



REGULAR MEETING OF THE BOARD OF TRUSTEES

RVS EDUCATION CENTRE
2651 CHINOOK WINDS DR. SW

AIRDRIE, AB

ZOOM LINK: <https://rockyview.zoom.us/my/rvsboard>

SEPTEMBER 18, 2025

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. In-Camera Session
4. Land Acknowledgement

Trustee Shelley Kinley

Rocky View Schools would like to acknowledge the land and recognize all the Indigenous Peoples whose footprints have marked these lands from time immemorial. Together, we can learn and honour the ways of knowing of Indigenous Peoples for all future generations.
5. Motions Arising from In-Camera Session
6. Approval of Minutes
 - a) Regular Board Meeting – September 4, 2025
7. Exemplary Practice/ Student Showcase
 - a) Herons Crossing – Literacy/Numeracy Blocks
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
 - a) Policy Committee – Board Policy 4
 - b) Policy Committee – Board Policy 13
11. Trustee Reports
12. New Business
 - a) Move that the Board of Trustees discontinue funding for the Rocky View Pre-K program commencing September 2026 and continue until the Ministry of Education provides full Pre-K funding to Rocky View School Division.
13. Notice of Motion
14. Adjournment

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

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**UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES
REGULAR BOARD MEETING
HELD RVS EDUCATION CENTRE
2651 CHINOOK WINDS DR. SW
AIRDRIE, ALBERTA**

THURSDAY, SEPTEMBER 4, 2025

TRUSTEES PRESENT:

Chair, Ward 6 Fiona Gilbert
Vice-chair, Ward 5 Judi Hunter
Ward 1 Shali Baziuk
Ward 2 Shelley Kinley
Ward 3 Fred Burley
Ward 3 Melyssa Bowen
Ward 3 Todd Brand
Ward 4 Norma Lang

ADMINISTRATION PRESENT:

Superintendent of Schools Ryan Reed
Associate Superintendent of Business and Operations Mike Guindon
Director of Communications and Engagement Tara de Weerd

RECORDER:

Executive Assistant Ashley Maroukian

CALL TO ORDER:

Chair Fiona Gilbert called the meeting to order at 9:30 a.m.

REGULAR BOARD MEETING AGENDA

#1569-2025 MOTION BY CONSENT:

The Board of Trustees approves the September 4, 2025 Regular Board meeting agenda as presented.

CARRIED

IN CAMERA

#1570-2025 MOTION BY CONSENT:

The Board of Trustees moves into an in-camera meeting at 9:31 a.m.

CARRIED

OUT OF IN CAMERA

#1571-2025 MOTION BY CONSENT:

The Board of Trustees moves out of an in-camera meeting at 9:57 a.m.

CARRIED

Chair Fiona Gilbert recessed the meeting at 9:57 a.m.

Chair Fiona Gilbert reconvened the meeting at 10:02 a.m.

Trustee Baziuk read the RVS Land Acknowledgement Statement.

MINUTES OF THE BOARD MEETING

#1572-2025 MOTION BY CONSENT:

The Board of Trustees approves the minutes of the June 19, 2025, Regular Board meeting as circulated.

CARRIED

EXEMPLARY PRACTICE: COOPERS CROSSING SCHOOL – FISH IN SCHOOLS (FINS) PROGRAM

Teacher presenter: Jennifer Chen
Principal: Cheryl Steadman

During the 2024/25 school year, Grade 2 students at Cooper's Crossing School took part in the Bow Habitat Station's Fish in Schools (FinS) program. Students were provided rainbow trout eggs to hatch and care for through to the juvenile stage. This allowed students to observe the life cycle of this species and learned about its important contributions to a balanced ecosystem. They then released the rainbow trout into their natural habitat at DeWitt Pond. During the program, the students took great care of the trout and demonstrated empathy by giving them names, drawing pictures of them and keeping their care schedule up-to-date.

Teacher Jennifer Chen will share how participation in the FinS program deepened not only her students' scientific knowledge but their literacy and numeracy skills through journal updates, word matrices, written narratives and math challenges. She will also share the plans for Cooper's Crossing to continue participating in the FinS program during the 2025/26 school year.

This project aligns with RVS' Education Plan. Through the FinS program, students became more literate and numerate, and also were actively engaged in meaningful and relevant learning – both outcomes of Goal 1 of the Education Plan.

Chair Fiona Gilbert recessed the meeting at 10:27 a.m.
Chair Fiona Gilbert reconvened the meeting at 10:35 a.m.

SUPERINTENDENT REPORT

STRATEGIC PLAN REPORT – YEAR 3:

The Board of Trustees acknowledges receipt of the RVS 2022-2026 Strategic Plan Year Three (2024/25) Annual Report for information.

Director of Operations Tod Tjoris and Manager of Maintenance Josh Roach joined the meeting at 10:42 a.m.

BOLSTERING OUR INFRASTRUCTURE – IMR AND CMR PROJECT UPDATES:

The Board of Trustees acknowledges receipt of the IMR and CMR Project update as information.

Director of Operations Tod Tjoris and Manager of Maintenance Josh Roach left the meeting at 11:51 a.m.

ENROLMENT UPDATE:

The Board of Trustees acknowledges receipt of the Enrolment Update and School Startup as information.

CHAIR REPORT/CORRESPONDENCE

A new school year has begun – it's a time of energy, anticipation, hope, and possibility as our schools and buildings come alive again with the voices of students and staff. This year comes with exciting opportunities and some real challenges and uncertainty – the Board is confident in the strength of the RVS team to navigate what lies ahead. This year also brings new leadership. The Board welcomes Superintendent Reed to his first Board meeting as the new Superintendent of School for RVS. Wishing a successful and rewarding 2025/2026 school year to all RVS students, staff and families.

Chair Fiona Gilbert recessed the meeting at 11:58 a.m.

Chair Fiona Gilbert reconvened the meeting at 12:03 p.m.

BOARD COMMITTEE REPORTS

TRUSTEE COMPENSATION REVIEW COMMITTEE REPORT FROM TRUSTEE SHALI BAZIUK:

The Trustee Compensation Review Committee is bringing forward revisions to Board Policy 27 for the Board's consideration.

#1573-2025 MOTION BY TRUSTEE SHELLEY KINLEY:

The Board of Trustees approves the proposed Policy 27 Trustee Compensation and Development as amended.

#1574-2025 MOTION BY TRUSTEE SHELLEY KINLEY:

AMENDMENT TO PROPOSED BOARD POLICY 27

That the policy be amended to add: A trustee in Ward 2 receive a \$1500 travel honourarium and Ward 4 a \$750 travel honourarium to cover driving time.

#1575-2025 AMENDMENT TO MOTION #1574-2025 BY TRUSTEE TODD BRAND:

To replace the word "honorarium" with "allowance" to read: A trustee in Ward 2 receive a \$1500 travel **allowance** and Ward 4 a \$750 travel **allowance** to cover driving time.

CARRIED

#1574-2025 MOTION BY TRUSTEE SHELLEY KINLEY AS AMENDED:

AMENDMENT TO PROPOSED BOARD POLICY 27

That the policy be amended to add: A trustee in Ward 2 receive a \$1500 travel allowance and Ward 4 a \$750 travel allowance to cover driving time.

DEFEATED

**#1576-2025 MOTION BY TRUSTEE FRED BURLEY:
AMENDMENT TO PROPOSED BOARD POLICY 27**

That the policy be amended to add: A trustee in Ward 2 receive a travel allowance up to \$1500 and Ward 4 receive a travel allowance up to \$750 to cover travel time.

Chair Gilbert ruled Trustee Burley's motion out of order due to it being substantially the same as the motion previously defeated.

#1577-2025 MOTION BY TRUSTEE SHELLEY KINLEY:

That the Board of Trustees suspend the rules to allow Trustee Burley's motion to come forward.

CARRIED

**#1576-2025 MOTION BY TRUSTEE FRED BURLEY:
AMENDMENT TO PROPOSED BOARD POLICY 27**

That the policy be amended to add: A trustee in Ward 2 receive a travel allowance up to \$1500 and Ward 4 receive a travel allowance up to \$750 to cover travel time.

#1578-2025 AMENDMENT TO THE MOTION #1576-2025 BY TRUSTEE NORMA LANG:

To add the words "to fulfill Trustee duties in the ward" to read: A trustee in Ward 2 receive a travel allowance up to \$1500 and Ward 4 receive a travel allowance up to \$750 to cover travel time **to fulfill Trustee duties in that ward.**

DEFEATED

**#1579-2025 SUBSTITUTE MOTION BY TODD BRAND:
AMENDMENT TO PROPOSED BOARD POLICY 27**

That the policy be amended to add: Annually, a trustee in Ward 2 may claim up to \$1500 additional hourly honoraria and a trustee in Ward 4 may claim up to \$750 additional hourly honoraria to cover travel time to non-honoraria claimable ward events and responsibilities.

CARRIED

Chair Fiona Gilbert recessed the meeting at 1:07 p.m.

Chair Fiona Gilbert reconvened the meeting at 1:37 p.m.

**#1580-2025 MOTION BY TRUSTEE FIONA GILBERT:
AMENDMENT TO PROPOSED BOARD POLICY 27**

That the policy be amended by striking out Section 2.2 in its entirety.

Chair Fiona Gilbert requested a recorded vote.

In Favour
Judi Hunter
Shali Baziuk
Fiona Gilbert

Opposed
Todd Brand
Fred Burley
Norma Lang
Shelley Kinley
Melyssa Bowen

DEFEATED

**#1581-2025 MOTION BY CONSENT
AMENDMENT TO PROPOSED BOARD POLICY 27**

That the policy be amended by replacing “retirement allowance” with “transition allowance” in Section 2.2.3.

CARRIED

**#1582-2025 MOTION BY TRUSTEE FIONA GILBERT:
AMENDMENT TO MOTION 1573-2025**

The Board of Trustees approves the proposed Policy 27 Trustee Compensation and Development as amended, **to take effect for the 2025-2029 Board of Trustees.**

Trustee Shali Baziuk requested a recorded vote.

In Favour

Judi Hunter
Shali Baziuk
Fiona Gilbert

Opposed

Todd Brand
Fred Burley
Norma Lang
Shelley Kinley
Melyssa Bowen

DEFEATED

#1573-2025 MOTION BY TRUSTEE SHELLEY KINLEY:

The Board of Trustees approves the proposed Policy 27 Trustee Compensation and Development as amended.

Chair Fiona Gilbert requested a recorded vote.

In Favour

Judi Hunter
Todd Brand
Fred Burley
Norma Lang
Shelley Kinley
Melyssa Bowen

Opposed

Shali Baziuk
Fiona Gilbert

CARRIED

TRUSTEE REPORTS (submitted in writing)

Shelley Kinley, Ward Two Trustee:

Verbal Update:

Langdon Energizer Night is on Sept 8 where all non-profit and for-profit groups will be there to sign up for activities. Rocky View Schools will be there as well.

June 19	Attended Regular Board and Planning Meeting
June 19	Attended and present at Langdon School Grade 8 Farewell
June 19	Attended and present at Indus School Grade 8 Farewell
June 20	Attended Superintendent Luterbach's Retirement Farewell
June 22	Attended and present at Langdon Community Collaborative Meeting
June 22	Attended Langdon School Awards Ceremony
June 23	Attended and present at Indus School Awards and Farewell to Principal Wyper
July 2	Attended Policy Committee Meeting
July 3, 4	Attended CSBA – ACCCS 2025 Congress – virtual
July 19	Attended Langdon Days, Langdon Days parade and Read to families (Langdon Library)
July 21	Langdon Community Collaborative meeting with RVC
August 21	Attended Orientation Committee Meeting
August 25	Attended and serve at Welcome Back Breakfast
August 25	Attended TEBA Lockout out Poll Engagement Session

Norma Lang, Ward Four Trustee:

June 19-20	Central Table negotiations
June 20	AASEBP Board Meeting
June 23	Discovery Trails year end awards celebration - shared message from the Board
July 8	TEBA Board of Directors meeting
July 10	Met with Crossfield Mayor Harris
August 25	Assisted at the RVS Leadership Breakfast
August 25	TEBA 61 meeting
August 26-27	Central Table negotiations
August 28	Board of Directors meeting
August 28	ASEBP Board meeting

Judi Hunter, Ward Five Trustee:

Verbal Update:

Attended the Cochrane Parade with Chair Gilbert on Monday. It was a very well-received parade and was a lot of fun. Thank you to Chair Gilbert's son for preparing the float for the parade.

June 19	Participated in Board Meeting
June 19	Attended Rocky View County open house
June 20	Attended Superintendent retirement
June 20	Participated in Banded Peak Grade 8 farewell
June 23	Volunteered at Westbrook school playground
June 23	Attended SPFAS board meeting
June 24	Volunteered at Westbrook school playground
June 25	Participated in Banded Peak Awards ceremony
June 25	Attended the Indigenous Graduation ceremony
June 27	Attended a meeting with Calaway Park
July 15	Participated in the Bridge opening ceremony
July 17-18	Volunteered for Banded Peak School
July 28-29	Volunteered with Bearspaw community

August 1	Met with potential candidate
August 12	Met with community member
August 21	Participated in Orientation meeting
August 25	Participated in welcome back breakfast
August 25	Attended a committee meeting
August 26	Participated in Agenda planning meeting
September 1	Participated in Cochrane parade

Fiona Gilbert, Ward Six Trustee:

June 19	Chaired public Board meeting
June 19	Participated in Board Planning Committee
June 19	Celebrated with students at CCA Grade 8 Farewell
June 20	Extended Board best wishes at Superintendent Luterbach's Retirement Celebration
June 24	Joined in congratulating students at RancheView Grade 8 Farewell
June 25	Toured BVHS construction and expansion site
June 25	Joined in celebrating at the RVS Indigenous Graduation Ceremony
June 26	Extended Board congratulations at BVHS and CHS Graduation Ceremonies
July 2	Attended Policy Committee meeting
July 10	Participated in Ministerial Engagement on Selection of Library Materials
August 25	Hosted Welcome Back Breakfast for Leadership team and EC staff
August 25	Participated in TEBA Engagement session
August 26	Participated in Agenda Planning
September 1	Participated in Cochrane Labour Day Parade with Trustee Hunter

NOTICE OF MOTION

Trustee Judi Hunter shared a Notice of Motion

Move that the Board of Trustees discontinue funding for the Rocky View Pre-K program commencing September 2026 and continue until the Ministry of Education provides full Pre-K funding to Rocky View School Division.

This item will appear on the September 18 Board meeting's agenda.

ADJOURNMENT

Chair Fiona Gilbert adjourned the Regular Board Meeting at 2:20 p.m.

Chair

Secretary-Treasurer



EXEMPLARY PRACTICE

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date of Meeting: Sept. 18, 2025

Showcase Name: Herons Crossing School – Literacy and Numeracy Blocks

Teachers: Kerry Kindermann, Brandy Brochu, Chelsey Schubert, Alida South

Project Description

Kindergarten – Grade 3 literacy and numeracy blocks are a division-wide initiative designed to strengthen foundational learning for our youngest students. The project integrates evidence-based instruction routines that are aligned with the Science of Reading and numeracy development research.

During the 2024/25 school year, RVS learning specialists embedded with 10 schools to support the implementation of this approach. In this presentation, RVS learning specialists will highlight the work they did to support schools through common resources, diagnostic tools and collaborative professional learning that emphasized both prevention and intervention. Then, staff from Herons Crossing School will discuss how this approach came alive in their school.

This work directly supports Goal One of RVS' Education Plan of advancing students' numeracy and literacy skills.



RVS K-3 Literacy and Numeracy Blocks

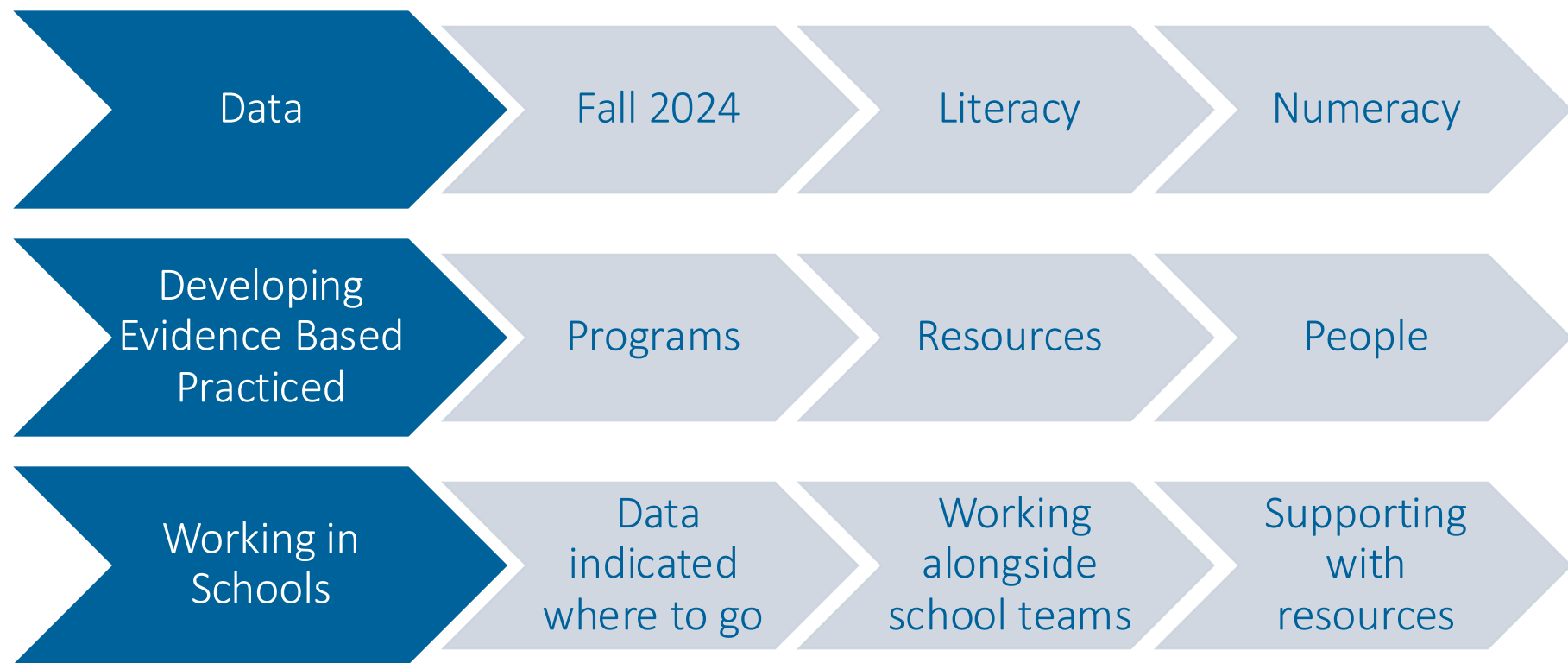
Alida South, Learning Specialist

Brandy Brochu, Herons Crossing Numeracy Coach

Chelsey Schubert, Learning Specialist

Kerry Kindermann, Herons Crossing Literacy Coach

Lisa Metcalfe, Herons Crossing Assistant Principal



Grade 1&2 Literacy Block

Oral language routines	5-10min	Sharing circle <ul style="list-style-type: none"> Concentric Circles, Speed Train, Turn & Talk
Explicit Phonemic Awareness, Phonics & Word Study Instruction	25-30 min	Heggerty (Phonemic awareness)* UFLI (Phonics)* <ul style="list-style-type: none"> High Frequency Words Word Sorting Morphology Vocabulary
Reading Decoding, Fluency & Comprehension	25-30 min	Morning Message Focused reading lesson <ul style="list-style-type: none"> Interactive read aloud, shared reading Small group instruction Centers, stations, choiceboard <ul style="list-style-type: none"> High frequency words, word sorting, independent & partner reading
Writing	25-30 min	Focused writing lesson Collaborative or guided writing <ul style="list-style-type: none"> Teacher modelled and / or students together Writing practice (independent or collaborative) <ul style="list-style-type: none"> Targeted instruction and/or writing conferences Sharing
Independent Reading	5-15 min	Students read a book of choice Targeted instruction and/or reading conferences

Oral language and conversation should be embedded throughout the day. See the website for some high impact routines.

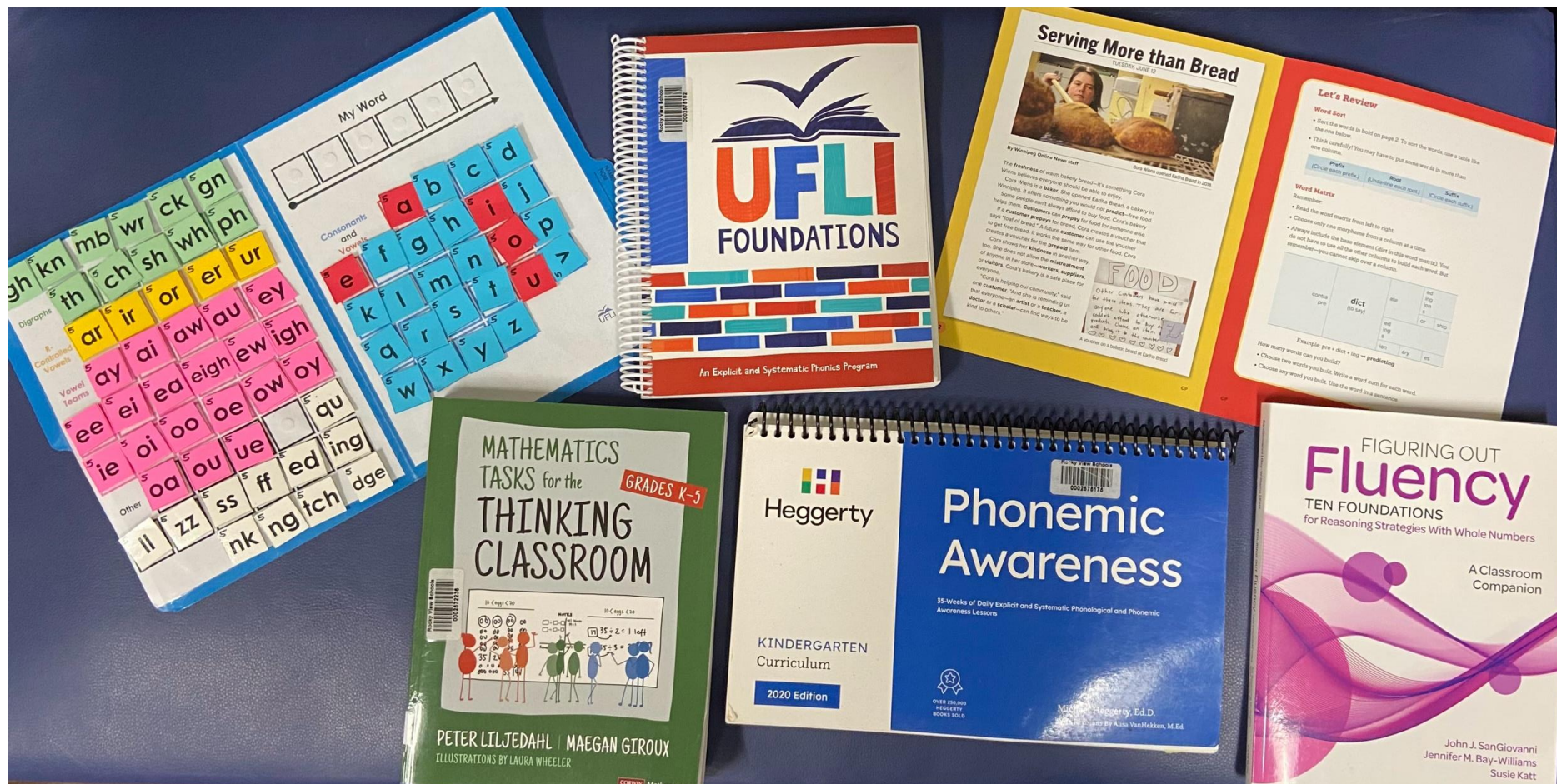
Word study and play can be woven into the other mini blocks (i.e. vocabulary in read alouds, word games, sorts, elkonin boxes during small group work and centers).

The total time of literacy instruction may exceed 90 minutes- plan to integrate reading and writing instruction across subjects when possible to create literacy opportunities through the school day.

1-3 Numeracy Block

Math Talk <i>Adaptive Reasoning</i>	5-10 min	<ul style="list-style-type: none"> Math vocabulary, number fluency, mental math <ul style="list-style-type: none"> Examples: Dot cards, WODB, Esti-Mysteries, Choral Counting, Number Strings, Number line routines
Problem Solving <i>Conceptual Knowledge</i> <i>Strategic Competence</i> <i>Productive Disposition</i>	15-20 min	<ul style="list-style-type: none"> Collaborative Problem Solving <ul style="list-style-type: none"> Examples: Story Problems, Counting Collections, Numeracy Picture Books, Open Questions, Building Thinking Classrooms
Explicit Instruction <i>Conceptual Knowledge</i> <i>Procedural Fluency</i>	5-15 min	<ul style="list-style-type: none"> Focused math lesson Explicit Instruction connecting conceptual and procedural understanding Consolidating student understanding of problem solving task
Numeracy centers/choiceboard & Targeted Instruction <i>Procedural Fluency</i>	20-25 min	<ul style="list-style-type: none"> Targeted instruction (small group) Scaffolded questions to support concept <ul style="list-style-type: none"> i.e. mild, medium, spicy Fluency Games Other Numeracy Centres

Common Resources





Implementation at Herons Crossing School

Implementation at Herons Crossing

January 2025

Literacy and Numeracy Frameworks were introduced to admin and coaches.

HCS Team attended Literacy and Numeracy Framework Meeting.

February 2025

Learning Specialist Blitz at Herons Crossing

Grade Teams spent one day each learning about the Literacy and Numeracy Frameworks and resources available to them.

February – March 2025

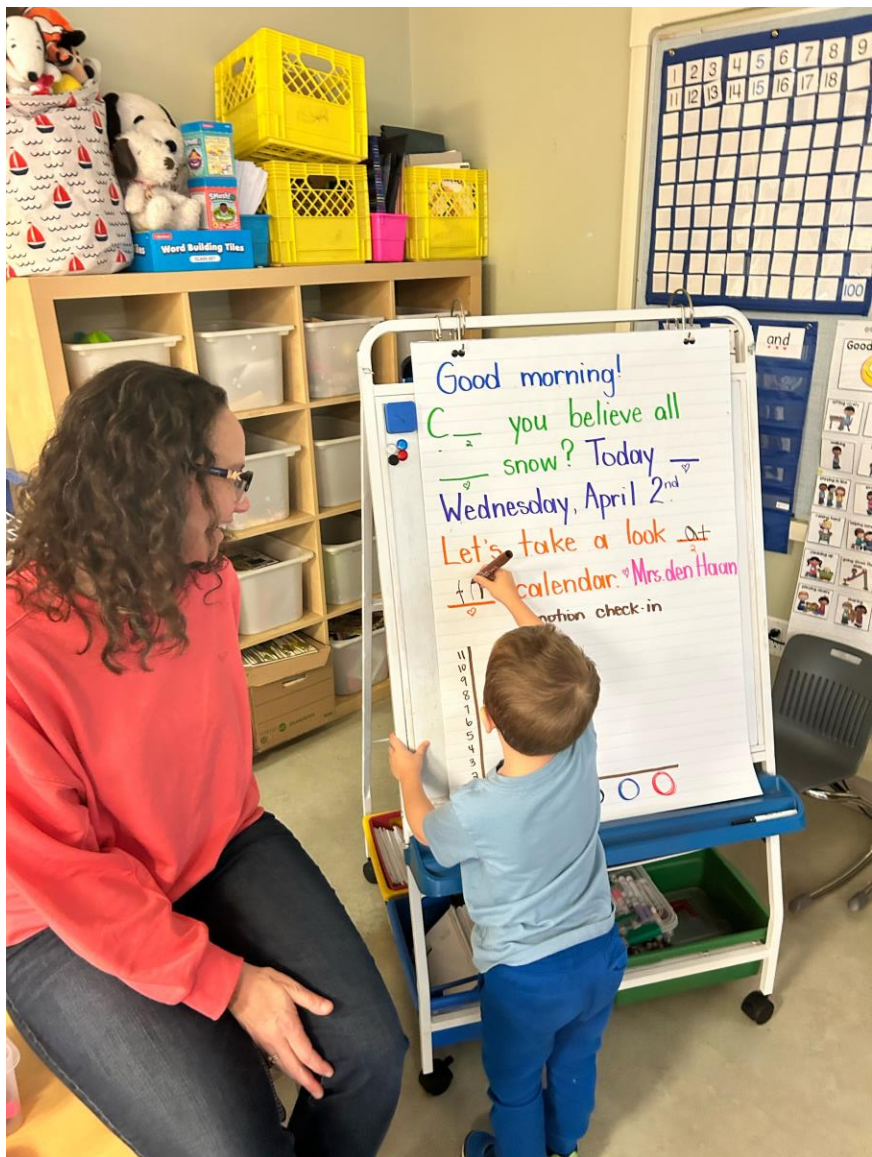
Learning Specialists and Coaches supported implementation by

- modeling
- co-planning
- co-teaching
- release time for additional learning

March – June 2025

Coaches continued to support teachers and provided whole staff PL on Math Talks and Morphology.

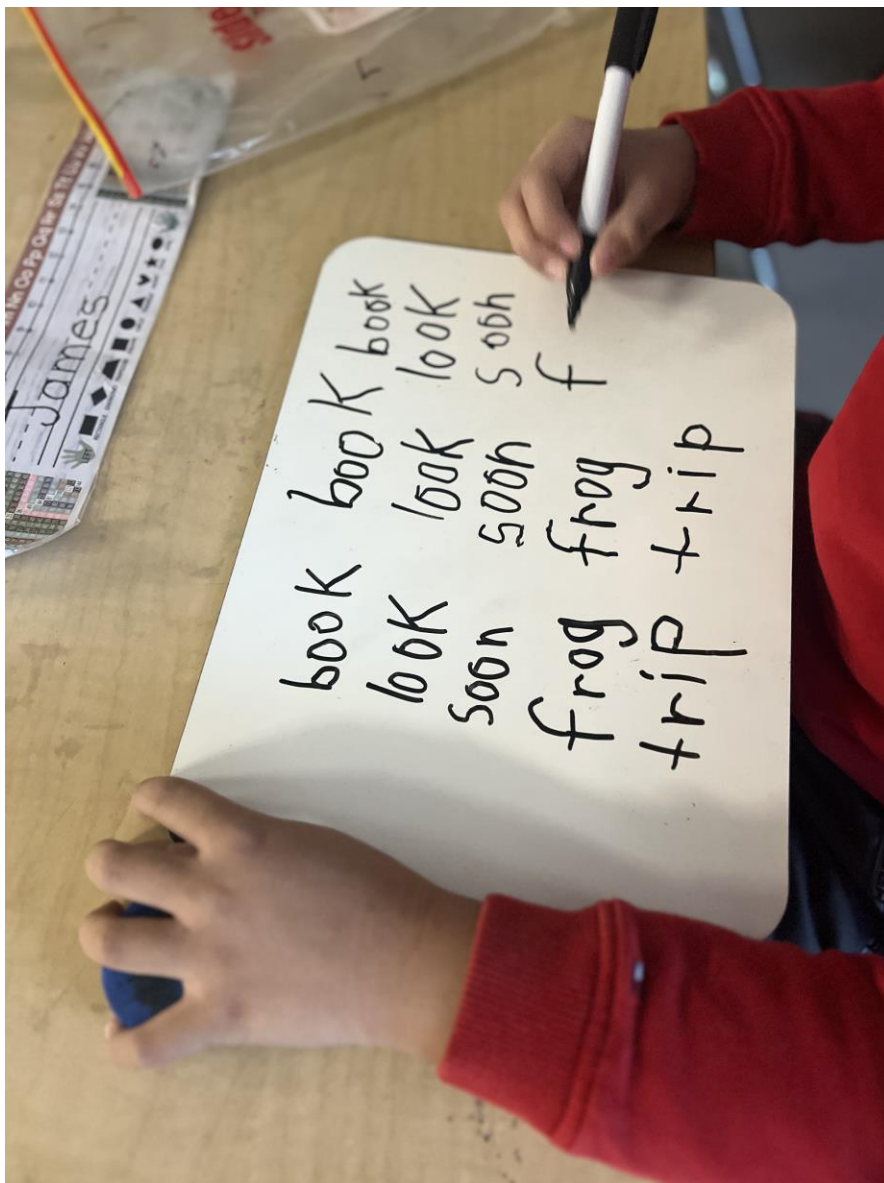
Small Group Intervention
Coaches curated, created, organized, and distributed resources for classroom use.



“My initial reaction to being told we were rolling out a new literacy and numeracy program was one of frustration and anger.

Then we started. With the guidance and the patience of our coaches, with so many questions and observations, modelling, tutorials, and more questions, I got there. I saw it. It was working. I saw confidence in students who didn't have it before, I saw improvement in their skills, knowledge and transferring of information between subject matters, I saw the wonder in their parents' eyes when their child was leading them through a math talk during conferences. I was excited to move forward and better my teaching practice.”

~ HCS Kindergarten teacher

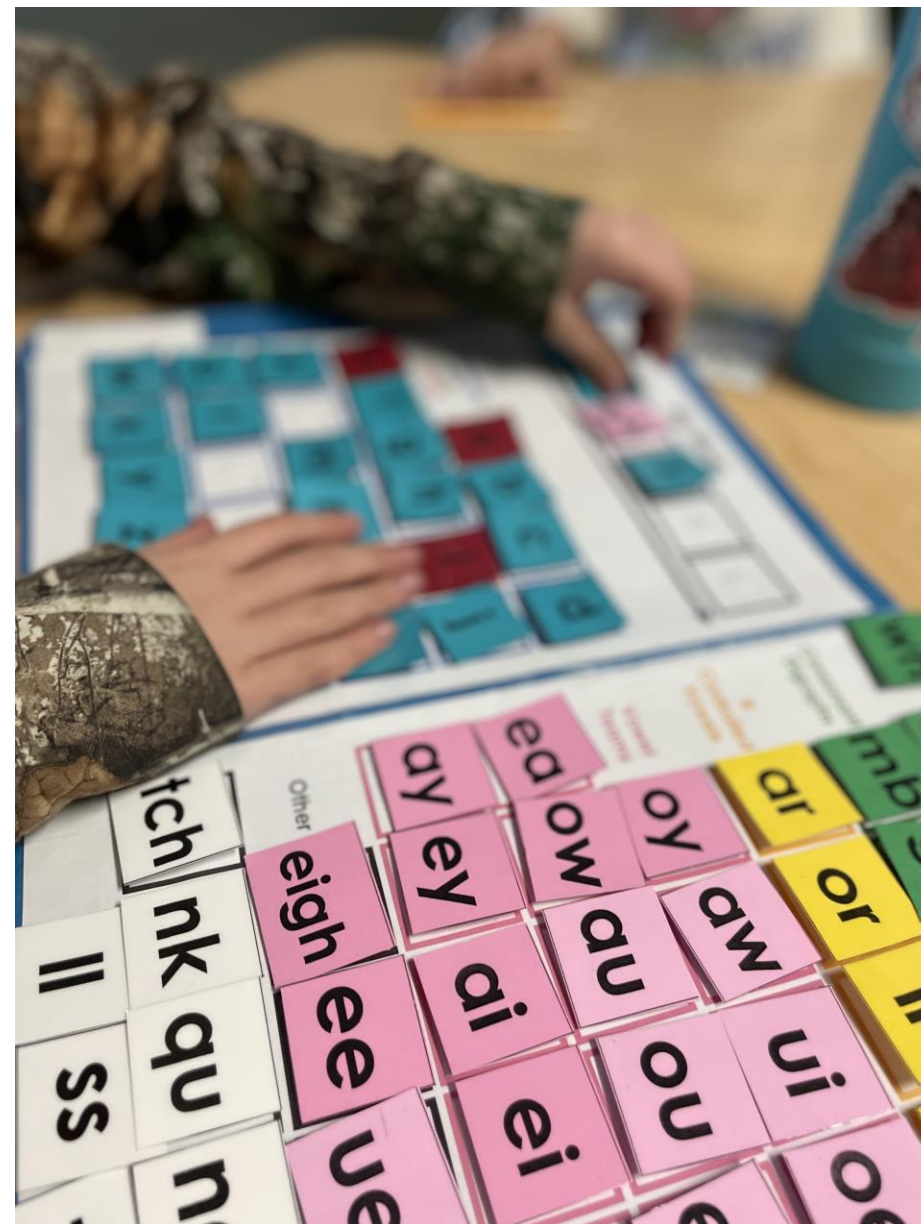


“The team helped me ensure that I could implement UFLI with fidelity. With their support, I was able to adjust things to maximize student learning. There was a dramatic increase in both reading and writing from February to June and the majority of my students finished grade one at grade level. I’m so excited to implement UFLI with fidelity from day one and compare the results.”

~ HCS Grade 1 teacher

“What I loved about the literacy and numeracy framework was learning useful programs (UFLI and Building Thinking Classrooms) that I enjoy using in my classroom. The programs are not only valuable for the students, but valuable for me to learn as well. I feel like my teacher skills grew because of the support and time I was given to explore these programs. My learners enjoyed them as well!”

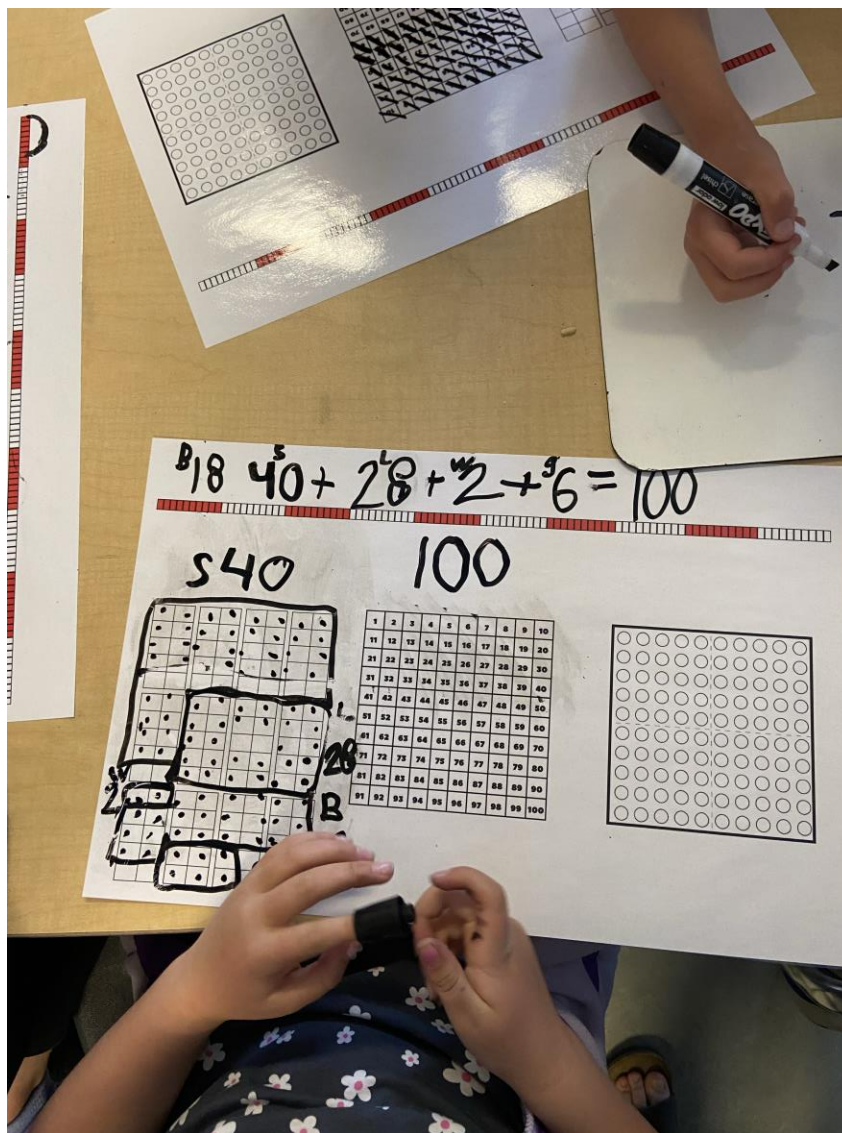
~ HCS Grade 3 Teacher



“A key factor in our success has been the unwavering commitment and engagement of both staff and students. Our educators have demonstrated a genuine willingness to embrace the recommended programs, engage deeply with professional learning, and reflect on their practice. Their openness to being vulnerable in their learning journey—trying new approaches, asking questions, and striving to understand and implement evidence-based best practices—has made a tangible difference in student outcomes.”

~Lisa Metcalfe, HCS Assistant Principal





“These frameworks supported me in refining my instructional practice while also making it easier to communicate with parents about specific areas they could reinforce at home with their children.

I believe a consistent, school-wide approach to resources enhances student learning and creates a smoother progression from grade to grade. This consistency helps teachers smoothly connect their classroom routines with the rest of the school, which benefits students by creating a more predictable and supportive learning environment.”

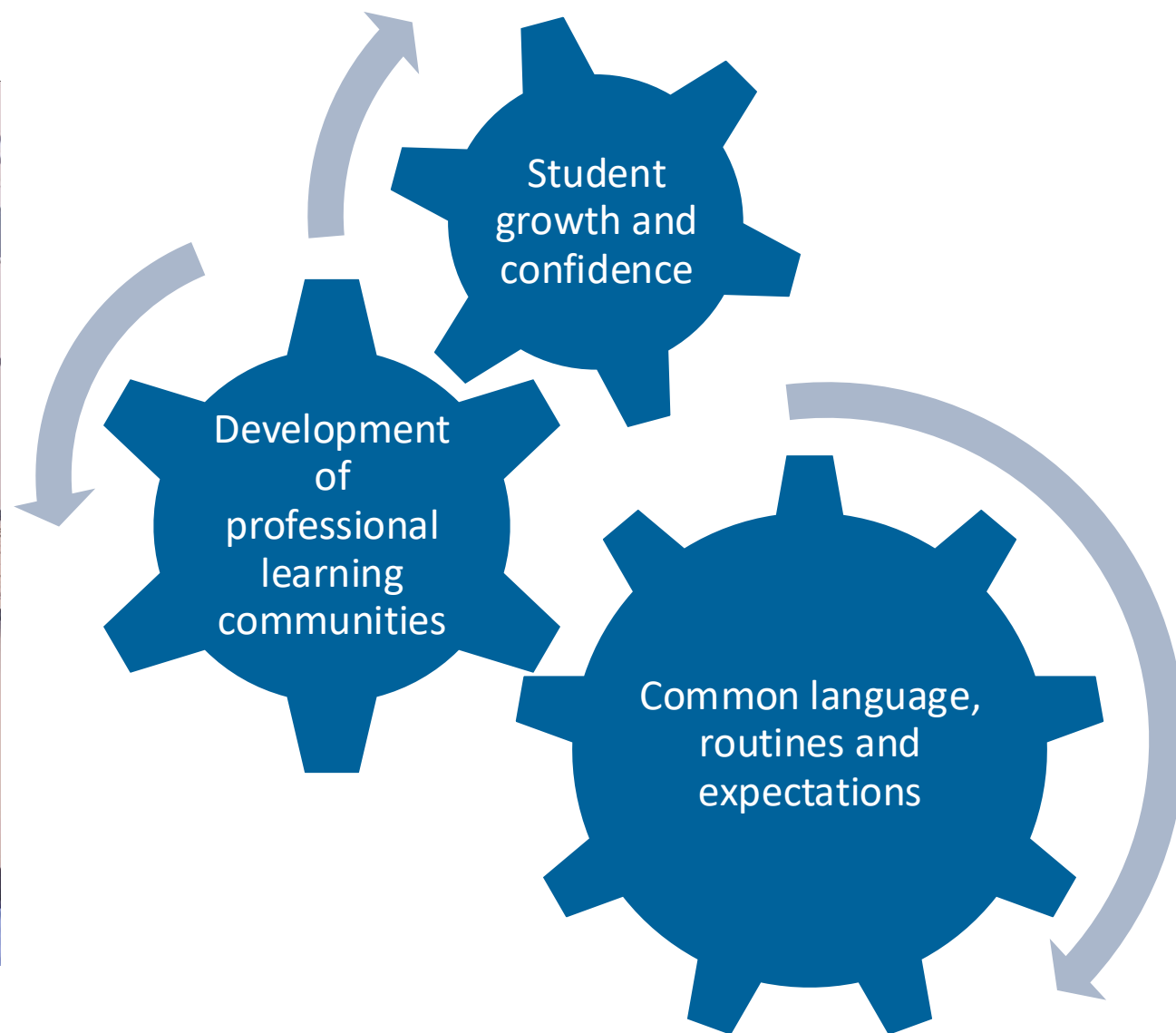
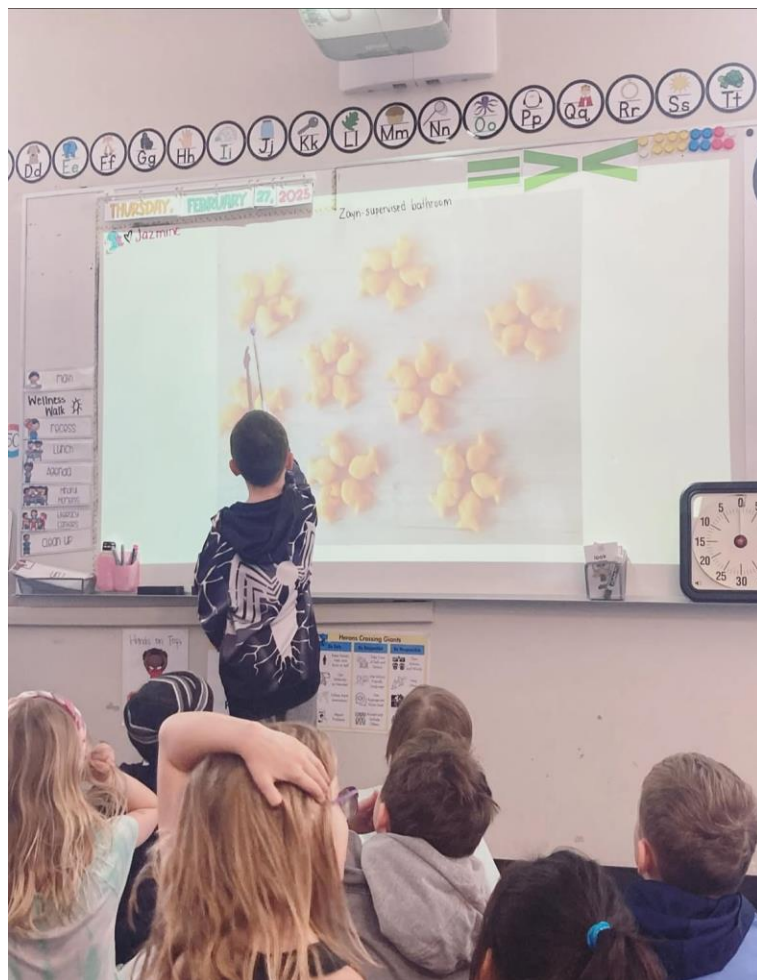
~HCS Grade 2 Teacher



“In conversation with Brandy recently, I mentioned that you can’t win a gold medal without acknowledging your coaching staff. Herons would not have been as successful as it was without the support we got from the team at the Ed Centre, our in-house teaching experts, and admin support. As teachers we supported each other, had the opportunity to observe each other, and were able to share resources and information readily.”

~ HCS Teacher

Impact at Herons Crossing

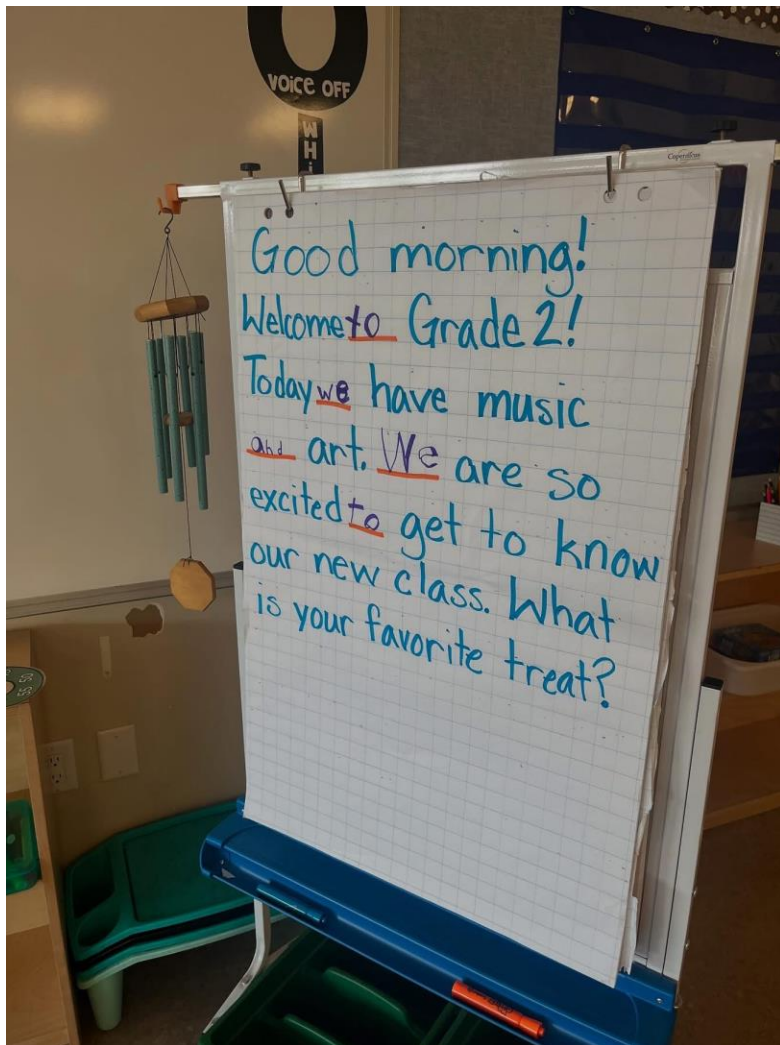




**Average % Of Students Requiring Supports in Literacy & Numeracy
Herons Crossing School 2024-2025**

	GRADE 1	GRADE 2	GRADE 3
January	28%	29%	19%
June	15%	21%	9%

Moving Forward at Herons Crossing



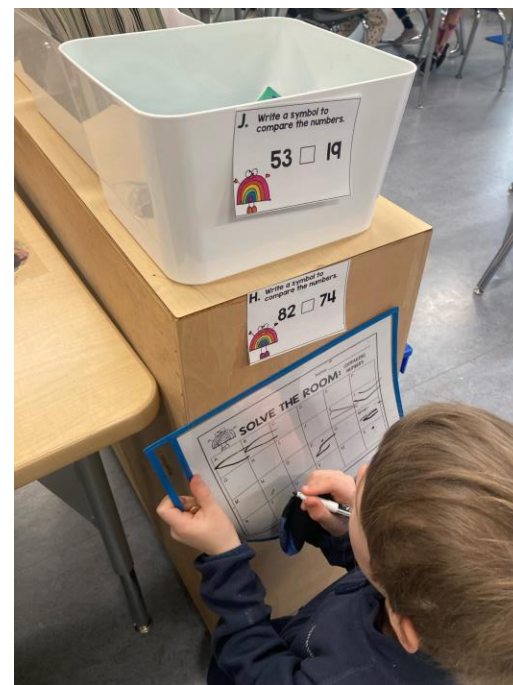
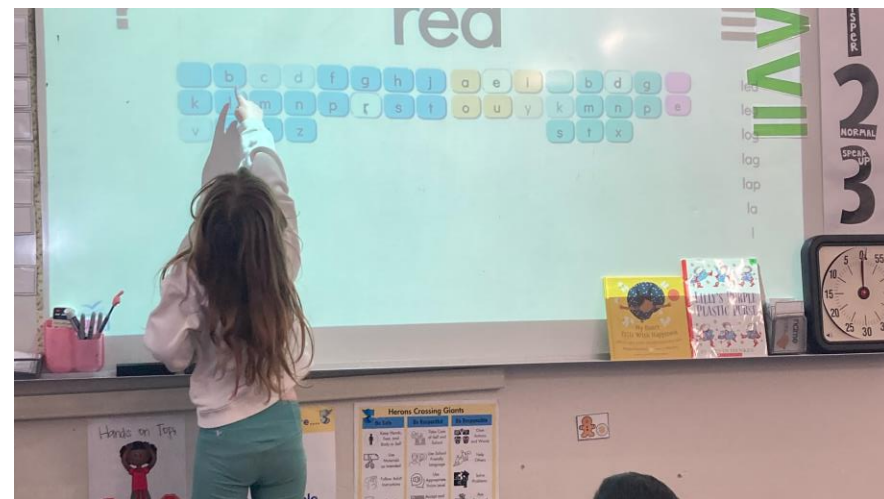
Starting
Strong

Supporting
New Staff

Building on
Professional
Learning

Data
Collection

Resources





SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

SEPTEMBER 18, 2025

AGENDA

1. Enrolment Update
2. Administrative Procedure Updates
3. Municipal Election Update

ACTION

Information
Information
Information

A handwritten signature in black ink, consisting of several loops and a final horizontal stroke, representing the name Ryan Reed.

Ryan Reed
Superintendent of Schools



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Enrolment Update

Date of Meeting: September 18, 2025

Background:

Annually, Boards across Alberta submit to the Government of Alberta their student enrolment as of September 30. While enrolments fluctuate daily, these September 30th numbers are important for funding purposes and generally used to describe a school division's student population.

At the end of September 2024 RVS had 29,243 students that we served. This was an increase of 641 from September 2023. By June 2025, RVS had just over 29,500 students attending our schools. These numbers are headcount and are not the full-time equivalent (FTE) which would be lower as Kindergarten students only count as 0.5FTE.

Planning is based on the projections and school startup is often a busy time of the year for offices and administration. While students enrol throughout the year, August and September leads to time sensitive registrations occurring.

Current Status:

In January 2025, RVS submitted to government our projected enrolment for the 2025/26 school year. Projecting a division's enrolment is a complicated art which looks at community growth, grade to grade growth, historical trends, and census and birth rate data. The projection for the 2025/26 school was 29,730 students. This would be an increase of 487 students from last year (1.7% growth compared to fall 2024). General community population growth is driving the enrolment increases.

As of Wednesday September 17, 2025, enrolment across RVS is 29,489 students, representing current growth of 246 students from last year. Enrolments fluctuate almost daily with students entering and exiting RVS.

It is critical to know that the 2025/26 enrolment numbers will continue to fluctuate daily, and these are ONLY preliminary numbers. Final enrolments will be determined as of end of September.

Recommendation:

The Board of Trustees acknowledges receipt of the Enrolment Update and School Startup as information.

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: AP updates stemming from Bills 27, 29, and 51

Date of Meeting: September 18, 2025

Background:

Bill 27: Education Amendment Act, 2024, received Royal Assent on December 5, 2024.

Notification and consent for health procedures

- For students under 16 years of age, school authorities are required to obtain parental consent for any health procedures or health-related requirements that apply to their child during an emergency, such as a public health emergency or state of emergency.
 - Students aged 16 and older may provide their own consent, however parental notification is required.
 - This requirement will not apply to routine health measures such as school cleaning or general hygiene practices.

Right to education

- Students have a new right to education during a public health emergency or state of emergency, in alignment with protections in the In-Person Learning Regulation.
- Shifts of three or fewer school days to at-home learning no longer require a Ministerial Order in certain emergencies, which will be defined in the regulations.
- Any shift longer than three school days will continue to require an exemption via Ministerial Order.
- School authorities must report any shift to at-home learning when they do not also offer an in-person option to the ministry as soon as reasonably possible, in a form and manner acceptable to the minister.

The remainder of the legislative and regulatory changes will come into force on September 1, 2025:

Notification and consent for preferred names and pronouns

- If a student requests that teachers or school staff use a new gender identity-related preferred name or pronouns, the school authority must notify the parent.
- For students under 16 years of age, school staff can only use the new preferred name or pronouns when referring to the student in school once parental consent is provided.
- If parental notification is reasonably expected to cause psychological or emotional harm to the student, or if a student requests assistance, the school authority must ensure the student is provided with counselling or other assistance prior to notifying their parents. This could include supports such as guidance counsellors or social workers that do not require parental consent for students to access in schools.
- Following parental notification, affordable mental health supports can also be accessed through Counselling Alberta. Alberta Education will work with school authorities to ensure



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

appropriate referral pathways are in place to ease the transition between school-based supports and Counselling Alberta.

Parental opt-in for content on human sexuality, gender identity or sexual orientation

- Where classroom content deals primarily and explicitly with human sexuality, gender identity or sexual orientation, school authorities must notify parents and provide parents the option to opt-in their child, rather than opt-out, for this instruction.
 - This does not apply to other subjects or incidental references to these topics.
- School authorities must establish and implement policies regarding parental notification and opt-in consent, which must include:
 - providing notice at least 30 days prior to the start of a course, program of study, instruction, or the first use of instructional materials or an exercise;
 - providing parents with sufficient information to make an informed decision; and
 - providing parents the opportunity to opt their child in for all or part of the instruction.
- Alberta Education approval of materials
 - The Minister of Education must approve learning and teaching resources dealing primarily and explicitly with gender identity, sexual orientation or human sexuality.
 - Minister approval of these learning and teaching resources is not required where they are being used for religious instruction.
 - External parties presenting learning and teaching resources that deal primarily and explicitly with human sexuality, gender identity, and sexual orientation will require approval, whether in the context of religious instruction or otherwise.

Policies related to at-home learning

- School authorities must develop publicly available policies related to any shifts to at-home learning in the future to mitigate negative impacts. Policies must include:
 - consideration of ways to potentially accommodate students at other facilities;
 - rationale/criteria for considering a shift to temporary at-home learning;
 - how learning will continue during the shift; and
 - how schools will provide accommodations for students.

In May, Alberta Education released several implementation support materials including:

- A parent guide school authorities can share with parents inquiring about the changes;
- A frequently asked question (FAQ) document;
- Information sheets for schools, parents and students on accessing services through Counselling Alberta;
- Checklist for developing policies related to at-home learning where there is no in-person learning option;
- Checklist for developing policies related to parental notification and opt-in consent for subject matter dealing primarily and explicitly with gender identity, sexual orientation or human sexuality;



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Bill 29, the Fairness and Safety in Sport Act was also passed.

The Fairness and Safety in Sport Act requires organizations offering amateur competitive sport (provincial sport organizations, public post-secondary institutions, independent academic institutions, and **school authorities** with students of appropriate age) to establish, implement, and maintain athlete eligibility policies that align with the accompanying Regulation.

The Fairness and Safety in Sport Regulation, released on June 5, 2025, establishes the requirements for these policies, including requirements that ensure that female leagues, classes and divisions are limited to biologically female athletes, and processes for determining whether individual athletes meet eligibility requirements. The Regulation also contains reporting requirements and frequency.

Ministerial Order #034/2025 Standards for the Selection, Availability and Access of School Library Materials

In early July 2025 a Ministerial Order was released providing guidance to school divisions around the selection, availability and access of school library materials related to explicit and non-explicit content.

On September 8, 2025, that order was repealed and replaced by MO #034/2025 which requires school divisions to remove all literary materials that contain any explicit visual depictions of a sexual act. The order requires a list of materials intended for removal be submitted to the government by October 31, 2025, and that identified materials be removed by January 5, 2026. School literary materials includes books, magazines, comics, graphic novels or other literary or graphic materials whether in physical or electronic form.

Teachers must make parents aware of the materials contained in their classroom collections and can do so via an emailed list, shared photos of their shelves or by inviting parents in to have a look at the bookshelves.

An Administrative Procedure outlining the process for selection, availability and access to school literary materials must be publicly available by January 5, 2026. This includes the process by which any student, school authority employee, parent of a child enrolled in a school, a member of school council or a member of the community with a direct connection to the school can request the review, change the access of or availability of or removal of specific library material.

School divisions must also publish a list of their current literary materials.

Current Status:

The following APs have been updated or created to provide guidance to the system and reflect the requirements of these pieces of legislation:

- AP166: Emergency Health Issues Response;
- AP205: Teaching About Religion and Controversial Issues (new title);
- AP206: Teaching About Human Sexuality and Related Topics (new title);
- AP207: Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions;
- AP231: At Home Learning (new);
- AP307: Student Information Systems (new); and

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

- AP320: Student Records

RVS has reviewed the suggestions from ASBA and government's FAQs, parent guides, policy checklists and has finalized these APs. Draft changes were reviewed by the executive team, RVS' administrative procedure advisory committee and are now posted.

In August, as part of the school startup process, information about AP changes was communicated to all impacted staff.

The AP related to Ministerial Order #034/2025 will be drafted this fall and will follow the usual process of review by executive and APAC before being published by January 5, 2026.

Recommendation:

The Board of Trustees acknowledges receipt of the AP updates stemming from Bills 27, 29, and 51, and Ministerial Order #034//2025 as presented.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Information Item: **Municipal Election Update**

Date of Meeting: **September 18, 2025**

Background:

The next municipal general election, scheduled for **October 20, 2025**, will include the election of trustees for the Rocky View Schools Board. In alignment with the Local Authorities Election Act and RVS Board Policy 7: Board Operations, administration plays a critical role in ensuring the election process is conducted in a transparent, efficient, and compliant manner.

Current Status:

Administration, under the leadership of the Superintendent of Schools and the designated Returning Officer, is responsible for coordinating all aspects of the trustee election process. This includes:

- **Election Planning and Logistics:** Administration is working in collaboration with municipal partners to coordinate voting logistics, including polling locations and hours, which are set by the Local Elections Act.
- **Candidate Support and Information:** RVS has scheduled two key sessions to support prospective candidates:
 - An **Information Session** on September 11, 2025, to provide an overview of the role of trustees and educational stewardship. 15 people attended this session.
 - A **Candidate Information Session** on September 25, 2025, for individuals who have submitted nomination papers. This session will be held at the Education Centre from 9:30 – 11:30 AM. Currently there are 11 candidates running across the 5 wards.
- **Nomination Process Oversight:** Nomination papers must be filed with the RVS Returning Officer by **12 p.m. on September 22, 2025**, at the RVS Education Centre in Airdrie. Administration ensures the integrity and confidentiality of this process.
- **Communications and Public Awareness:** Administration is developing and executing a communications strategy to inform the public about key election dates, trustee roles, and voting procedures. This includes updates to the RVS website and outreach through local media.
- **Compliance and Governance:** Administration ensures all election activities adhere to provincial legislation and RVS policies. This includes managing candidate documentation, coordinating with legal counsel as needed, and maintaining impartiality throughout the process.

The Superintendent, supported by associate superintendents and staff, continues to lead preparations across departments including human resources, finance, and communications to ensure the election is conducted smoothly and reflects RVS's commitment to democratic governance and educational excellence.

Future Direction:

The Board acknowledges receipt of the Municipal Election Update as information.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

Item: Policy 4 Trustee Code of Conduct

Date of Meeting: September 18, 2025

Background:

As part of the Policy Committee's mandate to review each policy at least once during the term of the elected trustees and based on recent changes to the *Education Act* via the *Education Amendment Act, 2025*, Policy 4 Trustee Code of Conduct was recently reviewed by the committee.

This policy was last reviewed in June 2020.

Current Status:

The Policy Committee decided at this time to only recommend removing existing item 21.3 which currently states that one of the possible sanctions for violating the Trustee Code of Conduct is:

"21.3 Having a motion to disqualify the offending trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board."

As per Alberta Education's overview of Bill 51 in June of 2025:

- "Legislative changes regarding trustee accountability will come into effect on October 21, 2025, or the day following the next general municipal election on October 20, 2025:
 - School boards will no longer have the ability to disqualify or remove a trustee for breaching a school board code of conduct.
 - Once in force, school boards will be required to amend their respective codes of conduct to align with the legislative change.
 - School boards will continue to have authority to sanction trustees as set out in their respective codes of conduct (e.g., removal from meetings, voting privileges).
 - Individual trustees could only be removed through a recall petition process.
 - Trustees can still be automatically disqualified with no action required by the board if they are engaging in criminal activity, as outlined in section 87 of the *Education Act*, or if they are not meeting trustee requirements outlined in the *Local Authorities Elections Act*."

As such, the Policy Committee recommended at the July 2, 2025 committee meeting that Board Policy 4 Trustee Code of Conduct be amended to remove item 21.3. On September 4th, 2025, Board Policy 4 was brought to the Board Planning Committee. On September 4th, the BPC passed the following motion:

"The Board Planning Committee directs the Policy Committee to bring forward Policy 4 Trustee Code of Conduct, as presented, for consideration."



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

Alternatives:

Alternative I

The Board approves the proposed Policy 4 Trustee Code of Conduct as presented.

Alternative II

The Board approves the proposed Policy 4 Trustee Code of Conduct as amended.

Alternative III

The Board refers Policy 4 Trustee Code of Conduct to the Board Planning Committee for further review.

Alternative IV

The Board refers Policy 4 Trustee Code of Conduct to the Policy Committee for further review.

Recommendation:

The Board approves the proposed Policy 4 Trustee Code of Conduct as presented.

Background:

The Board commits itself and its members to conduct which meets the highest ethical standards. This includes proper use of authority and appropriate decorum in group and individual behaviour. It is expected that all personal interactions, communications and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Guidelines

1. Trustees shall follow all Board policies and carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with reasonable diligence.
2. Trustees shall endeavour to work with fellow Board members cooperatively and with respect.
3. Trustees shall commit themselves to dignified, ethical and professional conduct.
4. While trustees have the same rights afforded to all individuals, trustees are required at all times to maintain the integrity of public office and conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial and professional manner.
5. Trustees shall support the Board's policies and resolutions when communicating with the public.
6. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board.
7. While elected from specific wards, trustees shall represent the best interests of the entire Division.
8. Trustees shall honour their fiduciary responsibility to the Board which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division's services.
9. Trustees having a pecuniary interest as defined in the Education Act in a matter before the Board, shall follow the requirements in Policy 7: Board Operations.
10. Trustees shall not use their influence to advance personal, family or friends' interests or the interests of any organization with which the trustee is associated.
11. Trustees recognize that the Board Chair is the official spokesperson of the Board.
12. Trustees shall not attempt to exercise individual authority over the Superintendent of Schools or any member of the staff.



POLICY 4

TRUSTEE CODE OF CONDUCT

Approved: 2020 06 18

TRUSTEE CODE OF CONDUCT COMPLAINTS

13. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
14. A trustee who wishes to commence an official complaint under the Code of Conduct shall file a letter of complaint with the Board Chair within fifteen (15) days of the alleged violation of the Code of Conduct occurring. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair. The letter of complaint must indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or by the Vice-Chair where otherwise applicable, within five (5) days of receipt by the Board Chair or Vice Chair of the letter of complaint. The communication forwarding the letter of complaint to the other trustees shall be by e-mail to the trustees' RVS e-mail accounts.
15. When a trustee files a letter of complaint and a copy of that letter of complaint is forwarded to all trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
16. To ensure that the complaint has merit to be considered and reviewed, at least one other trustee must provide to the Board Chair, within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
17. Where no letter supporting a hearing is received by the Board Chair within the three (3) day period referred to in section 14 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing by email to each trustees' RVS email account that no further action of the Board shall occur.
18. Where a letter supporting a hearing is received by the Board Chair within the three (3) day period referred to in section 14 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to conduct a Code of Conduct hearing.
19. At the special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the special meeting. The Board Chair shall also confirm that trustees may optionally take paper notes for their own use but otherwise, there will be no recording of the

proceedings. The notes, if any, shall be retained until the matter has been disposed of by way of a resolution of the Board, following which the notes will be destroyed, and the resolution will be the only record relating to the proceedings.

20. Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures.

- 20.1 All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complainant trustee.
- 20.2 The sequence of the Code of Conduct hearing shall be:
 - 20.2.1 The complainant trustee shall provide a presentation which may be written or oral or both;
 - 20.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 20.2.3 The complainant trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 20.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 20.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 20.2.6 The complainant trustee shall be given the opportunity to make final comments; and
 - 20.2.7 The respondent trustee shall be given the opportunity to make final comments.
- 20.3 Following the presentation of the respective positions of the complainant trustee and respondent trustee, the complainant trustee and respondent trustee and all persons other than the remaining trustees shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- 20.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be recalled, and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.

POLICY 4

TRUSTEE CODE OF CONDUCT

Approved: 2020 06 18

- 20.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.
- 20.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 20.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to consider motion(s), if any. The respondent trustee and complainant trustee would be ineligible from voting on the motions.
- 20.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 20.9 The presiding Chair shall declare the special Board meeting adjourned.

TRUSTEE CODE OF CONDUCT SANCTIONS

- 21. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 21.1 Having a motion of censure naming the respondent passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 21.2 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board for a time not to exceed the trustee's term as trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 21.3 Having a motion to disqualify the offending trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.

Legal Reference: Education Act Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90



POLICY 4 TRUSTEE CODE OF CONDUCT

Approved: 2020 06 18

Background:

The Board commits itself and its members to conduct which meets the highest ethical standards. This includes proper use of authority and appropriate decorum in group and individual behaviour. It is expected that all personal interactions, communications and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Guidelines

1. Trustees shall follow all Board policies and carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with reasonable diligence.
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4. While trustees have the same rights afforded to all individuals, trustees are required at all times to maintain the integrity of public office and conduct themselves in a manner that enhances public confidence and trust, and positively affects the public's perception of their ability to do their job in an impartial and professional manner.
5. Trustees shall support the Board's policies and resolutions when communicating with the public.
6. Trustees shall keep confidential any personal, privileged or confidential information obtained in their capacity as a trustee and not disclose the information except when authorized by law or by the Board.
7. While elected from specific wards, trustees shall represent the best interests of the entire Division.
8. Trustees shall honour their fiduciary responsibility to the Board which supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs, or acting as an individual consumer of the Division's services.
9. Trustees having a pecuniary interest as defined in the Education Act in a matter before the Board, shall follow the requirements in Policy 7: Board Operations.
10. Trustees shall not use their influence to advance personal, family or friends' interests or the interests of any organization with which the trustee is associated.
11. Trustees recognize that the Board Chair is the official spokesperson of the Board.
12. Trustees shall not attempt to exercise individual authority over the Superintendent of Schools or any member of the staff.



POLICY 4 TRUSTEE CODE OF CONDUCT

Approved: 2020 06 18

TRUSTEE CODE OF CONDUCT COMPLAINTS

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POLICY 4

TRUSTEE CODE OF CONDUCT

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20.1 All preliminary matters, including whether one or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complainant trustee.

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20.2.1 The complainant trustee shall provide a presentation which may be written or oral or both;

20.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;

20.2.3 The complainant trustee shall then be given an opportunity to reply to the respondent trustee's presentation;

20.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;

20.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;

20.2.6 The complainant trustee shall be given the opportunity to make final comments; and

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20.3 Following the presentation of the respective positions of the complainant trustee and respondent trustee, the complainant trustee and respondent trustee and all persons other than the remaining trustees shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.

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POLICY 4 TRUSTEE CODE OF CONDUCT

Approved: 2020 06 18

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Deleted: <#>Having a motion to disqualify the offending trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board.

Reference: Education Act Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90

Deleted: Legal

Background:

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- 20.6 The remaining trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent trustee.
- 20.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing and request a motion to revert to the open meeting in order to consider motion(s), if any. The respondent trustee and complainant trustee would be ineligible from voting on the motions.
- 20.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
- 20.9 The presiding Chair shall declare the special Board meeting adjourned.

TRUSTEE CODE OF CONDUCT SANCTIONS

- 21. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 21.1 Having a motion of censure naming the respondent passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;
 - 21.2 Having a motion to remove the offending trustee from one, some or all Board committees or other appointments of the Board for a time not to exceed the trustee's term as trustee passed by a majority of those trustees present and allowed to vote at the special meeting of the Board;

Reference: Education Act Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

Item: Policy 13 Appeals and Hearings Regarding Student Matters

Date of Meeting: September 18, 2025

Background:

Policy 13 Appeals and Hearings Regarding Student Matters is a critical document for the Board as it details the process that can be used to make inquiries or bring forward concerns regarding student matters, and to appeal administrative decisions that significantly affect the education of a student of the Board.

Current Status:

As part of its mandate, the Policy Committee has reviewed the policy and is proposing a series of updates to align with current practices, address identified issues and modernize the policy. Key highlights of the proposed revisions include:

- Updating the Background section to reflect current context and terminology.
- Introducing Section 1, which outlines the criteria for determining whether a decision is eligible for appeal. This section is intended to help individuals understand if their concern qualifies for appeal and to support a more transparent process.
- Updating the Out-of-Area appeal process to reflect previous Board conversation and remove the final appeal from the Board and move it to the Superintendent who has access to all the necessary information to make an informed decision.
- Clarifying the role of the Secretary Treasurer in determining appeal eligibility following the dispute resolution process. It is important to note that the Secretary Treasurer does not assess the correctness of the original decision, but rather whether the appeal meets the established criteria to proceed to the Board Appeals Committee.
- Requiring all appeals to the Appeals Committee to be submitted in writing to the Secretary Treasurer.
- Standardizing language related to the appeal hearing process, including a clear statement that appellants may bring a non-RVS support person to the hearing.
- Establishing a reasonable timeline for appeal hearings, specifying that they should occur within 20 school days.
- Replacing the term “notes will be taken” with “meeting minutes will be recorded” for greater clarity and formality.
- Enhancing due process by outlining the structure and expectations of the hearing process in Section 2.
- Updating the expulsion hearing process to reflect current practices and provide greater clarity for parents and guardians.
- Replacing plural support ‘person’s’ with ‘person’ and adjusted language to ensure proper grammar.

The draft of Board Policy 13 was shared with legal counsel, and all updates are included. Updating Board Policy 13 brings clarity to the appeal process for all stakeholders and allows for a



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

concise, transparent process for the public to appeal decisions made by RVS. On July 2nd, the Policy Committee recommended bringing forward the revised version of Policy 13 to the Board Planning Committee on September 4th. On September 4th, the BPC passed the following motion:

“The Board Planning Committee directs the Policy Committee to bring forward Policy 13 Appeals and Hearings Regarding Student Matters as amended, for consideration by the Board”

Alternatives:

Alternative I

The Board approves the proposed Policy 13 Appeals and Hearings Regarding Student Matters as presented.

Alternative II

The Board approves the proposed Policy 13 Appeals and Hearings Regarding Student Matters as amended.

Alternative III

The Board refers Policy 13 Appeals and Hearings Regarding Student Matters to the Board Planning Committee for further review.

Alternative IV

The Board refers Policy 13 Appeals and Hearings Regarding Student Matters to the Policy Committee for further review.

Recommendation:

The Board approves the proposed Policy 13 Appeals and Hearings Regarding Student Matters as presented.

BACKGROUND

The Board supports the right of parents/guardians to make inquiries or bring forward concerns regarding student matters, and to appeal administrative decisions that significantly affect the education of a student of the board. In the interest of open communication, concerns must first be directed to the staff member(s) most directly involved and adhere to the process as outlined in Administrative Procedure 152 – Dispute Resolution.

In accordance with section 52 of the *Education Act*, the Board delegates to the Appeals Committee the power to make decisions with respect to appeals on all matters other than the expulsion of a student. Furthermore, the Board delegates to the Student Expulsion Hearing Committee the authority to hear and rule on an administration recommendation to expel a student.

GUIDELINES

1. All Matters Other Than Expulsion of a Student
 - 1.1. Prior to a decision being appealed to the Appeals Committee, it must be appealed to the Superintendent, in accordance with Administrative Procedure 152 – Dispute Resolution.
 - 1.2. A parent/guardian of a student, and a student sixteen (16) years of age or over, has the right to appeal to the Appeals Committee a decision of the Superintendent that significantly affects the education of the student. The Superintendent must advise the parent/guardian or student as above of this right of appeal.
 - 1.3. The appeal to the Appeals Committee must be made within ten (10) business days from the date that the individual was informed of the Superintendent's decision.
 - 1.3.1. The appeal must be filed in writing with the Associate Superintendent of Business and Operations and must contain:
 - 1.3.1.1. the name of the party filing the appeal;
 - 1.3.1.2. the date;
 - 1.3.1.3. the matter at hand; and
 - 1.3.1.4. the reason for the appeal.
 - 1.3.2. If an appeal is sent electronically, the burden of proof of delivery is on the appellant.
 - 1.4. A parent/guardian, or student as above, when appealing a decision to the Appeals Committee, has the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parent/guardian or student.
 - 1.5. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, have sufficient notice and time to prepare for the presentation.

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Approved: 2023 06 15

- 1.6. The appeal will be heard at a closed in-camera session, with only specified individuals in attendance.
- 1.7. The parties to the appeal will be advised when the decision will be made.
- 1.8. The appeal hearing will be conducted in accordance with the following guidelines:
 - 1.8.1. The Appeals Committee Chair will outline the purpose of the hearing, which is to provide:
 - 1.8.1.1. An opportunity for the parties to make representation in support of their respective positions to the Appeals Committee. This information may include expert medical, psychological and educational data and may be presented by witnesses. The information presented may include both written and verbal communications;
 - 1.8.1.2. The Appeals Committee with the means to receive information and to review the facts of the dispute;
 - 1.8.1.3. A process through which the Appeals Committee can reach a decision that is reasonable in the circumstances.
 - 1.8.2. Notes of the proceedings will be recorded for the purpose of the Board's records.
 - 1.8.3. The Superintendent and/or designate(s) will explain the decision under appeal and give reasons for the decision.
 - 1.8.4. The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Superintendent and/or designate(s).
 - 1.8.5. The Superintendent and/or designate(s) will have an opportunity to respond to information provided by the appellant.
 - 1.8.6. The members of the Appeals Committee will have the opportunity to ask questions of clarification from both parties.
 - 1.8.7. No cross-examination of the parties shall be allowed though questions may be directed to the other party through the Committee Chair with the permission of the Committee Chair.
 - 1.8.8. The Appeals Committee will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Committee may have legal counsel in attendance.
 - 1.8.9. If the Appeals Committee requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
 - 1.8.10. The Appeals Committee decision and the reasons for that decision will be communicated to the appellant once a decision has been reached and confirmed in writing following the hearing.

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APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Approved: 2023 06 15

1.8.10.1. The communication will inform the appellant of the right to seek a review by the Minister of Education if the appellant is dissatisfied with the decision of the Appeals Committee, if the matter under appeal is a matter described in section 43 of the *Education Act*.

2. Expulsion of a Student

- 2.1. It is expected that each student will comply with their responsibilities as set out in the Education Act, Board policy, administrative procedures and school rules.
- 2.2. The Student Expulsion Hearing Committee will hear representations with respect to a recommendation for a student expulsion in accordance with relevant sections of the Education Act.
- 2.3. A student shall be reinstated within five (5) school days of the date of suspension unless the Principal makes a recommendation for expulsion.
 - 2.3.1. When the Principal makes a recommendation for expulsion, the Principal shall immediately report in writing all the circumstances to the parent/guardian and the student, if the student is sixteen (16) years of age or older, and to the Student Expulsion Hearing Committee through the Office of the Superintendent.
 - 2.3.2. The student remains suspended until the Student Expulsion Hearing Committee has made a decision.
- 2.4. The Student Expulsion Hearing Committee will convene in an expulsion hearing upon the call of the Superintendent, but in no event shall the meeting occur later than ten (10) school days from the first day of suspension.
- 2.5. The expulsion hearing will be held at a closed in-camera session, with only specified individuals in attendance.
- 2.6. A parent/guardian of a student, or a student sixteen (16) years of age or over, has the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parent/guardian or student.
- 2.7. The Student Expulsion Hearing Committee may have legal counsel in attendance.
- 2.8. Notes of the proceedings will be recorded for the purpose of the Board's records.
- 2.9. The expulsion hearing will be conducted in accordance with the following guidelines:
 - 2.9.1. The Student Expulsion Hearing Committee Chair will outline the purpose of the hearing, which is to:
 - 2.9.1.1. Provide an opportunity to hear representations relative to the recommendation from the Principal including;
 - 2.9.1.1.1. Any conditions respecting the circumstances in which the student may be enrolled in the same or a different education program;

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- 2.9.1.1.2. The length of any rule or condition and why either is to apply to the student beyond the school year in which the student was expelled.
 - 2.9.1.2. Provide an opportunity for the student and/or the student's parents/guardians to make representations in response to the Principal's recommendations;
 - 2.9.1.3. Reinstate or expel the student and address the length of any rule or condition which applies to the student.
- 2.9.2. The Student Expulsion Hearing Committee Chair will outline the procedure to be followed, which will be as follows:
 - 2.9.2.1. The Principal or designate will present the report documenting the details of the case and the recommendation to expel the student;
 - 2.9.2.2. The student and the student's parents/guardians will be given an opportunity to respond to the information presented and to add any additional relevant information;
 - 2.9.2.3. The members of the Student Expulsion Hearing Committee will have the opportunity to ask questions of clarification from both the Principal and the student and the student's parents/guardians;
 - 2.9.2.4. The Student Expulsion Hearing Committee will deliberate, without either the administration or the student and the student's parents/guardians present, to discuss the case and the recommendation. Legal counsel may be in attendance;
 - 2.9.2.5. Should the Student Expulsion Hearing Committee require additional information, both parties will be requested to return in order to provide the requested information;
 - 2.9.2.6. The Student Expulsion Hearing Committee will then make a decision to either reinstate or expel the student;
 - 2.9.2.6.1. If parent/guardian or the student are not in attendance at the ruling, the Superintendent's Office will attempt to inform the parent/guardian and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.
- 2.10. The decision shall be communicated in writing to the student's parents/guardians, and the student, if the student is sixteen (16) years of age or over, within five (5) days of the hearing, with copies being provided to the Principal and the Superintendent.
- 2.11. If the decision is to expel the student, the following information must be included in the letter to the student and the student's parents/guardians:
 - 2.11.1. The length of the expulsion and any rules or conditions that apply to the student;

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- 2.11.2. The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
- 2.11.3. The right to request a review of the decision by the Minister of Education within sixty (60) days of the date on which the parent/guardian or the student, if the student is sixteen (16) years of age or older, is informed of the decision.

3. Review by Minister

- 3.1. A parent/guardian of a student, and a student sixteen (16) years of age or over, will be informed that they have the right to seek a review by the Minister of Education if the appeal is regarding:
 - 3.1.1. The provision of specialized supports and services to a student in accordance with section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program;
 - 3.1.2. The expulsion of a student;
 - 3.1.3. Access to, or the accuracy or completeness of student records, or
 - 3.1.4. Board responsibility for a specific student.

Legal Reference:

- Section 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 Education Act



POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Approved: 2023 06 15

BACKGROUND

The Board supports the right of parents/guardians to make inquiries or bring forward concerns regarding student matters, and to appeal administrative decisions that significantly affect the education of a student of the board. To support fairness and transparency in decision making, the Board recognizes the importance of clearly identifying which decisions are eligible for appeal.

In the interest of open communication, concerns must first be directed to the employee(s) most directly involved and adhere to the process as outlined in Administrative Procedure 152 – Dispute Resolution.

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In accordance with section 52 of the *Education Act*, the Board delegates to the Appeals Committee the power to make decisions with respect to appeals on all eligible matters other than the expulsion of a student.

Furthermore, the Board delegates to the Student Expulsion Hearing Committee the authority to hear and rule on representations with respect to a recommendation for a student expulsion in accordance with relevant sections of the Education Act.

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GUIDELINES

1. Eligibility for Appeal

1.1. A decision shall be deemed eligible for appeal to the Appeals Committee by a parent/guardian, or a student 16 years of age or older, if it meets all the following conditions:

- 1.1.1. It clearly and seriously affects the student's learning, access to support or programs, or their rights under the Education Act.
- 1.1.2. It is related to a decision made by a school division authority that is not preliminary, informal, or under active review.
- 1.1.3. It is not otherwise excluded from appeal by the Education Act or related regulations.
- 1.1.4. It is not related to suspensions, expulsions, or out-of-area attendance applications as these are dealt with via different processes.
- 1.1.5. It pertains directly to the students' own circumstances and is not a general administrative, operational or policy matter.
- 1.1.6. All other internal dispute channels must be exhausted, including an appeal to the Superintendent, under Administrative Procedure 152 – Dispute Resolution.



POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Approved: 2023 06 15

1.2. The Secretary-Treasurer, in consultation with legal counsel, will determine if a matter is eligible for appeal based on relevant sections of the Education Act, associated regulations, and Board policy. This decision is non-appealable.

1.2.1. The person who filed the appeal will receive a written explanation of whether the appeal can proceed.

1.2.2. The Board will be informed each time a request is determined by the Secretary-Treasurer to be ineligible.

2. Appeal Hearings

2.1. The appeal to the Appeals Committee must be made within ten (10) business days from the date that the individual was informed of the Superintendent's decision.

2.1.1. The appeal must be filed in writing with the Secretary-Treasurer and must contain:

2.1.1.1. the name of the party filing the appeal;

2.1.1.2. the date;

2.1.1.3. a brief description of the decision being appealed; and

2.1.1.4. the reason for the appeal, including how the decision significantly affects the student's education.

2.1.2. If an appeal is sent electronically, the onus is on the appellant to confirm successful delivery.

2.2. A parent/guardian, or student as above, when appealing a decision to the Appeals Committee, has the right to be supported by a non-RVS resource person(s) of their choosing, such as, but not limited to an advocate, social worker, or legal counsel. Resource person(s) do not speak as part of the hearing. The responsibility for engaging and paying for such support rests with the parent/guardian or student.

2.3. The hearing of the appeal will be scheduled within 20 school days of the appeal being accepted, to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, have sufficient notice and time to prepare for the hearing.

2.4. The appeal will be heard at a closed in-camera session, with only those parties directly involved in the hearing in attendance and any authorized supports. The hearing is confidential and that any video or audio recording is not allowed, and minutes will not be made during the in-camera portion of the hearing.

2.5. The appeal hearing will be conducted in accordance with the following guidelines:

2.5.1. The Appeals Committee Chair will outline the purpose of the hearing, which is to provide:

2.5.1.1. An opportunity for the parties to make written or oral representation in support of their respective positions;

2.5.1.2. The Appeals Committee with the means to receive information and to review the facts of the dispute;

Deleted: All Matters Other Than Expulsion of a Student

Deleted: <#>Prior to a decision being appealed to the Appeals Committee, it must be appealed to the Superintendent, in accordance with Administrative Procedure 152 – Dispute Resolution. ¶
<#>A parent/guardian of a student, and a student sixteen (16) years of age or over, has the right to appeal to the Appeals Committee a decision of the Superintendent that significantly affects the education of the student. The Superintendent must advise the parent/guardian or student as above of this right of appeal. ¶

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POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

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2.5.1.3. A process through which the Appeals Committee can reach a decision that is reasonable in the circumstances.

2.5.2. Minutes of the hearing will be recorded for the purpose of the Board's records.

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2.5.3. The Superintendent and/or designate(s) will explain the decision under appeal and give reasons for the decision with no cross examination allowed.

2.5.4. The appellant will present the appeal and the reasons for the appeal with no cross examination allowed.

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2.5.5. The members of the Appeals Committee will have the opportunity to ask questions of clarification from both parties.

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2.5.6. The Committee Chair shall then invite both the Administration to provide final concluding comments and the appellant(s) to provide their final concluding comments.

2.5.7. The Appeals Committee will deliberate in private without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Committee may have legal counsel in attendance.

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2.5.8. If the Appeals Committee requires additional information or clarification in order to make its decision, it may reconvene the hearing and recall both parties to the appeal to provide the required additional information or clarification.

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2.5.9. When the Appeals Committee is ready to render a decision to either overturn or uphold the decision of the Superintendent, both parties to the appeal will be recalled and advised of the outcome. The decision will be confirmed in writing following the hearing.

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2.5.9.1. If the matter falls within section 43 of the Education Act, the written communication will inform the appellant of the right to seek a review by the Minister of Education and Childcare,

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3. Expulsion Hearing

3.1. It is expected that each student will comply with their responsibilities as set out in the Education Act, Board policy, administrative procedures and school expectations.

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3.2. When the Principal makes a recommendation for expulsion.

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The Student Expulsion Hearing Committee will hear representations with respect to a recommendation for a student expulsion in accordance with relevant sections of the Education Act.

3.2.1. The Principal shall immediately report in writing the rationale for the recommendation to the parent/guardian and the student, if the student is sixteen (16) years of age or older.

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3.2.2. The student remains suspended until the Student Expulsion Hearing Committee has made a decision.

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3.2.3. A copy of all the circumstances considered by the Principal for the recommendation will be provided to the parent/guardian and the student, if the

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POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

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- student is sixteen (16) years of age or older at least 24 hours prior to the hearing.
- 3.3. The Student Expulsion Hearing Committee will convene an expulsion hearing upon the call of the Superintendent or designate, but in no event shall the meeting occur later than ten (10) school days from the first day of suspension.
- 3.4. The expulsion hearing will be held at a closed in-camera session, with only those parties directly involved in the hearing in attendance. The hearing is confidential and that any video or audio recording is not allowed, and minutes will not be made during the in-camera portion of the hearing.
- 3.5. A parent/guardian of a student, or a student sixteen (16) years of age or over, has the right to be supported by a non-RVS resource person(s), such as, but not limited to advocate, social worker, legal counsel, Resource person(s) do not speak as part of the hearing. The responsibility for engaging and paying for such support rests with the parent/guardian or student.
- 3.6. The Student Expulsion Hearing Committee may have legal counsel in attendance, who will not speak.
- 3.7. Minutes of the hearing will be recorded for the purpose of the Board's records.
- 3.8. The expulsion hearing will be conducted in accordance with the following guidelines:
- 3.8.1. The Student Expulsion Hearing Committee Chair will outline the purpose of the hearing, which is to:
- 3.8.1.1. Provide an opportunity to hear information relative to the recommendation from the Principal;
- 3.8.1.2. Provide an opportunity for the student and/or the student's parents/guardians to respond to the Principal's recommendations;
- 3.8.1.3. Reinstate or expel the student and address the length of any rule or condition which applies to the student.
- 3.8.2. The Student Expulsion Hearing Committee Chair will outline the procedure to be followed, which will be as follows:
- 3.8.2.1. Administration will present the report documenting the details of the case and the recommendation to expel the student with no cross examination allowed;
- 3.8.2.2. The student and the student's parents/guardians will be given an opportunity to respond to the information presented and to add any additional relevant information with no cross examination allowed;
- 3.8.2.3. The members of the Student Expulsion Hearing Committee will have the opportunity to ask questions of clarification from both parties;

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<#>The length of any rule or condition and why either is to apply to the student beyond the school year in which the student was expelled. ¶

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POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

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- 3.8.2.4. [The Committee Chair shall then invite both the Administration to provide final concluding comments and the student, and their parents to provide their final concluding comments;](#)
 - 3.8.2.5. The Student Expulsion Hearing Committee will deliberate, without either the administration or the student and the student's parents/guardians present, to discuss the case and the recommendation. Legal counsel may be in attendance;
 - 3.8.2.6. Should the Student Expulsion Hearing Committee require additional information, both parties will be requested to return in order to provide the requested information;
 - 3.8.2.7. [The Student Expulsion Hearing Committee will then request the parties to return and make a decision to either reinstate or expel the student. The committee may also determine:](#)
 - 3.8.2.7.1. [Any conditions respecting the circumstances in which the student may be enrolled in the same or a different education program;](#)
 - 3.8.2.7.2. [The length of any rule or condition and why either is to apply to the student beyond the school year in which the student was expelled.](#)
 - 3.8.2.8. If parent/guardian or the student are not in attendance at the ruling, the Superintendent's Office [or designate](#) will attempt to inform the parent/guardian and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.
- 3.9. The decision shall be communicated in writing to the student's parents/guardians, and the student, if the student is sixteen (16) years of age or over, within five (5) days of the hearing, with copies being provided to the Principal and the Superintendent.
- 3.9.1. If the decision is to expel the student, the following information must be included in the letter to the student and the student's parents/guardians:
 - 3.9.2. The length of the expulsion and any rules or conditions that apply to the student;
 - 3.9.3. The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
 - 3.9.4. The right to request a review of the decision by the [Minister of Education and Childcare](#) within sixty (60) days of the date on which the parent/guardian or the student, if the student is sixteen (16) years of age or older, is informed of the decision.

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4. Review by Minister



POLICY 13 APPEALS AND HEARINGS REGARDING STUDENT MATTERS

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- 4.1. A parent/guardian of a student, and a student sixteen (16) years of age or over, will be informed that they have the right to seek a review by the [Minister of Education and Childcare](#) if the appeal is regarding:
- 4.1.1. The provision of specialized supports and services to a student in accordance with section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program;
 - 4.1.2. The expulsion of a student;
 - 4.1.3. Access to, or the accuracy or completeness of student records, or
 - 4.1.4. Board responsibility for a specific student.

Deleted: Minister of Education

Legal Reference:

- Section 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 Education Act



POLICY 13

APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Approved: 2025 09 18

BACKGROUND

The Board supports the right of parents/guardians to make inquiries or bring forward concerns regarding student matters, and to appeal administrative decisions that significantly affect the education of a student of the board. To support fairness and transparency in decision making, the Board recognizes the importance of clearly identifying which decisions are eligible for appeal.

In the interest of open communication, concerns must first be directed to the employee(s) most directly involved and adhere to the process as outlined in Administrative Procedure 152 – Dispute Resolution.

In accordance with section 52 of the *Education Act*, the Board delegates to the Appeals Committee the power to make decisions with respect to appeals on all eligible matters other than the expulsion of a student.

Furthermore, the Board delegates to the Student Expulsion Hearing Committee the authority to hear and rule on representations with respect to a recommendation for a student expulsion in accordance with relevant sections of the *Education Act*.

GUIDELINES

1. Eligibility for Appeal

1.1. A decision shall be deemed eligible for appeal to the Appeals Committee by a parent/guardian, or a student 16 years of age or older, if it meets all the following conditions:

- 1.1.1. It clearly and seriously affects the student's learning, access to support or programs, or their rights under the *Education Act*.
- 1.1.2. It is related to a decision made by a school division authority that is not preliminary, informal, or under active review.
- 1.1.3. It is not otherwise excluded from appeal by the *Education Act* or related regulations.
- 1.1.4. It is not related to suspensions, expulsions, or out-of-area attendance applications as these are dealt with via different processes.
- 1.1.5. It pertains directly to the students' own circumstances and is not a general administrative, operational or policy matter.
- 1.1.6. All other internal dispute channels must be exhausted, including an appeal to the Superintendent, under Administrative Procedure 152 – Dispute Resolution.

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1.2. The Secretary-Treasurer, in consultation with legal counsel, will determine if a matter is eligible for appeal based on relevant sections of the Education Act, associated regulations, and Board policy. This decision is non-appealable.

1.2.1. The person who filed the appeal will receive a written explanation of whether the appeal can proceed.

1.2.2. The Board will be informed each time a request is determined by the Secretary-Treasurer to be ineligible.

2. Appeal Hearings

2.1. The appeal to the Appeals Committee must be made within ten (10) business days from the date that the individual was informed of the Superintendent's decision.

2.1.1. The appeal must be filed in writing with the Secretary-Treasurer and must contain:

2.1.1.1. the name of the party filing the appeal;

2.1.1.2. the date;

2.1.1.3. a brief description of the decision being appealed; and

2.1.1.4. the reason for the appeal, including how the decision significantly affects the student's education.

2.1.2. If an appeal is sent electronically, the onus is on the appellant to confirm successful delivery.

2.2. A parents/guardian, or student as above, when appealing a decision to the Appeals Committee, has the right to be supported by a non-RVS resource person of their choosing, such as, but not limited to an advocate, social worker, or legal counsel. Resource people do not speak as part of the hearing. The responsibility for engaging and paying for such support rests with the parent/guardian or student.

2.3. The hearing of the appeal will be scheduled within 20 school days of the appeal being accepted, to ensure that the person making the appeal and the Superintendent or designate, whose decision is being appealed, have sufficient notice and time to prepare for the hearing.

2.4. The appeal will be heard at a closed in-camera session, with only those parties directly involved in the hearing in attendance and any authorized supports. The hearing is confidential and that any video or audio recording is not allowed, and minutes will not be made during the in-camera portion of the hearing.

2.5. The appeal hearing will be conducted in accordance with the following guidelines:

2.5.1. The Appeals Committee Chair will outline the purpose of the hearing, which is to provide:

2.5.1.1. An opportunity for the parties to make written or oral representation in support of their respective positions;

2.5.1.2. The Appeals Committee with the means to receive information and to review the facts of the dispute;

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- 2.5.1.3. A process through which the Appeals Committee can reach a decision that is reasonable in the circumstances.
- 2.5.2. Minutes of the hearing will be recorded for the purpose of the Board's records.
- 2.5.3. The Superintendent and/or designate(s) will explain the decision under appeal and give reasons for the decision with no cross examination allowed.
- 2.5.4. The appellant will present the appeal and the reasons for the appeal with no cross examination allowed.
- 2.5.5. The members of the Appeals Committee will have the opportunity to ask questions of clarification from both parties.
- 2.5.6. The Committee Chair shall then invite both the Administration to provide final concluding comments and the appellant(s) to provide their final concluding comments.
- 2.5.7. The Appeals Committee will deliberate in private without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Committee may have legal counsel in attendance.
- 2.5.8. If the Appeals Committee requires additional information or clarification in order to make its decision, it may reconvene the hearing and recall both parties to the appeal to provide the required additional information or clarification.
- 2.5.9. When the Appeals Committee is ready to render a decision to either overturn or uphold the decision of the Superintendent, both parties to the appeal will be recalled and advised of the outcome. The decision will be confirmed in writing following the hearing.
 - 2.5.9.1. If the matter falls within section 43 of the *Education Act*, the written communication will inform the appellant of the right to seek a review by the Minister of Education and Childcare.

3. Expulsion Hearing

- 3.1. It is expected that each student will comply with their responsibilities as set out in the Education Act, Board policy, administrative procedures and school expectations.
- 3.2. When the Principal makes a recommendation for expulsion.
 - 3.2.1. The Principal shall immediately report in writing the rationale for the recommendation to the parent/guardian and the student, if the student is sixteen (16) years of age or older.
 - 3.2.2. The student remains suspended until the Student Expulsion Hearing Committee has made a decision.
 - 3.2.3. A copy of all the circumstances considered by the Principal for the recommendation will be provided to the parent/guardian and the student, if the



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student is sixteen (16) years of age or older at least 24 hours prior to the hearing.

- 3.3. The Student Expulsion Hearing Committee will convene an expulsion hearing upon the call of the Superintendent or designate, but in no event shall the meeting occur later than ten (10) school days from the first day of suspension.
- 3.4. The expulsion hearing will be held at a closed in-camera session, with only those parties directly involved in the hearing in attendance. The hearing is confidential and that any video or audio recording is not allowed, and minutes will not be made during the in-camera portion of the hearing.
- 3.5. A parent/guardian of a student, or a student sixteen (16) years of age or over, has the right to be supported by a non-RVS resource person, such as, but not limited to advocate, social worker, legal counsel. Resource people do not speak as part of the hearing. The responsibility for engaging and paying for such support rests with the parent/guardian or student.
- 3.6. The Student Expulsion Hearing Committee may have legal counsel in attendance, who will not speak.
- 3.7. Minutes of the hearing will be recorded for the purpose of the Board's records.
- 3.8. The expulsion hearing will be conducted in accordance with the following guidelines:
 - 3.8.1. The Student Expulsion Hearing Committee Chair will outline the purpose of the hearing, which is to:
 - 3.8.1.1. Provide an opportunity to hear information relative to the recommendation from the Principal;
 - 3.8.1.2. Provide an opportunity for the student and/or the student's parents/guardians to respond to the Principal's recommendations;
 - 3.8.1.3. Reinstate or expel the student and address the length of any rule or condition which applies to the student.
 - 3.8.2. The Student Expulsion Hearing Committee Chair will outline the procedure to be followed, which will be as follows:
 - 3.8.2.1. Administration will present the report documenting the details of the case and the recommendation to expel the student with no cross examination allowed;
 - 3.8.2.2. The student and the student's parents/guardians will be given an opportunity to respond to the information presented and to add any additional relevant information with no cross examination allowed;
 - 3.8.2.3. The members of the Student Expulsion Hearing Committee will have the opportunity to ask questions of clarification from both parties;

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- 3.8.2.4. The Committee Chair shall then invite both the Administration to provide final concluding comments and the student, and their parents to provide their final concluding comments;
- 3.8.2.5. The Student Expulsion Hearing Committee will deliberate, without either the administration or the student and the student's parents/guardians present, to discuss the case and the recommendation. Legal counsel may be in attendance;
- 3.8.2.6. Should the Student Expulsion Hearing Committee require additional information, both parties will be requested to return in order to provide the requested information;
- 3.8.2.7. The Student Expulsion Hearing Committee will then request the parties to return and make a decision to either reinstate or expel the student. The committee may also determine:
 - 3.8.2.7.1. Any conditions respecting the circumstances in which the student may be enrolled in the same or a different education program;
 - 3.8.2.7.2. The length of any rule or condition and why either is to apply to the student beyond the school year in which the student was expelled.
- 3.8.2.8. If parent/guardian or the student are not in attendance at the ruling, the Superintendent's Office or designate will attempt to inform the parent/guardian and the student of the decision by telephone or personal communication as soon as possible after a decision has been reached.
- 3.9. The decision shall be communicated in writing to the student's parents/guardians, and the student, if the student is sixteen (16) years of age or over, within five (5) days of the hearing, with copies being provided to the Principal and the Superintendent.
 - 3.9.1. If the decision is to expel the student, the following information must be included in the letter to the student and the student's parents/guardians:
 - 3.9.2. The length of the expulsion and any rules or conditions that apply to the student;
 - 3.9.3. The educational program to be provided to the student and the name of the individual to be contacted in order to make the necessary arrangements; and
 - 3.9.4. The right to request a review of the decision by the Minister of Education and Childcare within sixty (60) days of the date on which the parent/guardian or the student, if the student is sixteen (16) years of age or older, is informed of the decision.



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4. Review by Minister

- 4.1. A parent/guardian of a student, and a student sixteen (16) years of age or over, will be informed that they have the right to seek a review by the Minister of Education and Childcare if the appeal is regarding:
 - 4.1.1. The provision of specialized supports and services to a student in accordance with section 11(4) of the *Education Act* or to a child enrolled in an early childhood services program;
 - 4.1.2. The expulsion of a student;
 - 4.1.3. Access to, or the accuracy or completeness of student records, or
 - 4.1.4. Board responsibility for a specific student.

Legal Reference:

- Section 3, 4, 11, 31, 32, 33, 36, 37, 41, 42, 43, 44, 52, 53, 222 Education Act