought by the Board whenever it is deemed appropriate.
13. Only those policies, which are adopted and recorded in the minutes, constitute the official policies of the Board.
14. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
15. The Superintendent must develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
16. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
17. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
18. The Policy Committee will meet at least twice a year.

### Legal Reference:

- [Section 33, 51, 52, 53, 222 Education Act](#)
- [Board Procedures Regulation School Act Sections 60, 61, and 113](#)

## BACKGROUND

The Superintendent may transfer a teacher in accordance with the relevant section of the School Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

### Specifically

1. A teacher who has received a notice of transfer may, within seven (7) days from the day on which the teacher receives the notice of transfer, make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.
2. The request for a hearing before the Board shall be submitted by the teacher to the Board Secretary with a copy being provided to the Superintendent.
3. The Board may set a date and time for the hearing requested not earlier than fourteen (14) days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.
4. The Board Secretary shall advise the teacher in writing of the date, time and location of the hearing.
5. Any written materials the teacher or the Superintendent wishes trustees to consider must be submitted to the Board Secretary not less than four (4) days prior to the scheduled date of the meeting. The Board Secretary will provide copies of all such documentation to the trustees and the parties prior to the hearing, where possible, or during the hearing.
6. The teacher or the Superintendent may be accompanied by counsel or other representative, and may bring witnesses if, not less than four (4) days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing, the names of counsel, other representatives, and any witnesses.
7. Notwithstanding, the Board Chair shall reserve the right to receive further documentation as deemed relevant.
8. Procedure at Hearings
  - 8.1 The hearing shall be conducted at an in-camera session of the Board, and chaired by the Board Chair, or in the Board Chair's absence, the Vice-Chair or designate.
  - 8.2 The Board Chair will introduce all parties, and the parties or their representatives shall introduce all witnesses at the hearing.
  - 8.3 The sequence of the hearing shall be as follows:
    - 8.3.1 An opening statement to be made by each of the parties;

- 8.3.2 Written and oral presentation by the Superintendent or designate, including any evidence by witnesses where appropriate;
  - 8.3.3 Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;
  - 8.3.4 Superintendent's or designates opportunity for a response to the teacher's presentation;
  - 8.3.5 Teacher's opportunity for a response to the administration's presentation;
  - 8.3.6 An opportunity for the Board to ask questions of both parties and any questions of clarification of both parties and any of the other witnesses;
  - 8.3.7 An opportunity for the Superintendent or designate to make final comments;
  - 8.3.8 An opportunity for the teacher to make final comments; and
  - 8.3.9 No cross-examination of witnesses shall be allowed unless the Board Chair deems it advisable.
- 8.4 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have the Board Secretary or legal counsel in attendance.
- 8.5 If the Board requires additional information or clarification in order to make its decision, both parties will be recalled to appear before the Board and the request for information will be made in the presence of both parties. If the information is not readily available, the Board Chair may request a recess, or if necessary an adjournment of the hearing to a later date. In the case of an adjournment, trustees are prohibited from disclosing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
- 8.6 When the Board is ready to make its decision on the matter, both parties, if still present, will be advised that the Board will be reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.
- 8.7 The Board decision will be communicated to the teacher, in writing, following the hearing.

**Legal Reference:**

- ~~Section 33, 52, 53, 212, 222 Education Act School Act Sections 19, 60, 61, 95, 96, 98, 101, 102, 104, 105, 107, 109, 109.1, 110, and 113~~

## **BACKGROUND**

The Board accepts responsibility for the operation of schools, the quality and viability of all programs throughout the Division. Viability of operation will be considered in terms of the adequacy of student numbers in a program. Programs of quality that are also cost effective will be offered to enhance not only the present educational opportunity of students, but also to prepare students to enter the workforce or to post-secondary institutions that are available to them.

Where a school – or partial school program – operation reaches, or is approaching non-viability, the Board may close a school or change the configuration of a school (e.g., three or more consecutive grades could be closed).

## **GUIDELINES**

1. Performance indicators will be used to determine the viability of a school or part thereof.
2. The Board will develop key performance indicators after seeking advice from school staff and school councils.
3. Key performance indicators will be incorporated by schools into their annual report to the Board.
4. Should key performance indicators signify that the viability of a school or portion of the school needs to be reviewed, a motion directing the Board initiate a review will be presented at a regular meeting.
5. A notification of the review, including all related implications of the review, will be sent to parents following this regular board meeting.
6. The Superintendent of Schools will meet the School Council to determine how the review will proceed.
7. Should the recommendation coming out of the review be total or partial school closure, a public meeting will be convened by the Board for the purpose of discussing the implications for the students and for the Division and possible alternatives. Advance notice of such a meeting will be given.
8. Should the recommendation coming out of the review be total or partial school closure, the School Council will be notified prior to the recommendation being heard by the Board. At the meeting where the recommendation will be heard, the School Council will be given an opportunity to respond to the recommendation, including preferred alternatives.
9. Should the recommendation coming out of the review be total or partial school closure, the School Council will be notified prior to the recommendation being heard by the Board. At the meeting where the recommendation will be heard, the School Council will be given an opportunity to respond to the recommendation, including preferred alternatives.

10. Should the Board determine that the school or part thereof be closed, a notice of motion to close the school or part thereof will be passed.
11. The motion to close the school or part thereof will be voted on at the next regular meeting. The School Council and other electors will be given an opportunity to provide additional input at that meeting.

**Legal Reference:**

- ~~Section 33, 51, 52, 53, 62, 192, 222, 248, 249 Education Act~~
- ~~Petitions and Public Notices Regulation School Act Sections 45, 58, 60, 113, 200, 201, 270, and 271~~



## POLICY 15 SCHOOL CLOSURES

Approved: ~~2020-xx-xx~~ 16-01-21  
Amended: ~~20xx-xx-xx~~  
Reviewed: 2016-01-21

~~• Alberta Regulation 257/2003~~

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## **POLICY 16**

### **RECRUITMENT AND SELECTION OF PERSONNEL**

Approved: 2020-xx-xx 16-01-21  
Amended: 20xx-xx-xx  
Reviewed: 2016-01-21

#### **BACKGROUND**

The Board believes that the recruitment and selection of Division personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at Division and school levels is essential to the effective and efficient operation of the school system.

#### **GUIDELINES**

1. The Board has the sole authority to recruit and select an individual for the position of Superintendent. The entire Board will interview candidates and make the selection.
2. The Superintendent will be the sole authority to recruit and select Associate Superintendents.
  - 2.1. The Superintendent will provide opportunity for board input relative to the development of the ideal candidate profile prior to filling an Associate Superintendent position.
  - 2.2. These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
  - 2.3. Compensation package, including placement on the salary grid currently in effect, will be determined by the Superintendent in accordance with the parameters set by the Board.
3. The following process will be followed for Principal positions:
  - 3.1. For current RVS Principals who are being reassigned to a different school, the Superintendent will consult with the local trustee(s) prior to any appointment.
  - 3.2. For all other principal positions, the Superintendent shall be responsible for short-listing candidates. The Superintendent will provide opportunity for input from the school council and local trustee regarding the ideal profile. The Superintendent and local trustee(s), and other designated associate superintendents will form an interview committee. The Superintendent will have the authority to make the final selection.
4. The Superintendent is delegated the authority to make all decisions regarding the term and/or continuing appointments of administrators.
5. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an “Acting Principal” or “Acting Assistant Principal” without going through a formal selection process.
6. The Superintendent is delegated full authority to recruit and select all other staff, all other central office positions, and their placement on the salary grid.



## POLICY 16 RECRUITMENT AND SELECTION OF PERSONNEL

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7. All offers of employment shall be conditional on the successful applicant providing a criminal record and vulnerable sector information check that is acceptable to the Superintendent or designate.

### Legal Reference:

- ~~Section 33, 52, 53, 68, 204, 222, 224, 225 Education Act School Act Sections 60, 61, 113, 114, 115, 116, and 117~~
- Freedom of Information and Protection of Privacy Act

### BACKGROUND

The Superintendent is directed to ensure the transportation system is managed with the following considerations:

- with regard for student safety;
- fiscal accountability;
- length of ride and parent satisfaction.

The Board believes that the responsibility for providing safe student transportation within its jurisdiction is shared by employees of the Board, school bus contractors and their employees, parents and students.

The Board recognizes its responsibility to determine:

- who is authorized to be transported;
- conditions under which they may access such services;
- levels of service for the transportation of its authorized passengers.

The Board shall annually review and approve student transportation fees and, if required, submit fee increase for Ministerial approval as per Alberta Education Regulation 102/2017.

Parents have the responsibility for getting their child to and from the bus stop.

The Board acknowledges its obligation to provide transportation for resident students in accordance with the *School Act* and the Student Transportation Regulations. In addition, the Board supports the transportation of other students in accordance with the guidelines in this policy.

### DEFINITIONS

**Attendance Boundary for a School:**

The boundary of the area from within which a Resident Student attends a school designated by the Board.

**Child:**

A child is an individual enrolled in a Kindergarten program and who is younger than six (6) years of age as of September 1<sup>st</sup> of any year.

**Designated School:**

The school the Board has directed the student to attend.

**Independent Student:**

As defined in Administrative Procedure AP303.

**Resident Student:**

- A student whose custodial parent(s) reside(s) within the boundaries of Rocky View Schools.
- A student in the care of a foster parent under the *Child Welfare Act* if the foster parent resides within the boundaries of Rocky View Schools.

- An independent student who resides within the boundaries of Rocky View Schools.

<b>Road(s):</b>	A public or subdivision road built to the applicable municipality's standards that is maintained and serviced by the province, municipality, or private individual or company.
<b>Rural Municipal Passengers:</b>	Authorized passengers who reside within a town, village, or hamlet excepting the City of Airdrie, the Town of Cochrane, or the City of Chestermere.
<b>Rural Passengers:</b>	Authorized passengers who do not reside in a city, town, village, or hamlet.
<b>Transportation Assistant:</b>	A person who is responsible for assisting and supervising specific student(s) during the time the student(s) is on the school bus.
<b>Transportation Service Boundary:</b>	The boundary of the area from within which transportation is provided to a specific school.
<b>Urban Passengers:</b>	Authorized passengers who reside within the City of Airdrie, the Town of Cochrane, or the City of Chestermere.

## GUIDELINES

### 1. Authorized Passengers

- 1.1 Resident student of Rocky View Schools (RVS) or child whose parent(s) live within the boundaries of RVS enrolled in grades K to 12 who resides 2.4 kilometres or more from the student's designated school.
- 1.2 Resident student of RVS or child whose parent(s) live within the boundaries of RVS enrolled in grades K to 12 who resides less than 2.4 kilometres from the student's designated school, provided that the student's parent(s) has paid the resident student transportation fee set by the Board for the current school year.
- 1.3 Resident student of RVS or child whose parent(s) live within the boundaries of RVS as identified by the Director of Learning Supports as requiring transportation.
- 1.4 Resident student of RVS or child whose parent(s) live within the boundaries of RVS who is attending a RVS school other than their designated school provided the Transportation Department approves the required annual application by the parent(s) for transportation of the student or child. Approval of the application for transportation is subject to all the conditions below:

- 1.4.1 The school bus, after the students designated to that particular bus have been accommodated, has a weighted load less than 85% of the bus manufacturer's capacity. Available seating shall be distributed on a first-come first-serve basis.
- 1.4.2 Access to bus service is from a new or an existing bus stop on an existing bus route providing service to the school at which the student or child is enrolled. The location of the bus stop shall **not increase** the distance traveled by the bus.
- 1.4.3 The resident student transportation fee set by the Board for the current school year has been paid.
- 1.5 Resident student of RVS or child whose parent(s) live within the boundaries of RVS in an area that has been authorized to receive bus service to a specified school other than the designated school. Limited bus service from not more than two predetermined bus stop locations may be provided if the Transportation Department approves the required annual application by the parent(s) for transportation of the student or child. Approval of the application for transportation is subject to all the conditions below:
  - 1.5.1 The area is approved by the Board for the current school year to receive alternate bus service, to enhance a school's educational program based on a recommendation from the Superintendent of Schools, after consideration of the effects on ride times for other students on the route.
  - 1.5.2 The bus stops will potentially provide service for a minimum of ten (10) students from each of the up to two bus stops providing service to the alternate school.
  - 1.5.3 The location of the bus stop shall provide service to potential students within two (2) kilometres of their home and shall not increase the distance traveled by the bus more than ten (10) kilometres per trip (a.m. and p.m. service combined cannot increase travel distance by more than twenty (20) kilometres).
  - 1.5.4 The resident student transportation fee set by the Board for the current school year has been paid.
- 1.6 Non-resident student or child who resides in lands annexed by the City of Calgary in 1989 and 1995 provided the applicable student transportation fee for non-resident students living in the 1989 and 1995 annexed lands set by the Board for the current school year has been paid. Priority will be given to resident students i.e., secondary residence is located within annexed area.
- 1.7 Non-resident student or child residing outside of a school's transportation service boundary who has been admitted to a school operated by the Board provided the Transportation Department approves the required annual application by the parent(s) for transportation of the non-resident student or child. Approval of the application for transportation is subject to all the conditions below:
  - 1.7.1 The school bus, after the students designated to that particular bus have been accommodated, has a weighted load less than 85% of the bus manufacturer's capacity. Available seating shall be distributed on a first-come first-serve basis.

- 1.7.2 Access to bus service is from a new or existing bus stop on an existing bus route providing service to the school at which the non-resident student or Child is enrolled.
- 1.7.3 The non-resident student transportation fee set by the Board for the current school year has been paid.
- 1.8 Resident student or child of another Board to that Board's school or to a school operated by RVS provided a transportation agreement with that Board is in place.
- 1.9 Transportation assistant assigned to authorized passenger(s).
- 1.10 Up to two pre-school children of the bus operator provided:
  - 1.10.1 Appropriate child restraints are installed by the contractor;
  - 1.10.2 Adequate space on the bus is available; and,
  - 1.10.3 The presence of the children does not interfere with the safe operation of the school bus.
- 1.11 A resident student, a non-resident student or Divisional personnel requiring alternate or occasional transportation as approved by the Director of Transportation.

## Service Levels

### 2. Service for Rural Passengers

- 2.1 School buses shall travel only within the Transportation Service Boundary of each school on road(s) that are authorized by the Director of Transportation.
- 2.2 Bus service is provided at the mouth of a cul-de-sac for students whose residence is 0.8 kilometres or less from the road(s) on which the bus has been designated to travel.
  - 2.2.1 On road(s) that a school bus travels, bus stops shall be space at intervals of approximately 0.8 kilometres except if Clause 2.2.2 of this policy applies.
  - 2.2.2 Exceptions to Clause 2.2.1 of this policy may be granted by the Transportation Safety Committee, comprised of RVS Transportation Department and Contractor personnel, which shall review student safety inclusive of safe travel to and from bus stops while maintaining efficiencies.
- 2.3 School buses shall only enter onto private property to pick up students when authorized by the Director of Transportation, provided the private roadway and turnabout are deemed appropriate by the Director of Transportation, for one of the following reasons:
  - 2.3.1 A student as identified by the Director of Learning Supports as requiring specialized or enhanced transportation services;
  - 2.3.2 A student whose residence is in excess of 2.4 kilometres from the road(s); or,
  - 2.3.3 To facilitate routing efficiency.
- 2.4 If authorization of private property pick-up is granted the ongoing requirements of the property owner are:

- 2.4.1 Written permission to enter onto the property, and
- 2.4.2 The driveway or private road(s) is maintained and there is a suitable turn-a-round for a school bus.

### **3. Service for Urban Passengers**

- 3.1 Bus stops serving authorized passengers for a specific school shall be located no closer to the school than 2.0 kilometres, excepting those schools housing elementary students for which bus stops serving authorized passengers shall be located no closer to the school than 1.5 kilometres.
- 3.2 Maximum walk distance to a bus stop is 1.2 kilometres for students enrolled in grades 7 – 12 and 0.4 kilometres for students enrolled in grades K – 6.
- 3.3 Bus service will be provided for K – 8 students who are directed to a school outside of their local community when travel to that school requires them to cross a provincial highway or major intersection (four or more traffic and/or turn lanes).

### **4. Service for Rural Municipal Passengers**

- 4.1 Bus service in these municipalities shall be provided if the distance from the furthest residence to the school is in excess of 2.4 kilometres, excepting those schools housing elementary students for which bus service shall be provided if the distance from the furthest residence to the school is in excess of 1.5 kilometres.
- 4.2 Bus stops serving authorized passengers for a specific school shall be located no closer to the school than 2.0 kilometres, excepting those schools housing elementary students for which bus stops serving authorized passengers shall be located no closer to the school than 1.5 kilometres.
- 4.3 Distance between bus stops shall be approximately 0.8 kilometres.

### **5. Exceptions to the Limits of Services**

Exceptions to the limits of service outlined may be made by the Director of Transportation for students identified by the Director of Learning Supports as requiring customized or enhanced and designated school transportation services.

### **6. Transportation between Day Care or Care Giver or Alternate Location and School**

If requested upon registration by the student's parent(s) this service will be provided subject to the following:

- 6.1 Day Care or care giver's or alternate location is within the school attendance area of the student's designated school.
- 6.2 Space availability on the route requested

- 6.3 Service to Day Care or care giver's or alternate location is **in addition** to the service between the student's residence and the designated school. Service from more than two locations **will not** be provided.
- 6.4 Service to be applied for on an **annual** basis.

#### Legal Reference:

- ~~Alberta School Act Revised Status of Alberta 2000, Chapter 5-3~~
- ~~Alberta Education AR102/2017 Student Transportation Regulation~~
- ~~Alberta Education AR120/2008 Education Grants Regulation~~
- Section 3, 7, 11, 31, 32, 33, 51, 52, 53, 59, 222 Education Act
- Traffic Safety Act
- Commercial Vehicle Safety Regulation 121/2009
- School Transportation Regulation
- Use of Highway and Rules of the Road Regulation 304/2002
- Vehicle Equipment Regulation 122/2009
- Funding Manual for School Authorities
- Rocky View Schools AP5107 Student Transportation Fees

## BACKGROUND

As a public school jurisdiction, Rocky View Schools provides universal accessibility for all students in inclusive settings. In meeting the needs of individual students, the Board of Trustees believes in programs of choice within its public system and boundaries in accordance with the School Act. Programs of choice include, but are not limited to, a particular language, religion, culture, the arts, athletics, and specialized subject matter. They provide for multiple points of engagement of learners, while also ensuring strong learning opportunities for student success.

## GUIDELINES

1. The Board of Trustees will support programs of choice, provided they are:
  - Consistent with the vision and direction of Rocky View Schools and follow all policies and regulations of the jurisdiction unless specifically exempted by the Board of Trustees.
  - Accessible to as many students as possible while maintaining alternative school/program characteristics.
  - Pedagogically sound and follow the Program of Studies for the Province of Alberta.
  - Financially sound and operate in a cost-neutral manner.
  - Considerate of existing school enrolment and sector utilization.
  - Responsible for student transportation costs net of grants.
  - Employing and evaluating staff according to the policy of Rocky View Schools.
  - Reviewed on an on-going basis by the Superintendent to assess viability.
2. The Board directs the Superintendent, whenever possible, to invoke the community engagement process prior to consideration of new programs of choice in the system, and include feedback in the recommendation to the Board.
3. The Board retains the right to approve alternate program contracts.

### Legal Reference:

- ~~Section 11, 16, 18, 19, 32, 33, 51, 52, 53, 60, 67, 222 Education Act School Act Sections 10, 13, 21, 22, 47, 60, 61, and 113~~



# POLICY 18

## ALTERNATIVE PROGRAMS

Approved: ~~2020-xx-xx~~ 16-01-21  
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Reviewed: ~~2016-01-21~~

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## BACKGROUND

The Board believes excellence in education is nurtured within respectful learning and working environments. All trustees, employees, students, parents, contractors, volunteers and visitors share responsibility for creating and maintaining a respectful environment. The Board expects any allegations of conduct detrimental to the intent of this policy will be investigated.

## DEFINITIONS

**Respect:** To show regard or consideration for others.

**Harassment:** Any conduct, comment, gesture or physical contact that a reasonable person should know would be unwelcome, inappropriate or otherwise offensive to an individual or group of individuals.

**Discriminatory Harassment:** A form of harassment based on the protected grounds outlined within Human Rights legislation, and is against the law. This includes race, religious beliefs, colour, place of origin, gender, physical or mental disability, age, ancestry, marital status, source of income, family status or sexual orientation, including LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning).

**Non-Discriminatory Harassment:** A form of harassment, while not covered by Human Rights legislation, which is inconsistent with organizational values and desired interpersonal behaviours, and may breach Occupational Health and Safety (OH&S) legislation.

**Bullying:** A conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. Bullying can be verbal, social, physical, or digital. It can occur between individuals, within a peer group, or between groups.

## Guidelines:

1. The degree of harassment is measured by the impact of the questionable behaviour on an individual.
2. Any questionable behaviour will be addressed from the perspective of a reasonable person.
3. All acts of harassment in Rocky View Schools will be subject to disciplinary action.
4. All forms of harassment may be interpreted as acts of violence and may be considered in the context of Human Rights Legislation, the Criminal Code of Canada, and/or the OH&S Act of Alberta.
5. All complaints made under this policy shall be investigated in a timely and professional manner.

6. Any actions on behalf of Rocky View Schools do not limit the possibility of legal action on the part of any person.
7. RVS shall endeavour to ensure all information pertaining to any complaint initiated, or investigation undertaken under this policy, remains confidential.
8. Access to information may be pursued and be subject to release as part of a legal process or under the *Freedom of Information and Protection of Privacy Act*.
9. Retribution on the part of any person will not be tolerated and will be subject to disciplinary action.

**Legal Reference:**

- ~~Section 8, 31, 33, 35, 35.1, 36, 37, 41, 51, 52, 53, 222 Education Act School Act Sections 12, 18, 20, 24, 25, 45, 50, 60, 61, 105, and 113~~
- Occupational Health and Safety Act
- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- The Teaching Profession Act
- The Criminal Code of Canada
- The Code of Professional Conduct of the Alberta Teachers' Association
- The Teaching Quality Standard of Alberta
- The Collective Agreement between Rocky View School Division and the Alberta Teachers' Association
- Support Staff Terms of Employment of Rocky View Schools



# **POLICY 19**

## **RESPECTFUL LEARNING AND WORKING ENVIRONMENTS**

Approved: ~~2020-xx-xx~~ 16-01-21  
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## BACKGROUND

The Board of Trustees believes that concerns of the public should be addressed and encourages stakeholders to bring them forward so that they can be resolved as close to their origin as possible.

The steps to be followed by stakeholders to address concerns should be in the following order:

- The classroom teacher (parent concern)
- The school Principal (unresolved parent concern/school-wide concern)
- The Area Director (appeal of decision by principal)
- The Associate Superintendent of Schools (appeal of decision by Area Director)
- The Superintendent of Schools (appeal of decision by Associate Superintendent)
- The Board of Trustees (appeal of decision by Superintendent)
- The Minister of Education (appeal of decision by Board)

The Board wishes to resolve concerns fairly and expects that interested persons will be given the opportunity to express their complaints expeditiously. In the interests of fairness, members of staff will be informed about the nature and source of the complaint.

## GUIDELINES

1. Stakeholder concerns must be expressed in person or in writing to the person or persons involved.
2. Normally parental complaints concerning school operations are resolved locally at the school with parties involved. On occasion, however, the Superintendent, or a Trustee, may receive a request from parents to intervene in school affairs. In this event the complaint will be resolved according to the following:
  - 2.1 The Superintendent will, as appropriate in the circumstance, refer a complaint or request for intervention to the local school, engage in mediation, or conduct an inquiry.
  - 2.2 The Superintendent will ensure, in cooperation with the local schools, that parents are provided with the opportunity to express their complaints and be heard fairly by school-based administrators and/or by Divisional Administration.
  - 2.3 The Trustee, upon receiving a complaint, will refer the parent to the school, and will either inform the Superintendent or the school. The Trustee will receive confirmation that the concern has been addressed.

### Legal Reference:

- [Section 33,40,41,42,43,52,53,196,197,222 Education Act School Act Section 60](#)

## BACKGROUND

The Board believes that school facilities are provided primarily for the education of public school students and appropriate use by the community is authorized in accordance with this policy. The Board will make specific portions of school buildings and specific equipment available to responsible organizations for authorized purposes, when such use will not conflict with school needs.

Use of outdoor playing fields and parking lots is governed by AP5014 Community Use of Outdoor Spaces.

Use of indoor facilities is governed by AP5025 Community Use of School Facilities and Equipment.

## ASSUMPTIONS

1. The primary purpose of Rocky View Schools' facilities is the education of school age children.
2. The Board's intent is to complement, where possible, community facilities designed for recreation or social activities.
3. Community use results in additional operational and maintenance costs, which are relatively the same regardless of where the school is located in the Division.
4. Community use groups are expected to offset additional operational and maintenance costs incurred by Rocky View Schools.

## DEFINITIONS

<b>Booking Agent</b>	A person whose responsibility is to reserve (book) the school facilities desired by group.
<b>Instructional Days</b>	Days on which schools provide instruction to students.
<b>Non-Instructional Days</b>	Days on which schools do not provide instruction to students.
<b>School-Sponsored Activity</b>	A non-profit activity that is sponsored by the school and directly related to the operations of the school, including extra-curricular, fund raising and charity events.
<b>Registered Groups</b>	Applies to non-profit organizations that are registered as a society in the province of Alberta and who have been approved as such by RVS after completing RVS Form AF22-B Application for Registered Group Status. <i>*Application for use must be from the registered group, not individual team(s), nor individual members*</i>
<b>Private Group</b>	A non-profit group intending to use RVS Facilities for personal or private events or functions.
<b>Profit-Making Group</b>	Any group whose intention is to make a profit.

## **GUIDELINES**

### **1. Rental considerations**

- 1.1. Rocky View Schools reserves the right to manage community use to ensure equity amongst users.
- 1.2. Schools will not be available for bingos, casinos, and non-school approved fundraisers.

### **2. Approval Priorities**

- 2.1. The primary purpose of school facility use is to support school and divisional activities. The priority ranking for granting approval for facility use is as follows:
  - 2.1.1. Rocky View Schools' use (including RVS Adult Learning).
  - 2.1.2. Programs administered/funded by Government of Alberta for students/families of Rocky View Schools (e.g., Family and Community Support Services (FCSS) and Alberta Health Services).
  - 2.1.3. Activities administered under a Reciprocal Use of Facilities Agreement with Rocky View Schools.
  - 2.1.4. Activities by Registered Groups where the majority of the participants are youths residing within RVS communities.
  - 2.1.5. Activities by Registered Groups where the majority of the participants are adults residing within RVS communities.
  - 2.1.6. Activities by Post-secondary education institutions (e.g., colleges, universities, etc.).
  - 2.1.7. Programs sponsored by formal partners of Rocky View Schools.
  - 2.1.8. Private events.

### **3. Availability of Space for Community Use**

- 3.1. Designated areas within schools are available for community use at designated times.
- 3.2. Any community use activity may be cancelled or rescheduled by Rocky View Schools, with the condition that ten business days' notice has been given. RVS will endeavour to find an alternate suitable space for the community user when cancellation or rescheduling is required.
- 3.3. Emergency closure of a school shall result in the cancellation of all scheduled community use activities.

### **4. Fees**

- 4.1. Annually the board shall approve Community Use of School Facilities and Equipment fees.
- 4.2. Fees will consider operational and maintenance costs for providing the space.
- 4.3. A portion of the fees collected will be returned to the school for reimbursement for equipment wear and tear.
- 4.4. Fees will be differentiated for various spaces and groups (i.e., Registered Groups vs Private Groups; Adult orientated programming vs Youth orientated programming)

5. Use of Equipment

5.1. Only equipment for which fees have been established in the fee schedule can be rented.

6. Group Responsibility for Supervision

6.1. The group applying to use school facilities and equipment will be jointly and severally responsible for the supervision and behaviour of each member of the group.

7. Withdrawal of Approval to Use School Facilities or Equipment

7.1. The use of school facilities by a group may be cancelled at any time if the privilege granted to a community user group is being abused.

8. Liability Insurance

8.1. Community use groups must have liability insurance as per Administrative Procedure 5025 - Community Use of School Facilities and Equipment.

9. Appeals

9.1. Groups denied access may appeal a decision of the Booking Agent/Principal in writing to the Supervisor of Caretaking within 30 days of the decision.

9.2. A second appeal may be made to the Superintendent of Schools within 15 days of the decision of the Supervisor of Caretaking. The Superintendent of Schools may designate someone on their behalf to review the appeal.

9.3. A third appeal may be made to the Board of Trustees within 15 days of the decision of the Superintendent of Schools or designate.

9.4. All appeals will be responded to in writing within 15 days after the receipt of the appeal.

9.5. The decision of the Board of Trustees is final.

**References:**

~~[Section 33,51,52,53,68,187,197,222 Education Act School Act Sections 60 and 62](#)~~



- AP5014 Community Use of Outdoor Spaces
- AP5025 Community Use of School Facilities and Equipment
- AF22-A Community Use of Schools - Application for Use
- AF22-B Application for Registered Group Status

## BACKGROUND

The Board establishes school attendance areas to identify the school that a resident student is designated to attend. In providing high quality learning opportunities for all students, the management of variables such as, but not limited to, facility utilization, transportation, future planning, staff resources, financial resources, technology resources, is necessary. The Board recognizes that parents may wish to register their child at a school outside of their attendance area and the review of this request is subject to a meeting with the resident school principal, the provision of appropriate resources, availability of facility space, and parent-provided transportation.

## GUIDELINES

1. The Superintendent or designate may direct students to attend any school.
2. Attendance areas are not the same as ward boundaries, transportation service boundaries and boundaries defined by municipalities or other government bodies.
3. Attendance areas are developed by the Superintendent or designate, and approved by the Board.
4. Attendance areas will be adjusted as deemed necessary by the Board in order to:
  - 4.1 Integrate new facilities.
  - 4.2 Make educational programs more viable.
  - 4.3 Make more efficient use of school facilities.
  - 4.4 Make transportation of students more efficient.
5. Students will normally be expected to attend their designated school.
6. On an annual basis, parent(s)/guardian(s) may request that their child be enrolled in a school within the Division other than the school to which the student has been designated to attend. Annual acceptance may be provided if:
  - 6.1 The parent(s)/guardian(s) have had direct communication with the principal of the designated school to discuss reasons for requesting to attend a non-designated school in an effort to create a better understanding for school improvement;
  - 6.2 There is sufficient facility space, personnel and resources in the school in which the parent(s)/guardian(s) wish to enroll their child (normally this means the school is operating at less than 85% of capacity); and
  - 6.3 The parent(s)/guardian(s) agree to transport their child to and from the school or make arrangements in accordance with Administrative Procedure 305 School Attendance Areas.

7. Out-of-attendance area requests, provided that 6.1 has been addressed, commence with the principal of the school the parent(s)/guardian(s) wishes their child to attend. Approval is dependent upon the above-noted factors. If approved, the parent(s)/ guardian(s) will receive a “permission to register” letter. If denied, the parent(s)/guardian(s) may appeal.
8. The Superintendent may direct a student to attend a school other than the one designated, for:
  - 8.1 Educational reasons: a strong rationale outlining why the resident school does not provide the student with adequate educational opportunities is required.
  - 8.2 Social/emotional and/or psychological reasons. Medical documentation is required. The Superintendent may request an independent medical assessment.If the Superintendent directs a student to a school other than the one designated, transportation will be provided.
9. As schools cannot provide all types of infrastructure for the flourishing of all students, programs should be complementary and provide for potential multiple school facility usage by a student. To this end, attendance areas do not necessarily preclude individual students from attending different facilities for portions of the school day to augment individual student programs.
10. The definition of attendance areas is the responsibility of the Superintendent as approved by the Board. Where possible, the Superintendent shall use a collaborative process to recommend the best possible decision to the Board of Trustees. A collaborative process may adhere to the following steps:
  - 10.1 Hold a public meeting to outline short and long term student accommodation challenges and discuss attendance area and new facility opening processes.
  - 10.2 Once draft boundaries are developed, engage the broader public, including affected school councils, to provide feedback and alternatives via the jurisdictional website.
  - 10.3 Consider the feedback to develop alternative proposals, if applicable, for Board consideration and eventual approval.

**Legal Reference:**

- Section 4,7,11,21,32,33,52,53,59,197,222 Education Act School Act Sections 8, 13, 44, and 45



## POLICY 23 SCHOOL ATTENDANCE AREAS

Approved: ~~2020-xx-xx~~ 16-01-21  
Amended: ~~20xx-xx-xx~~  
Reviewed: 2016-01-21

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### BACKGROUND

The Board believes that strong community partnerships are integral for building strong schools and strong communities. To this end, the Board expects that opportunities should be provided for communities to be involved. Communities need to be engaged through ongoing effective communication and dialogue, and the level of consultation will be made clear to stakeholders.

### GUIDELINES

1. All school community members play a major role in fostering an atmosphere of broader community collaboration.
2. Information should be shared with school councils, students, staff, parents, and the community to enable them to offer input into the programs and policies of the Division and the schools.
3. To enable appropriate consultation please refer to Appendix A, which outlines the levels of community engagement that may be applied in a consultation process.

### DEFINITIONS

**Community Engagement:** A process by which the values, needs and concerns of the public are considered in decision-making.

**Community:** All stakeholders who have an interest in student success, i.e., staff, parents, students, business and community members.

### Legal Reference:

- ~~School Act~~ Sections [2255](#) and [7867 Education Act](#)

**POLICY 25 - APPENDIX A - COMMUNITY ENGAGEMENT**

There are five distinct levels of community participation in the engagement process. The Board will determine the level of engagement based on the following:

<b>Level</b>	<b>Aim</b>	<b>Pledge</b>
1. Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	RVS will keep stakeholders informed.
2. Consult	To obtain public feedback on analysis, alternatives, and/or decisions.	RVS will keep stakeholders informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
3. Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	RVS will work with stakeholders to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
4. Collaborate	To partner with the public in each aspect of the decision, including the development of alternatives and identification delegated to the public.	RVS will look to stakeholders for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
5. Empower	To place final decision-making in the hands of the public.	RVS will implement what stakeholders decide.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: ADVOCACY COMMITTEE

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**Item:** Board Advocacy Priorities

**Date of Meeting:** September 24, 2020

**Background:**

As publicly elected officials, Rocky View Schools' (RVS) Board of Trustees are advocates for public education and are entrusted with the role of ensuring that appropriate supports are in place to meet the individual needs of students, whether they be teaching and learning resources, staffing, or facilities. Our service to the public requires that we identify, address, and seek resolution to educational issues, as well as work with the government to continually improve Alberta's K-12 system.

The last formal approval of Board advocacy priorities was on November 1, 2018 when the Board passed the following motion based on work of the Advocacy Committee:

**2018/19 BOARD ADVOCACY PRIORITIES:**

**#342-2018 MOTION BY TRUSTEE FIONA GILBERT:**

The Board of Trustees approves the 2018/19 Board Advocacy Priorities as presented.

**Current Status:**

On January 7, 2020, the Advocacy committee discussed the relevance of the Board's current advocacy positions. Until the new funding framework, 2020 budget and budget consultation were known, identifying priorities was considered premature. This was shared with Board Planning Committee on January 9, 2020.

From May through early September, the Advocacy Committee drafted updated advocacy priorities and shared them with the Board's Planning Committee for feedback and revision.

**Alternatives:**

**Alternative I:**

The Board of Trustees approves the updated Board Advocacy Priorities as presented.

**Alternative II:**

The Board of Trustees approves the amended Board Advocacy Priorities.

**Alternative III:**

The Board of Trustees refers the matter back to the Advocacy Committee.

**Recommendation:**

The Board of Trustees approves the updated Board Advocacy Priorities as presented.



# Board of Trustees Advocacy Priorities

We believe that **student success** requires:



## Space for Students

**New Schools** – as one of Alberta’s fastest growing school jurisdictions, government must provide new schools in alignment with the needs of growing communities with increasing student populations.

**School Sites** – municipalities should prioritize right-sized, shovel-ready sites for new schools in early phases of any land development plans.

**Modulars** – government must provide modular classroom approvals and funding to address student enrolment growth while new schools are being built.



## Funding for Students

**Prioritize Public Education** – government funding for public education must be prioritized and strengthened recognizing the societal benefits of this critical investment.

**Equitable Funding** – all students need government funding every year. The current funding model (weighted moving average method) considers an enrolment average for the previous, current and projected school year. For a growing district like RVS, funding does not keep up with the number of new students.



## Support for Students

**Student Health and Wellness** – additional supports need to be provided both provincially across ministerial departments and locally through community policies, Family and Community Support Services and not-for-profit organizations, to support the increasing number and complexity of student needs.

**Local Decision Making** – as representatives of the community, locally-elected school board trustees, empowered with the flexibility and autonomy to make local decisions, are in the best position to understand and reflect the values and priorities of our students and families.

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