

Regular Board Meeting Agenda – 1:15 p.m.

**Monday, November 29, 2021**

**Presentation – Audited Financial Statement**

**A – Action Items**

A.1 Agenda	<p><b>ENCLOSURE 1</b> <b>ENCLOSURE 2</b> <b>ENCLOSURE 3</b> <b>ENCLOSURE 4</b></p> <p><b>ENCLOSURE 5</b></p> <p><b>HANDOUT</b></p> <p><b>ENCLOSURE 6</b></p>
A.2 Minutes of Organizational Meeting held Thursday, October 28, 2021	
A.3 Minutes of Regular Board Meeting held Thursday, October 28, 2021	
A.4 November 2021 Payment of Account	
A.5 Second and Final Reading of Policy EEACAA – Private Vehicles and Volunteer Drivers	
A.6 Second and Final Reading Policy GBA – COVID Harm Reduction	
A.7 Annual Education Results Report	
A.8 Audited Financial Statement	
A.9 Budget Update	
A.10 Locally Developed Course: Competencies in Math 15-5	

**I - Discussion Items**

D.1 Board Christmas Cards	
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**I - Information Items**

<p>I.1 Superintendent’s Report – Wilco Tymensen</p> <p>I.2 Trustee/Committee Report</p> <p style="padding-left: 20px;">I.2.1 Zone 6 Report – Marie Logan</p> <p style="padding-left: 20px;">I.2.2 Facilities Meeting Report – Bruce Francis</p> <p style="padding-left: 20px;">I.2.3 Administrator’s Meeting Report – Derek Baron</p> <p>I.3 Associate Superintendent of Finance and Operations – Phil Johansen</p> <p>I.4 Associate Superintendent of Human Services Report – Robbie Charlebois</p> <p>I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan</p> <p>I.6 Board Photos</p> <p>I.7 Schools close in New Brunswick public sector worker launch strike <a href="https://globalnews.ca/news/8334784/schools-closed-to-students-in-n-b-as-cupe-begins-strike-action/">https://globalnews.ca/news/8334784/schools-closed-to-students-in-n-b-as-cupe-begins-strike-action/</a></p>	<p><b>ENCLOSURE 7</b></p> <p><b>ENCLOSURE 8</b> <b>ENCLOSURE 9</b></p>
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**C-Correspondence**

<p>C.1 News Release: Putting students first</p> <p>C.2 Letter from Minister LeGrange</p>	<b>ENCLOSURE 10</b>
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### Dates to Remember

• December 2 – TEBA Meeting
• December 9 – ASBA rural Caucus Meeting (virtual)
• December 13 – Board Meeting
• December 14 – Administrator’s Meeting
• December 17 – TCS – Christmas program and pancake breakfast ( <i>trustee/Sr. Admin. Invited to attend</i> )
• December 20 – January 3 – Christmas Vacation – All Schools
• January 10 – Administrator’s Meeting
• January 24 – Board Meeting

The Board of Trustees of Horizon School Division held its Organizational Meeting of the Board on Thursday, October 28<sup>th</sup>, 2021 commencing at 12:45 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Bruce Francis, Blair Lowry, Derek Baron, Jennifer Crowson, Maxwell Holst, Mandy Court

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Robbie Charlebois, Associate Superintendent of Human Services  
Terri-Lynn Duncan, Associate Superintendent of Learner Services  
Sheila Laqua, Recording Secretary  
Cole Parkinson, Taber Times

## MINUTES

### 1. **Call to Order**

Philip Johansen, Associate Superintendent, called the meeting to order at 12:49 p.m.

### 2. **Declaration of Legally Constituted Board**

Mr. Johansen stated that, pursuant to the Education Act each Trustee at the Swearing-in ceremony did swear and subscribe to the Oath of Office, and based on the election results as certified by the Returning Officer of the Horizon School Division, the Board is hereby declared legally constituted for the four-year term commencing with this Organizational meeting, and includes the following members:

Ward 1 (Lomond/Enchant) – Marie Logan
Ward 2 (Vauxhall/Hays) – Jennifer Crowson
Ward 3 (Taber/Barnwell) – Bruce Francis
Ward 3 (Taber/Barnwell) – Blair Lowry
Ward 3 (Taber/Barnwell) – Maxwell Holst
Ward 4 (Grassy Lake/Warner) – Derek Baron
Ward 6 (Milk River/Coutts) – Mandy Court

### 3. **Disclosure Statement**

Philip Johansen reviewed the Statement of Disclosure with the Trustees. Trustees filled out the Disclosure Statement.

### 4. **Nominations and Election for Chair of the Board**

Marie Logan was declared to be the Chair of the Board of Trustees of Horizon School Division until the next Organizational Meeting of the Board.

BOARD CHAIR  
ELECTED  
115/21

**5. Nominations and Election for Vice-Chair of the Board**

Bruce Francis was declared the Vice-Chair of the Board of Trustees of Horizon School Division until the next Organizational Meeting of the Board.

BOARD VICE-CHAIR  
ELECTED  
116/21

**Marie Logan Chair assumed Chair of the Meeting**

**6. 2021-2022 Trustee Committees**

The Board approved the 2021-2022 Trustee Committee representatives as attached to these minutes.

**7. 2021-2022 Board Representation**

The Board approved the 2021-2022 Administrator's Meeting and COSC Meeting Board representatives as attached to these minutes.

**8. 2021-2022 Trustee School Liaison**

The Board approved the 2021-2022 Trustee School Liaisons as attached to these minutes.

**9. Trustee Remuneration**

The Board of Trustees tabled Trustee Remuneration until Associate Superintendent of Finance and Operation could provide additional information.

**10. Approved Board Meeting Dates for 2021-2022**

The Board approve the Board Meeting Dates for the 2021-2022 term as attached to these minutes.

**11. School Visits**

The Board will re-visit this item in the Spring.

**12. Trustee Contact Information**

**13. Adjourn Organizational Meeting**

Moved by Derek Baron that the Organizational Meeting Adjourn.

ADJOURNMENT  
117/21

Carried Unanimously

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**Horizon School Division  
Trustee Committees  
(2021-2022 SCHOOL YEAR)**

**Board Chair – Marie Logan**

**Board Vice-Chair – Bruce Francis**

<p style="text-align: center;"><b>A.T.A. Negotiating/Liaison Committee (3)</b> Marie Logan - Chair Derek Baron Maxwell Holst</p>	<p style="text-align: center;"><b>Audit Committee (3)</b> Marie Logan Bruce Francis Mandy Court</p>
<p style="text-align: center;"><b>Budget Committee</b> All members of the Board</p>	<p style="text-align: center;"><b>C.U.P.E./Support Staff Negotiating Liaison Committee (3)</b> Blair Lowry - Chair Bruce Francis Jennifer Crowson</p>
<p style="text-align: center;"><b>Facilities Committee (3)</b> Bruce Francis - Chair Derek Baron Blair Lowry</p>	<p style="text-align: center;"><b>Hutterian Brethren Board Representative</b> Mandy Court</p>
<p style="text-align: center;"><b>Indigenous (1)</b> Jennifer Crowson Mandy Court (alternate)</p>	<p style="text-align: center;"><b>Policy Committee (2)</b> Maxwell Holst Mandy Court</p>
<p style="text-align: center;"><b>Public Relations Committee and Friends of Horizon (2)</b> Jennifer Crowson Marie Logan</p>	<p style="text-align: center;"><b>Transportation</b> All members of the Board</p>
<p style="text-align: center;"><b>Administrative Council Meetings</b> One member of the Board on a monthly rotation</p>	<p style="text-align: center;"><b>ASBA Zone 6 Director (1)</b> Marie Logan Jennifer Crowson (alternate)</p>
<p style="text-align: center;"><b>Rural Caucus of Alberta School Boards</b> Marie Logan</p>	<p style="text-align: center;"><b>TEBA (1)</b> Marie Logan Bruce Francis (alternate)</p>
<p style="text-align: center;"><b>Council of School Councils</b> One member of the Board to attend meetings on rotation</p>	

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### **Administrator Meeting Board Representation**

**2021-2022**

Tuesday, September 14, 2021	Bruce Francis
Tuesday, October 12, 2021	Blair Lowry
Tuesday, November 9, 2021	Derek Baron
Tuesday, December 14, 2021	Maxwell Holst
Monday, January 10, 2022	Jennifer Crowson
Tuesday, February 8, 2022	Mandy Court
Tuesday, March 8, 2022	Bruce Francis
April - Symposium	NA
Tuesday, May 10, 2022	Blair Lowry
Wednesday, June 15, 2022	Marie Logan/Maxwell Holst

### **COSC Representation**

**2021-2022**

Wednesday, November 17, 2021	Derek Baron
Tuesday, February 15, 2022	Maxwell Holst
Tuesday, April 26, 2022	Mandy Court

**Horizon School Division  
Board of Trustees School Responsibilities (2021-2022)**

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**Marie Logan (Ward 1 – Lomond/Enchant)**

Enchant School – Enchant  
Lomond Community School – Lomond  
Armada Colony School  
Enchant Colony School  
Hillridge Colony School  
Lomond Colony School

**Jennifer Crowson (Ward 2 – Hays/Vauxhall)**

Hays School – Hays  
Horizon M.A.P. School - Vauxhall  
Vauxhall Elementary School – Vauxhall  
Vauxhall High School – Vauxhall  
Copperfield Colony School

**Bruce Francis (Ward 3 – Taber)**

Dr. Hamman School - Taber  
Midland Colony School  
Cameron Farms Colony School  
Evergreen Colony School  
W.R. Myers High School (includes Sr. High Mennonite Program) - Taber

**Blair Lowry (Ward 3 – Taber)**

Central School – Taber  
D.A. Ferguson Middle School (includes Jr. High Mennonite Program) - Taber  
L.T. Westlake School – Taber  
Taber Christian Alternative School – Taber  
Taber Christian Alternative High School - Taber  
Kingsland Colony School

**Maxwell Holst (Ward 3 – Taber)**

ACE Place Learning Centre - Taber  
Barnwell School – Barnwell  
Fairlane Colony School  
Oaklane Colony School  
Prairiehome Colony School

**Derek Baron (Ward 4 – Warner/Grassy Lake)**

Chamberlain School – Grassy Lake  
Warner School – Warner  
Arden T. Litt Centre for Learning – Grassy Lake  
Bluegrass Colony School  
Delco Colony School  
Sunnysite Colony School

**Mandy Court (Ward 5 – Milk River/Coutts)**

Erle Rivers High School – Milk River  
Milk River Elementary School – Milk River  
River Road Colony School

**HORIZON SCHOOL DIVISION**  
**Board of Trustees Board Meeting Dates (2021-2022)**

Monday, September 27, 2021
Thursday, October 28, 2021
Monday, November 29, 2021
Monday, December 13, 2021 – if needed
Monday, January 24, 2022
Monday, February 28, 2022
Monday, March 28, 2022
Monday, April 25, 2022
Monday, May 30, 2022
Monday, June 27, 2022
Wednesday, August 31, 2022
Monday, September 26, 2022
Monday, October 24, 2022



# Horizon School Division

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Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999  
[www.horizon.ab.ca](http://www.horizon.ab.ca)

The Board of Trustees of Horizon School Division held its Regular Board meeting on Thursday, October 28, 2021, beginning at 1:44 p.m.

TRUSTEES IN ATTENDANCE: Marie Logan, Board Chair  
Bruce Francis, Board Vice-Chair  
Derek Baron, Jennifer Crowson, Blair Lowry, Maxwell Holst, Mandy Court

ALSO IN ATTENDANCE:

IN PERSON

Dr. Wilco Tymensen, Superintendent of Schools  
Phil Johansen, Associate Superintendent of Finance & Operations  
Robbie Charlebois, Associate Superintendent of Human Services  
Terri-Lynn Duncan, Associate Superintendent of Learner Services  
Sheila Laqua, Recording Secretary  
Cole Parkinson, Taber Times

## ACTION ITEMS

<b>A.1</b>	Moved by Blair Lowry that the Board approve the agenda with the following addition: D.2 – ASBA Elections  Carried Unanimously	AGENDA APPROVED  118/21
<b>A.2</b>	Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting held Monday, September 27 <sup>th</sup> , 2021, as provided by Enclosure #1 of the agenda.  Carried Unanimously	BOARD MEETING MINUTES APPROVED  119/21
<b>A.3</b>	Moved by Bruce Francis that the Board approve the Minutes of the Special Board Meeting held Monday, October 7 <sup>th</sup> , 2021, as provided by Enclosure #2 of the agenda.  Carried Unanimously	SPECIAL MEETING MINUTES APPROVED  120/21
<b>A.4</b>	Moved by Bruce Francis that the Board approve the October 2021 Payment of Accounts in the amount of \$4,034,420.86 as provided in Enclosure #3 of the agenda.  Carried Unanimously	PAYMENT OF ACCOUNT APPROVED  121/21
<b>A.5</b>	Moved by Jennifer Crowson that the Board approve First Reading of <i>Policy EEACAA – Private Vehicles and Volunteer Drivers</i> as provided by Enclosure #4 of the agenda.  Carried Unanimously	FIRST READING POLICY EEACAA APPROVED  122/21

<b>A.6</b>	<p>Moved by Mandy Court that the Board approve First Reading of <i>Policy GBA – COVID Harm Reduction</i> as provided by Enclosure #5 of the agenda.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>FIRST READING POLICY GBA APPROVED</p> <p style="text-align: right;">123/21</p>
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## **DISCUSSION ITEMS**

### **D.1 ASBA LONG SERVICE AWARDS - PRESENTATION**

The Long Service Awards Program recognizes significant contribution to trusteeship. Congratulations and ‘thank you’ to the following trustees for their years of service on the Board of The Horizon School Division.

Derek Baron – 9 Terms

Marie Logan – 8 Terms

Bruce Francis – 6 Terms

Jennifer Crowson – 3 Terms

Blair Lowry – 2 Terms

(Retired Trustee) Rick Anderson – 2 Terms

### **D.1 ASBA ELECTIONS**

- At the ASBA Zone 6 AGM on November 4, 2021, voting for all members of the Zone 6 Executive Committee will take place. Nominations forms are to be submitted on or before the meeting.

## **INFORMATION ITEMS**

### **I.1 SUPERINTENDENT’S REPORT**

Wilco Tymensen, Superintendent shared the October 2021 report with the Board as provided in Enclosure #6 of the agenda:

- [View October 2021 Report here.](#)

### **I.2 TRUSTEE/COMMITTEE REPORT**

#### **I.2.1 Zone 6 Report**

Marie Logan, Zone 6 Rep, provided that following October Zone 6 Report:

- Zone 6 Annual General Meeting will take place on November 4, 2021
- ASBA’s Fall General Meeting will be held November 14 – 16, 2021. This event will be held both in-person and virtually. Trustees opted to attend virtually.

#### **I.2.2 Facilities Report**

Bruce Francis, Facilities Committee Chair, provided the following summary points to the Board on the work undertaken by the Maintenance Department for the month of October 2021:

- Milk River School Modernization
  - Sahuri and Partners continue with design work. Completion of design is expected to be early spring 2022
- 2020-21 IMR projects are complete; the process of preparing for 2021-22 IMR work has begun.
- Contractor COVID Protocols were discussed

### **I.2.1 Administrator's Meeting Report**

Blair Lowry, Trustee, provided the following summary points to the Board, on the October 2021 Administrator's Meeting:

- Teacher and Support Staff Professional Growth Plans
- What if... scenario
- ISP Debrief
- At-Home-Learning
- September Administrator's meeting debrief

Administrator's also recognized retiree, Amber Darroch, Superintendent of Learner Services, for her years of service and dedication to staff and students within the Horizon School Division.

### **I.3 ASSOCIATE SUPERINTENDENT OF OPERATIONS AND FINANCE REPORT**

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Phil Johansen, Associate Superintendent of Operations shared the following October 2021 summary with the Board:

- October Election
- Year-End Preliminary Budget
  - Working with Director of Finance, Kendall Olsen
  - Anticipated surplus of approximately \$300,000

### **I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT**

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Robbie Charlebois, Associate Superintendent of Human Services, shared the following October 2021 report with the Board:

- [View October 2021 Report here.](#)

### **I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT**

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Terri-Lynn Duncan, Associate Superintendent of Learner Services, shared the following October 2021 report with the Board:

- [View October 2021 Report here.](#)

### **I.6 TABER CHRISTIAN HIGH SCHOOL CONSTRUCTION UPDATE**

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Taber Christian's new school is being build through their society.

## **I.7 ELECTION RESULTS**

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- Election results can be found on the Horizon School Division website. [Click here](#)

## **I.8 HORIZON SCHOOL DIVISION ORGANIZATION CHART**

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- The Organization Chart can be found on the Horizon School Division website. [Click here](#)

## **CORRESPONDENCE**

**No Discussion Items** came forward from the Correspondence.

Moved by Bruce Francis. that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

124/21

## **COMMITTEE ITEMS**

Moved by Derek Baron that the Board meet in Committee.

Carried Unanimously

COMMITTEE

125/21

Moved by Jennifer Crowson that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED

126/21

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Marie Logan, Chair

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Sheila Laqua, Executive Secretary

**PAYMENT OF ACCOUNTS REPORT**  
**Board Meeting - November 29, 2021**

U.S.	October 20/21		6966.92
U.S.	October 21/21		630.65
General	October 26/21		456227.42
U.S.	October 26/21		3785.4
General	November 2/21		1305958.92
General	November 8/21		87262.12
U.S.	November 10/21		101.53
General	November 16/21		70,979.26
U.S.	November 23/21		646.75
"A" Payroll	October 2021	Teachers	1,639,027.55
		Support	609,244.70
"B" Payroll	October 2021	Casual	9,762.10
		Subs	81,895.16
<b>Total Accounts</b>			<b>4,272,488.48</b>
<b>Board Chair</b>			
<b>PJ:dd</b>			
<b>November 23/2021</b>			

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## HORIZON SCHOOL DIVISION

**Policy Code:** EEACAA  
**Policy Title:** Private Vehicles and Volunteer Drivers

## POLICY HANDBOOK

**Cross Reference:** EEA, EEACAB, EEACAC

**Legal Reference:**

**Adoption Date:** December 18, 1996

**Amendment or Re-** Jan. 12/1998 Oct. 24/2001

**affirmation Date:** Jan. 23/2003 June 12/2008  
Aug. 19, 2014

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### POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO ENSURING STUDENTS ARE TRANSPORTED TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES IN AS SECURE A MANNER AS POSSIBLE AND BELIEVES THAT THE BEST METHOD OF TRANSPORTATION TO APPROVED ACTIVITIES IS THROUGH THE USE OF PROPERLY LICENSED AND INSURED COMMERCIAL VEHICLES (E.G. SCHOOL BUSES, CHARTER BUSES) AND PROFESSIONAL DRIVERS, WHEREVER AVAILABLE AND FEASIBLE. THE BOARD ALSO SUPPORTS THE CONCEPT OF VOLUNTEER DRIVERS AND THE USE OF PRIVATELY OWNED VEHICLES IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES ~~PROVIDED THAT DRIVERS ARE NOT STUDENTS~~ ~~AND~~ PROVIDED THAT SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE AND ARE IN ACCORDANCE WITH THE SPECIFIC GUIDELINES AND PROCEDURES ESTABLISHED BY THE BOARD.

### DEFINITIONS

Volunteer Driver: Has volunteered to drive students to or from school sponsored events at the request of the school. A volunteer driver must be a minimum of 21 year of age, and adhere to all guidelines and regulations contained within this policy.

Non-Volunteer Driver: A parent or guardian who declines arranged transportation by the school and chooses to:

- Assume responsibility for the transportation of his/her child(ren) to or from a school sponsored event.
  - drives their child(ren) themselves
  - allows his/her child(ren) to drive themselves to a school sponsored event.
  - makes private arrangements with another family for the transportation of his/her child(ren) to a school sponsored event.

Privately Owned Vehicles: A private or rented vehicle used to provide transportation to and from school related activities

- operated by a volunteer at the request of the school or
- operated by a non-volunteer, not at the request of the school.

## **POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.**

### **GUIDELINESPROCEDURES**

#### **1. Schools will organize transportation for co-curricular activities.**

**1.1. Should the school not be able to find adequate transportation, the activity will be cancelled or postponed.**

#### **2. Schools will attempt to organize transportation for extra-curricular activities**

**2.1 Should the school not be able to find adequate transportation, the activity may be cancelled, postponed, or the school may inform parents in writing that there is no transportation being provided by the school.**

**2.1.1 When no transportation is provided, parents assume full responsibility for transporting their children to the event.**

**2.1.2 School staff, and/or volunteers will assume supervision of students upon the students’ arrival at the venue.**

#### **3. Student drivers**

**3.1 At no time, should students transport students from other families.**

**3.2 Due to the possibility of a potential injury (suspected concussion) at extra-curricular sporting event, students should not drive to extra-curricular sporting events (e.g. games at another school).**

**3.3 Parents that decline arranged transportation related to extra-curricular sporting events should have an adult drive their child.**

**3.3.1 Under rare circumstances, a parents decline of arranged transportation and request for their child to drive themselves may be approved under the following conditions.**

**3.3.1.1 The parent must inform the school prior to the event in writing, and**

**3.3.1.2 The student would be driving less than or equal to the distance they would normally drive from their house to their school, or**

**3.3.1.3 The parent has informed the school in writing that the student is either not coming from home or returning to home after the event and the distance they would be driving is equal to or less than the distance they would be driving if they were to access the arranged transportation.**

**3.4 Should the student experience an injury or suspected concussion, the student will not be allowed to drive from the venue.**

**3.4.1 Parents will be notified and will need to make arrangements to pick up the student’s vehicle from the venue.**

**POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.**

~~2.~~ Non-Volunteer Driver

4.

~~2.1~~ A student cannot transport another student unless they are from the same family and their parent or guardian has assumed responsibility for transportation,

4.1 A student cannot transport another student unless they are from the same family and their parent or guardian has assumed responsibility for transportation.

~~2.2~~ A family must not transport another student unless both families have declined arranged transportation by the school and

4.2 there is a private agreement between two families which is not arranged by the school.

~~1.~~

~~2.~~

~~3.4.3~~ Non-volunteer drivers and their parent or guardian as defined above assume all responsibility and any associated liability for transportation.

~~4.~~

4.4 In the event a parent or guardian and/or non-volunteer driver is assuming responsibility for transportation as defined above (non-volunteer), the school must have parent or guardian written consent (Attachment A) in advance of the transportation to or from the event and the permission of the principal when the parent or guardian is not in the vehicle. The written note must indicate:

~~5.~~

4.4.1 that the parent or guardian has declined arranged transportation by the school

~~6.~~

4.4.2 that the parent or guardian has made private arrangements to transport their child(ren)

~~7.~~

4.4.3 that the parent or guardian and the driver are assuming responsibility for transportation and any associated liability for transportation.

~~8.~~

4.4.4 The note should also include:

~~9.~~

4.4.4.1 the date of the event for which they are providing consent for

~~10.~~

4.4.4.2 the location of the event for which they are providing consent for

~~11.~~

~~12.4.4.3~~ whom the driver will be

~~13.~~

14.4.5 Parents, guardians, students, and other community members will not transport another family's child to or from a school sponsored event without written consent of that Child's family being filed with the school administration

~~15.~~

16.4.6 Students who disregard this provision may be prohibited from participating in the activities.

~~17.~~

5. Privately Owned Vehicles



**POLICY EEACAA –Private Vehicles and Volunteer Drivers, Cont’d.**

~~18.5.1~~ —A private or rented vehicle operated by a volunteer may be used to provide transportation to and from school related activities provided that:

~~19.~~

~~20.5.2~~ ~~2.1~~ —The vehicle, if designed to transport eleven or more passengers including the driver, meets the National Safety Code requirements and Alberta Transportation regulations for commercial vehicles defined as a bus;

~~21.~~

~~22.5.3~~ ~~2.2~~ —The vehicle, if designed to transport ten or less passengers, including the driver, meets the safety and insurance requirements of Alberta Transportation; (see attachments C & D)

~~23.~~

~~24.5.4~~ ~~2.3~~ —The vehicle meets road worthiness requirements as specified in the Traffic Safety Act regulations and any other relevant provincial legislation;

~~25.~~

~~26.~~ ~~2.4~~ —The owner of the vehicle carries a minimum of \$2,000,000 third party liability insurance and that the owner notifies his/her insurance company of his/her intention to use the vehicle voluntarily for the benefit of the students of the Horizon School Division when transporting students at the request of the school;

~~27.~~

~~28.5.5~~

~~29.~~

~~30.5.6~~ The Board provides automobile liability insurance coverage only in excess of the \$2 million (or higher) coverage provided by the vehicle owner, when privately owned vehicles are used to transport students for school-sponsored activities.

~~31.~~

~~32.5.6.1~~ The principal shall receive written confirmation from drivers that they have adequate third-party liability coverage with a minimum amount of \$2 million when students are being transported.

~~33.~~

~~2.2.1~~~~5.6.2~~ The vehicle owner’s coverage applies before the coverage by the Board, in the event of any related claims or actions by other parties;

~~34.~~

~~2.3~~~~5.7~~ Any damages to the owner’s vehicle are not insured by or deemed the responsibility of the Board;

~~35.~~

~~36.5.8~~ The driver is in possession of a valid driver’s license of the appropriate class;

~~37.~~

~~38.5.9~~ The ~~Division or P~~principal or designate shall ensure that an acceptable driver’s abstract, dated within the last year, and a copy of the driver’s license are on file at the school.

~~39.~~

~~40.5.10~~ Drivers with 6 or more demerits will not be approved.

~~41.~~

~~2.4~~~~5.11~~ The driver and owner of the vehicle completes the Volunteer Driver and Automobile Authorization form (Attachment B);

~~2.5~~~~5.12~~ The principal shall obtain written permission from a student's parent/guardian when an employee or private individual shall be transporting students in a private vehicle; and

**POLICY EEACAA –*Private Vehicles and Volunteer Drivers, Cont’d.***

2.65.13 The Principal of the school approves this type of transportation arrangement.

3.6. A vehicle owned and operated by a Division employee who is regularly required to provide transportation to a student(s) as an expectation of employment will:

3.16.1 Ensure a 6A Insurance Endorsement is included as part of the vehicle’s insurance;

3.26.2 Upon application, verification, and approval, be entitled to monetary compensation for an annual amount from the School Division for being required to carry the 6A Insurance Endorsement.

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**HORIZON SCHOOL DIVISION****Policy Code:**

GBA

**Policy Title:**COVID Harm  
Reduction**POLICY HANDBOOK****Cross Reference:****Legal Reference:**Freedom of Information and Protection  
of Privacy Act, Occupational Health and  
Safety Act, Alberta Human Rights Act.**Adoption Date:**

TBD

**Amendment or Re-  
affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO PROVIDING A SAFE AND HEALTHY LEARNING AND WORK ENVIRONMENT. THE DIVISION COMMITS TO PROTECTING STUDENTS AND EMPLOYEES FROM INJURY, ILLNESS, AND ACCIDENTS AS REQUIRED BY OCCUPATIONAL HEALTH AND SAFETY LEGISLATION, THE EDUCATION ACT, AND COMMON LAW. TRANSMITTABLE DISEASES, INCLUDING COVID-19 ARE IDENTIFIABLE WORKPLACE HAZARDS. SUCH HAZARDS CAN HAVE A DETRIMENTAL EFFECT ON HEALTH AND SAFETY, DIVISION OPERATIONS, STUDENT LEARNING, EMPLOYEE PRODUCTIVITY, DIVISION COSTS, AND EMPLOYEE MORALE. THE DIVISION HAS LEGAL OBLIGATIONS TO TAKE ALL REASONABLE STEPS TO IDENTIFY, ELIMINATE, AND CONTROL WORKPLACE HAZARDS LIKE COVID-19. THIS POLICY AND ANY RELATED PROCEDURES OUTLINE THE REQUIREMENTS FOR ALL EMPLOYEES AND ADULTS WORKING WITH STUDENTS IN HORIZON SCHOOLS TO MITIGATE THE RISK OF SPREAD OF COVID-19 INFECTION IN ALL DIVISION FACILITIES TO PROTECT, EMPLOYEES, STUDENTS, AND THEIR FAMILIES FROM THE HIGHLY CONTAGIOUS ILLNESS DURING A GLOBAL PANDEMIC.

**DEFINITIONS**

For the purposes of the Policy and Procedure, the following terms have the following meanings:

- **COVID-19:** The disease caused by the SARS-CoV-2 coronavirus (including any variant).
- **COVID-19 Vaccine:** A COVID-19 vaccination authorized by Health Canada (e.g. Pfizer-BioNTech/Comirnaty; Moderna/Spikevax; Janssen (Johnson & Johnson); AstraZeneca/COVISHIELD/Vaxzevria).
- **Employee(s):** All individuals who are employed by the school division on any basis, including full-time, part-time, permanent, temporary, and casual, and also includes those working with students in schools such as classroom volunteers and volunteer coaches.
- **Fully Vaccinated:** Having obtained all required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series or a one dose of a COVID-19 vaccine considered valid by Health Canada, including having observed a two (2) week period (or longer where required) following the final dose.
- **School:** means all Horizon School Division owned, operated or leased spaces and properties, including but not limited to offices, classrooms, libraries, study areas, recreational and sports facilities and fields, cafeterias, buildings, school division vehicles.

- **Other individuals:** those adults who work with school division students while they are in the Horizon School Division's schools whether or not the school is owned by the school division:
  - a) trustees
  - b) adult students of a post-secondary educational institution of any kind who are on educational placements or practicums (i.e. student teachers, educational assistants, nurses, psychologists, behavioral therapists, speech language pathologists etc.);
  - b) any individual who is on an internship, co-op placement or apprenticeship program with the school division;
  - c) volunteers;
  - d) independent contractors and the employees of independent contractors
  - f) any person providing professional services of any kind to a school division student at a school division facility or on school division property; and
  - g) any other member of an organization who may not be an employee of the school division but who provides services to students within school or on school division property.
- **Proof of Vaccination:** means a paper or electronic vaccination record of an individual's COVID-19 vaccination date(s) and status in a form acceptable to the Division, as communicated by the school division from time to time, which may include any government-implemented proof of vaccination system. Self-produced documentation of a negative result is not sufficient evidence.
- **COVID Test:** means a COVID-19 testing device that is listed in Health Canada's Authorized medical devices for uses related to COVID-19 including rapid tests and PCR tests.

## **GUIDELINES**

1. The Horizon School Division has legislated obligations to provide a safe and healthy workplace. This policy outlines the actions Horizon is taking to protect the health and safety of workers at the work site; protect the health and safety of all members of the school community; and enable educational programming and other school activities to be in-person wherever reasonable in the circumstances.
  - 1.1. The school division manages the risks related to COVID-19 through the hierarchy of hazard controls (engineering controls, administrative controls and personal protective equipment). When a hazard cannot be managed by a single method, such as an engineering control, a combination of controls are used.
  - 1.2. Having a maximally vaccinated workforce is an effective engineering control to further protect against the hazards of COVID-19. Vaccinations help reduce the risk of spread within schools and lowers the risks of severe outcomes.
  - 1.3. The school division recognizes its duties and responsibilities under the Alberta Human Rights Act. The school division will continue to consider and pursue reasonable workplace accommodations for those persons who are unable to be vaccinated due to reasons protected by the Alberta Human Rights Act.
  - 1.4. Scientific and medical evidence has shown that immunization against COVID-19 is the most

effective way to protect communities from the severe outcomes of COVID-19. Therefore, the Horizon School Division has determined negative tests and vaccinations to be another layer to the school division's controls against the hazard of COVID-19 and a critical part of the school division's safety plan.

2. Subject to applicable legislation, this policy will not be interpreted or applied to limit or amend the provisions contained in any collective agreement or employment contract entered into between the school division and its Employees.
3. These principles are effective upon the passing of this policy and will be reviewed by the school division on a regular basis at the school division's discretion in consideration of all surrounding circumstances and any recommendations that may be made by the provincial and federal governments, public health officials, and other experts consulted by the school division from time to time.
  - 3.1. The school division is closely monitoring government health guidelines related to COVID-19 and will review, revise, and adjust its hazard controls in response to changes in public health directives.
  - 3.2. The school division has the right to modify or revoke these principles at any time, or to implement supplementary principles that may apply to specific matters impacted by these principles.
  - 3.3. This policy is temporary. Rates of transmission in Alberta at the start of the 2021-2022 school year indicate rapidly increasing numbers of individuals are exposed to COVID-19. The school division will reevaluate the need for this policy when the government and medical authorities no longer support the identification of COVID-19 as a workplace hazard. The Board of Trustees will review this policy for amendment or elimination a minimum of every 6 months, or as deemed necessary.
4. School division COVID-19 information is available on the school division's website.

## **PROCEDURES**

1. This policy and procedure are in addition to other employee requirements mandated by government authorities and by the Board with respect to COVID-19 (e.g., mask wearing requirements) and does not supersede or replace any other measures or policies in place to address the hazard posed by COVID-19. The policy imposes two alternatives for compliance, semi-weekly rapid testing or vaccination against COVID-19.
2. COVID-19 Vaccination
  - 2.1. Employees must provide to the Human Resource Department acceptable proof of a negative COVID test before attending School or be Fully Vaccinated against COVID-19 by December 18, 2021,.
  - 2.2. Employees who cannot be Fully Vaccinated on the basis of a protected legal ground (e.g. medical, religious) may request an exemption.

Individuals must provide written reasons for their inability to comply with this procedure (see Appendix A). If the reason an individual cannot comply with this procedure is related to a medical condition the school division will require medical documentation from an authorized physician or nurse practitioner, including whether the medical reason is permanent or temporary and confirm that the individual cannot safely receive the COVID-19 vaccine.

Requests for exemptions or accommodation will be reviewed on an individual basis and a decision regarding approval or rejection will be provided to the individual. This review may include a request for additional information.

School division employees who are approved for an exemption will be accommodated to the point of undue hardship

- 2.3. Employees hired after the approval date of this Policy will be required to be Fully Vaccinated, have an approved exemption before beginning work with the school division, or provide regular proof of negative COVID tests.
- 2.4. All employees are entitled to paid leave to obtain a COVID-19 vaccination to the extent provided under s. 53.982 of the *Employment Standards Code* (Alberta).

### 3. Providing Proof of COVID-19 Vaccination

- 3.1. By December 1, 2021, Employees must provide proof of his/her Fully Vaccinated Status (i.e. all COVID-19 vaccine doses received to date) in a form satisfactory to the school division, with 14 days having passed since the second vaccination as administered, and in any event, in accordance with this AP.
- 3.2. Employees will provide a copy of their COVID-19 immunization record (that shows their name) along with their employee ID number electronically or by mail or facsimile to the human resource department. The date of vaccination, type and dose will be recorded and kept on file in accordance with retention and disposition schedules.
  - 3.2.1. All information regarding an individual's vaccination status will be secured in a confidential location and will only be retained for a period of 1 year or as long as the information is deemed relevant to the school division's response to the COVID-19 pandemic, whichever is longer.]
- 3.3. Employees providing proof of vaccination are confirming that they have read, acknowledged, and accepted the information found in this administrative policy.

### 4. Accommodation Exemptions

- 4.1. An Employee may request an exemption from the requirement to be Fully Vaccinated by submitting a written request for vaccination exemption (see Appendix A) to the Human Resource Department on the basis of a protected legal ground, which may include:
  - 4.1.1. a sincerely held religious belief which prohibits the Employee from receiving a

COVID-19 Vaccine (accompanied by a sworn or affirmed declaration of that belief declaring an identifiable denomination of faith and not a personal spiritual belief); or

- 4.1.2. a medical condition which prevents the Employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta confirming that the Employee cannot safely receive a COVID-19 Vaccine and the anticipated duration of the required exemption and whether the medical reason is permanent or temporary).
- 4.2. Employees submitting a request will be required to provide support for the basis of the request, including providing any information reasonably requested by the school division.
- 4.3. Any employee with an approved exemption, who is unable to be vaccinated due to a medical reason, or for another protected ground under the *Alberta Human Rights Act*, will be reasonably accommodated where possible, as per legal requirements under the *Alberta Human Rights Act* up to the point of undue hardship.
  - 4.3.1. Employees seeking information about accommodations should contact the Associate Superintendent of Human Services for accommodation information.
- 4.4. Any employee requesting workplace accommodation shall make a request for the accommodation as soon as possible (Individuals who are employees as of the affirmation date of this policy are required to submit their written request for accommodation by December 8, 2021. Employees hired after the affirmation date of this policy seeking accommodations are required to submit their request prior to commencing work). Employees who are seeking accommodation must discuss their needs with the Associate Superintendent of Human Services and seek a verified accommodation. Employee accommodations for medical reasons will require a medical confirmation from a licensed physician and may require employee responses to further inquiry from the school division to determine whether accommodations are possible, and what they will be. Accommodations based on a protected grounds will also require verification, including an explanation of various circumstances surrounding the request and response to school division inquiries.
- 4.5. Employees who have received an approved accommodation to the mandatory vaccination requirement will be required to obtain a negative COVID-19 Test result within 72 hours prior to attending School effective December 18, 2021. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022.
  - 4.5.1. Proof of report demonstrating a negative result of a Health Canada approved rapid antigen, rapid PCR or lab-based PCR test completed within the previous 72 hours of work attendance shall be submitted to the human resource department; said report must clearly state the type of test, time of sample collection, clear indication of a negative result and laboratory or pharmacy that completed the test, if applicable.
- 4.6. Arrangements for remote work for an employee will not be granted based on an

employee's decision not to receive a COVID-19 vaccination. As well, personal preference will not be considered as grounds for an exemption and requests citing personal preference will be declined. All employees are expected to be able to attend School at any time in order to fulfill their work responsibilities because COVID-19 is an occupational health and safety hazard, regardless of location of work.

## 5. COVID-19 Vaccination Discussion

- 5.1. The school division strongly encourages any employee who is not Fully Vaccinated to meet with a physician to have a full and frank, two-way dialogue about the benefits and risks of a COVID-19 Vaccine.

## 6. Unvaccinated Employees Without an Exemption and Employees Opting to not Disclose Vaccination Status

- 6.1. Employees who prefer not to disclose vaccination status will be required to submit to approved ongoing COVID-19 testing up to twice per week or as required by the school division in its discretion, at the Employee's own cost in accordance with this administrative procedure. Proof of report demonstrating a negative result of a Health Canada approved rapid antigen, rapid PCR or lab-based PCR test completed within the previous 72 hours of work attendance shall be submitted to the human resource department; said report must clearly state the type of test, time of sample collection, clear indication of a negative result and laboratory or pharmacy that completed the test, if applicable.
- 6.2. Employees who do not comply with this administrative procedure and who are not the subject of a bona fide accommodation to the point of undue hardship may be disciplined up to and including termination as set out in further detail at paragraph 7 below.
- 6.3. If an employee has been placed on leave without pay and subsequently becomes Fully Vaccinated and has provided Proof of Vaccination, the employee is eligible to return to work. The employee will need to arrange with the human resource department to start the process to return to work. The employee should give notice to the Associate Superintendent of Human Services immediately after the employee has received the second dose of vaccine.
- 6.4. As Health Canada updates its requirements for full vaccination protection, the school division will update this administrative procedure and communicate requirements for maintaining Fully Vaccinated status accordingly.
- 6.5. The school division reserves the right to modify the application of this administrative procedure based on operational needs, including any requirement or processes relating to testing.

## 7. Non-Compliance

- 7.1. Except where an approved accommodation applies, failure to comply with this AP, shall result in:
  - 7.1.1. A meeting being held with the employee to discuss their concerns with vaccination



against COVID-19 and provide educational materials on the COVID-19 vaccines.

If the employee remains non-compliant with these principles as of December 18, 2021, including, but not limited to refusal to disclose vaccination status, refusal to comply with applicable testing requirements or the provision of false or misleading information, it may result in the employee being subject to disciplinary action, up to and including termination of employment pursuant to the Education Act (where applicable), applicable collective agreement or employment contract and school division policies and practices.

- 7.1.2. Notwithstanding the commencement of a leave under this Policy and Procedure, the school division reserves the right to terminate the employment of an Employee who is away from work on a non-culpable basis or on a culpable basis where warranted.

## 8. Submitting Fraudulent Information

- 8.1. Any Employee who submits fraudulent Proof of Vaccination, fraudulent documentation supporting an accommodation, or any other fraudulent or misleading information regarding any issue arising under these principles will be deemed, during this period, to have been trespassing on school division property and shall be removed from school. Employees may also be subject to discipline up to and including termination of employment.

9. Employees can take paid time during the work day to get a COVID-19 Vaccine dose. Employees must provide advance notice to their supervisor of their appointment time.

- 9.1. To book a COVID-19 Vaccine dose, contact Alberta Health Services online or call 811.

- 9.2. The time required for unvaccinated employees to complete a COVID test will be the sole responsibility of the employee. Such a test shall not be completed during work time.

10. The information being collected under this Policy and Procedure is collected pursuant to Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed and protected in accordance with FOIP. If you have any questions about the collection and use of your information under FOIP, please contact the Associate Superintendent of Finance and Operations, in writing (by mail to 6302 56 Street, Taber, AB T1G 1Z9), email, or by phone (403-223-3547).

- 10.1. Vaccination information, including but not limited to proof of vaccination, vaccination status, and requests for accommodation, is collected, used, and stored in accordance with the school division's obligations pursuant to applicable privacy legislation. Such information will only be used and disclosed in accordance with privacy legislation, including but not limited for the purposes of the school division (or its designated administrators or managers who have a need to know) determining and addressing whether there has been a breach or satisfaction of these principles, whether an employee is permitted to attend a school as set out herein, and to address health and safety concerns at school including whether additional or different safety protocols are necessary in the event of a COVID-19 outbreak or otherwise.

- 10.2. The school division makes reasonable security arrangements to protect information against unauthorized access, collection, use, disclosure or destruction pursuant to Section

38 of FOIP. The information will be retained to achieve the purposes stated above and will be securely destroyed in accordance with retention and disposition schedules.

11. The school division has support available if employees are feeling stress, anxiety, or overwhelmed by COVID-19. Keep in mind that reaching out for support and assistance is not a sign of weakness, but a sign of strength and your commitment to your health and well being.
  - 11.1. For more information, please contact the school division's Human Services Department.

**COVID-19 COVID Harm Reduction Policy  
Frequently Asked Questions  
November 16, 2021**

This document is continuously updated - please see questions marked **\*UPDATED\*** or **\*NEW\***

## **POLICY BACKGROUND**

As an employer with a strong commitment to health and safety, the Horizon School Division has enhanced control measures to mitigate the hazard of COVID-19 and protect the health, safety and welfare of its employees, students, and school communities.

Policy GBA: COVID Harm Reduction Policy outlines the requirements for employees and those adults who work with school division students in school division schools to be provide a negative COVID tests or proof of vaccination against COVID-19.

## **QUESTIONS ABOUT THE POLICY**

### **Who does this policy apply to?**

All school division employees including full-time, part-time, permanent, temporary, casual, and individuals, whether employed via a collective agreement or an individual employment contract and any adult who works with school division students in school division schools whether or not the school division owns the school.

It also includes all adults who work with students in school division schools in any capacity, including volunteers. This includes, but is not limited to trustees, contractors, coaches, and service providers who enter school division schools when such adults work with or interact regularly with students.

School divisions schools includes all 39 of Horizon's schools including all Hutterite colony schools (while colony students are engaged in "English" school), Taber Christian School, and Taber Christian High School, Vauxhall Baseball Academy dormitory, Lomond community multipurpose facility, and public libraries operating within Horizon's schools during school hours, including but not limited to the Barnwell public library.

This policy does not include adults involved in transporting students to and from school or to and from extra-curricular activities when these are not Horizon owned vehicles or employees.

### **I'm not an employee, how do I submit rapid test results or proof of vaccination?**

The human resource department will not collect or store proof of vaccination or rapid test results for non-employees, adults who work with students in schools as described in the previous question

should have their rapid test results or proof of vaccination readily available and are required to show them to school administration upon arrival at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

**I'm a substitute, do I also submit my negative COVID test or proof of vaccination to the Human Resource department?**

Substitute teachers (and casual support staff who sub for absent support staff) should submit their proof of vaccination to the human resource department. Those required to provide proof of a negative rapid test (e.g. have not provided proof of vaccination) should have their rapid test results readily available and are required to show proof to school administration upon arrival at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately. Unvaccinated staff showing up without proof of a negative test will not be paid for the day as they did not arrive fit for work (were not in compliance with this policy).

**The school I work at is not owned by the division, does this policy still apply?**

Employees whose worksites are located in buildings owned by organizations external to the Division are required to follow this regulation and requirements of the external organization. Other organizations may choose to impose additional, more stringent vaccination requirements. Employees must comply with the more stringent requirements.

**Why is the school division introducing a COVID-19 vaccination policy?**

Since the launch of the Provincial vaccination program, the school division has encouraged employees to make an informed choice on vaccination and strongly encouraged participation by all employees and students who are able to be vaccinated. At the same time, the school division has maintained a number of layered workplace controls to minimize the spread of COVID-19 in the workplace.

Alberta continues to see waves of cases during the COVID-19 pandemic and hospitals across Alberta face unprecedented capacity. The Government of Alberta has declared a state of public health emergency. Given COVID data, the circumstances in Alberta, and the information gathered on the vaccination rates of Albertans via Alberta Health Services, and the October 5, 2021 joint letter from the Premier and the Minister of Health strongly recommending school divisions implement a vaccination policy the Board of Trustees passed a motion to add another layer to the school division's workplace controls to further minimize the hazard of COVID-19.

**Are contractors required to follow this policy?**

The COVID-19 Vaccination Policy applies only to Horizon School Division employees and adults who work with students in school division schools. The school division will communicate with contractors whose staff work with school division schools and/or who regularly interact with school division students in school divisions schools to inform them of this policy and administrative procedure. The school division will not be requiring proof of vaccination or negative COVID test results from its contractors, suppliers or partners at this time, unless they work with students or regularly interact with students in school division schools (e.g. caretakers who are working during the school day), but we expect that all workers on our sites continue to adhere to all legislated public health restrictions including physical distancing, masking and not attending the worksite while experiencing symptoms of COVID-19. Contractors who work with students or who interact with students should have their rapid test results or proof of vaccination readily available and are required to show them to school administration upon arrival

at school and/or upon request by those tasked with enforcing this policy. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

**Do employees on short term, long term or extended leaves (e.g. parental) leave need to comply with this policy?**

All employees regardless of leave status will be required to adhere to the COVID-19 Harm Reduction Policy and will be required to provide proof of being fully vaccinated prior to their start date of work returning from their leave. If the employee is not fully vaccinated as of the time their respective leave has expired, they will be required to participate in the school division's rapid testing program at their own cost or seek an accommodation.

**What does it mean to be fully vaccinated?**

An employee is fully vaccinated within the meaning of the Policy once they have received all required doses of a COVID-19 vaccine series and at least two (2) weeks have passed following receipt of the final dose.

**Does the school division have the authority to collect my personal information?**

All public bodies, including the Horizon School Division, can collect personal information where that information relates directly to and is necessary for an operating program or activity. The school division has determined that it is necessary to require employees to provide proof of a negative COVID status or be vaccinated in order to protect the workplace and mitigate the hazard of COVID-19. Once collected, the school division has a statutory duty to protect the confidentiality of that information and to disclose and dispose as permitted by the *Freedom of Information and Protection of Privacy Act* (FOIP Act).

**Do you have to comply with the *Health Information Act* when collecting this information?**

The school division is not subject to the *Health Information Act* and will maintain this information in accordance with the FOIP Act. The personal information collected will be managed and protected in accordance with the FOIP Act. This information will only be used to the extent necessary for implementation of this Policy, health and safety protocols, and infection and prevention control measures in the workplace. Only those staff required to review this information for the purposes of determining policy compliance will see this information.

**How long will this policy be in effect for?**

This policy is temporary. The Division will reevaluate the need for this policy when the government and medical authorities no longer support the identification of COVID-19 as a workplace hazard. The Board of Trustees will review this policy for amendment or elimination a minimum of every 6 months, or as deemed necessary.

**I am vaccinated but I don't feel I should have to provide my immunization record. Do I have to submit it?**

This Policy requires all employees to provide proof of a negative COVID test or provide proof of vaccination. The school division requires this information to determine whether the policy and administrative procedures are being adhered to. If an employee does not submit proof of vaccination they will be required to comply with COVID-19 rapid antigen testing requirements at their own cost. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022, at which point individuals will

be responsible for testing at their own expense.

**For unionized employees, did you engage with the unions when developing this policy?**

The school division discussed its intention with local presidents of the Alberta Teachers' Association (ATA) and Canadian Union of Public Employees (CUPE). A copy of the policy was also shared with employees and stakeholders prior to final reading. If you have questions regarding your union's position on the Policy, please speak with your union representative.

**What happens if I am not fully vaccinated by December 1, 2021?**

Employees are required to submit their proof of vaccination by December 1, 2021. Those who are not fully vaccinated by December 18, 2021 will need to comply with ongoing COVID-19 rapid antigen testing up to twice per week (frequency to be determined at the school division's discretion) at the employee's own cost. The school division will reimburse employees for the cost of testing up to \$50 per week for those employees who have received an approved accommodation until January 31, 2022, at which point individuals will be responsible for testing at their own expense.

**Will my health benefits cover personal expenses for COVID-19 rapid testing?**

No, the COVID-19 rapid testing under this Policy is not an eligible expense under the school division's health benefits plans. Alberta School Employee Benefit Plan only covers rapid testing under health care spending or wellness accounts when it is submitted with a physician's written order. Employees are encouraged to speak directly with ASEBP should they have questions.

**What happens if I am not vaccinated and do not intend to get tested for COVID-19 rapid?**

Employees who are not fully vaccinated by December 18, 2021 and do not provide rapid antigen testing results through the school division's designated process will be placed on leave without pay. The placement of an employee on leave without pay in accordance with the policy and administrative procedure does not prevent the school division from ending the employment relationship on a non-culpable or culpable basis where individual circumstances warrant.

**How long can I be placed on leave without pay?**

The policy will be in place for the duration of the COVID-19 pandemic. A date for review of the policy is scheduled to take place in six months. This means that an employee could be placed on leave without pay for at least six months at this time.

**Can I collect Employment Insurance (EI) or get a second job while on leave without pay?**

An employee cannot receive EI payments when on leave without pay as Employment and Social Development Canada's [eligibility requirements](#) consider it to be the same as "if you voluntarily left your job without just cause." As for a second job, the employer has no right to limit an employee's activity if they respect the rules and policies concerning conflicts of interest and/or any provisions in a collective agreement that would limit the type of outside work an employee may perform.

**Will I still receive health & welfare benefits if I am placed on a leave without pay?**

ASEBP has existing provisions for members of the Horizon School Division who are on leave without pay. If a benefit plan member goes on authorized leave without pay, they are responsible for both the employee and the employer share of contributions for themselves, and their eligible dependents. It is important that the employee contact the Human Resources department before the leave starts, to ensure they have communicated their choice to avoid unintentional discontinuation of their benefits coverage.

### **What happens to my pension during a leave without pay?**

Employees who are on unpaid leaves do not accrue pensionable service. Employees who return to work may be able to purchase the leave of absence period upon their return. Payment of the employer share of the premiums is subject to Alberta Teachers' Retirement Fund or Local Authorities Pension plan regulations. Employees are encouraged to contact Human Resources to discuss their circumstances.

### **When do I have to be fully vaccinated?**

All school division employees are required to be fully vaccinated against COVID-19 by December 18, 2021. Employees hired after the implementation of this Policy will be required to be fully vaccinated or to have an approved exemption before beginning work with the school division or be expected to provide regular negative COVID tests at their expense.

### **When do I have to provide proof of COVID-19 vaccination?**

Employees are encouraged to submit proof of vaccination to Human Resources ASAP. Submissions must be received and verified prior to December 18, 2021. Given the number of employees submitting proof of vaccination, employees are strongly encouraged to submit documentation ASAP to ensure the human resource department has time to process their documentation and confirm the employee is able to come to work as of December 18, 2021. The division requiring employees to submit the following attestation form via "google forms" by November 15, 2021 to aid in implementing this policy. An email with the link will be forthcoming.

## **Employee Attestation Form**

All Horizon School Division employees must respond to this disclosure request regarding their vaccination status. Employees must submit their attestation by November 15, 2021 in preparation for the implementation of Policy GHA: COVID Harm Reduction.

By completing this attestation, you agree that you have reviewed and acknowledge the privacy statement and that the information you provide is truthful.

**Legal First Name:**

**Legal Last Name:**

**Name you go by (if different from above):**

**Employee Number (retrievable via ATRIEVE/HR/My\_Employee\_Dashboard):**

**Phone Number:**

**Date Submitted:**

**School(s):**

- Dropdown include division office, maintenance office, Hutterian Colony Schools, Other (explain) and allow multiple site selection

**Assignment:**

- Teacher
- Substitute Teacher
- Support Staff
- Casual replacement support staff

**Vaccination status:**

- **Fully vaccinated as of December 1, 2021**
  - Fully Vaccinated: Having obtained all required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series or a



one dose of a COVID-19 vaccine considered valid by Health Canada, including having observed a two (2) week period (or longer where required) following the final dose.

- **Partially vaccinated as of December 1, 2021**
  - Partially Vaccinated: Having obtained only one of the two required doses of a COVID-19 Vaccine considered valid by Health Canada in a two dose COVID-19 vaccine series, including having observed a two (2) week period (or longer where required) following the final dose.
- **Unvaccinated and will be requesting an accommodation**
  - I am **unable** to be vaccinated based on a medical, religious, or other prohibited ground of discrimination as defined under the *Canadian Human Right Act*, and will be requesting accommodation, I will be providing supporting documentation to support my request for an accommodation.
- **Unvaccinated (personal choice)**
  - I am unvaccinated and/or unwilling to get vaccinated based on a personal decision and will be providing regular proof of a negative COVID test as per policy HGA.
- **Undisclosed (prefer not to provide via this form)**
  - I do not wish to disclose my vaccination status (whether I am fully vaccinated, or not) and will be providing regular proof of a negative COVID test as per policy HGA.

If your situation changes in the future, please contact the Human Resource Department.

### **If you misrepresent your status**

You have an obligation to provide a true attestation. Submitting a false statement would constitute a breach of the school division's code of conduct and may result in disciplinary action up to and including termination. Employees will be required to submit proof of vaccination to confirm their attestation by December 1, 2021.

### **How is your privacy protected**

The Horizon School Division Vaccine Attestation Tracking System is an application for use by the human resource department. It facilitates the collection and retention of employees' vaccination status and enables the human resource department to report vaccination rates. All personal information from employees is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIPP) Act* and associated school division policy instruments. Specific accommodation information is limited to those with a need-to-know basis.

### **What if my rapid test comes back positive?**

A positive rapid test result is considered a preliminary or presumptive positive. Anyone who receives a preliminary positive result must submit to mandatory AHS approved COVID-19 PCR testing as soon as possible but no more than 48 hours following confirmation of the results of the Rapid Antigen Screening test. The employee must immediately isolate until the AHS approved lab-based test results are confirmed negative. Absences during this time period should be recorded as sick.

### **What if I have taken a COVID test but have not received my results, am I able to come to work?**

No, you are required to provide proof of a negative test to be able to come to work. It is your responsibility to ensure you have scheduled the test at a time that gives you appropriate time to get your results. While you await your results you would be on a personal leave. Whether you are paid or not for

a personal leave will depend on your collective agreement or employment contract provisions.

### **How do I provide proof of a negative COVID test or proof of vaccination and who do I provide it to?**

Employees provide Human Resources with proof of vaccination by either submitting a physical copy to the human resource department or an electronic copy by email ([covid.info@horizon.ab.ca](mailto:covid.info@horizon.ab.ca)).

Employees (except casual support staff (replacement staff), and substitute teachers) provide Human Resources with proof of a negative COVID-19 rapid test by electronic copy by email ([covid.info@horizon.ab.ca](mailto:covid.info@horizon.ab.ca)).

Casual support staff (replacement staff), substitute teachers, and nonemployees provide proof of a negative COVID-19 rapid test result directly to school administration when they enter the building.

Human Resources will view and verify the proof of rapid testing or proof of vaccination and inform the employee of approval. Once proof of rapid testing is verified by Human Resources, Human Resources will approve the employee to work for a period of 72 hours dated from the time of the rapid test.

If Human Resources is unable to determine the authenticity or veracity of proof of rapid testing or proof of vaccination, then Human Resources shall inform the employee and school administration and the employee will not be able to work until the issue is resolved.

### **HUMAN RESOURCES DUTIES**

1. Human Resources department is generally responsible to ensure the confidentiality of information obtained in this policy. Human Resources shall be responsible for taking all prudent and reasonable steps to protect the confidentiality and security of all personal information disclosed to the Division under this policy.
2. Human Resources, under the direction of the Associate Superintendent (Human Resources) or designate may designate an individual to assist with the collection and management of compliance with this policy and administrative procedure.
3. Where the Division has a legal obligation under the *Alberta Human Rights Act* to modify the requirements or expectations of this policy, the Associate Superintendent shall do so on behalf of the school division.
4. In regard to *proof of vaccination*, the designated individual shall be responsible for:
  - 4.1. Collecting information from employees regarding proof of vaccination.
  - 4.2. Verifying proof of vaccination prior to approving employees to work. The designated individual will retain physical or electronic copies of records from employees as per this policy.
  - 4.3. To protect employee private information, the designated individual will not openly provide proof of vaccination in the school division's human resource database. The designated individual will record employee proof of vaccination by making a coded notation in a secured file.
  - 4.4. Ensuring that information gathered under this policy is only used for the purpose of ensuring compliance with this policy. Such information will not be shared with any other person except when required to manage the employee's employment relationship with the Division or as otherwise permitted under the *Freedom of Information and Protection of Privacy Act*.
  - 4.5. Destroying any notation or record in their possession gathered from the proof of vaccination at the appropriate time.



- 4.6. Questions from employees with respect to the use, collection, and storage of information gathered under this policy should be addressed to the Associate Superintendent of Human Resources and or the division's FOIP coordinator (Associate Superintendent of Finance and Operations).
5. In regard to *proof of rapid testing*, the designated individual shall be responsible for:
  - 5.1. Collecting information from employees (except casual support staff and substitute teachers) regarding proof of testing.
  - 5.2. Verifying proof of twice-weekly testing prior to approving employees to work. The designated individual will retain physical or electronic copies of records from employees as described in policy.
  - 5.3. Determining that the proof of rapid testing is authentic and relates to the employee submitting the proof of rapid testing.
  - 5.4. Advising the employee that the proof of rapid testing is valid only for a period of 72 hours, and that another test and proof will be required prior to commencing work after that 72 hour period. Should the test not be approved, the individual and school administration will be informed.
  - 5.5. Recording the date the rapid test was provided.
  - 5.6. Ensuring that information gathered under this policy is only used for the purpose of ensuring compliance with this policy. Such information will not be shared with any other person except when required to manage the employee's employment relationship with the Division or as otherwise permitted under the *Freedom of Information and Protection of Privacy Act*.
  - 5.7. Destroying any notation or record in their possession gathered from the proof of vaccination at the appropriate time.
  - 5.8. Questions from employees with respect to the use, collection, and storage of information gathered under this policy should be addressed to the Associate Superintendent of Human Resources and or the division's FOIP coordinator (Associate Superintendent of Finance and Operations).

**Will I be expected to provide a negative COVID test upon a return to work from having COVID or is there an exemption for natural immunity?**

Recent infection with COVID-19 may interfere with test effectiveness. Screening results in these individuals should be interpreted with caution. AHS does not recommend screening someone if they have been diagnosed with COVID-19 within the last 6 weeks. Individuals who have recently had COVID are not exempt from providing proof of a negative COVID test, however for 6 weeks following a COVID infection they will be excluded from COVID test expectations. Proof of a positive COVID test and the date of the positive test are required to be submitted to the Human Resource department (employees) and to school administration (nonemployees upon enter the building).

**I'm not an employee of the school division, but volunteer with students to support the school and am not vaccinated, will I be required to provide a negative result on a rapid antigen test**

Yes, but the school may opt to provide an honorarium for your volunteer services that covers the cost of the test.

The HR department will not track proof of a negative test or vaccination status of nonemployees given that there is no regular schedule. As such, nonemployees are required to show a negative COVID test or proof of vaccination to school administration as they enter the school. Individuals without such proof are in non-compliance of this policy and must leave division schools immediately.

**What does a negative result on a rapid antigen test mean?**

A negative rapid antigen test result does not guarantee that the individual is not infected with COVID-19 or will not spread it to others. In asymptomatic individuals, false negatives are common. As such, the individual is required to continue to adhere to public health rules such as masking, physical distancing, hand hygiene, etc

### **Who is collecting and will have access to employee vaccination records?**

The Human Resource Department is collecting the vaccination records of all employees except casual employees and school administration will be reviewing proof of negative COVID tests and vaccination status of casual employees and nonemployees. Access to employee records is limited to those performing the verification of proof of vaccination and reporting functions. Employee records will be updated in the school division's database as part of the verification and reporting process.

### **What if I am currently partially vaccinated? How do I update my submission to include my second dose?**

To update your employee vaccination record, please submit proof of your second dose by contacting the Human Resource Department.

### **How do I access my COVID-19 vaccination record?**

Access your record through the [Alberta Vaccine Record Service](#). You will need to have your personal health care number, but do not need an account to access your record.

### **I've lost the documentation for my first dose. What if I can only find proof of my second dose?**

Access your record through the [Alberta Vaccine Record Service](#). You will need to have your personal health care number, but do not need an account to access your record.

### **Can I show my supervisor my vaccination record instead of submitting the document to the Human Resource Department**

For employees, proof of a negative COVID test and/or vaccination records must be submitted to the Human Resource department and verified. The vaccination information will be verified and retained on your employment. Casual support staff, substitute teachers, and other adults who work with students in schools (nonemployees) provide proof of a negative test or vaccination to school administration upon entering the building.

### **How can I get vaccinated?**

Visit the Government of Alberta's [COVID-19 vaccines and records page](#) where you can find information on booking an appointment with Alberta Health Services or a pharmacy, find a walk-in clinic, or find a doctor's office.

### **Am I able to take time off work to be vaccinated?**

Employees have provisions in their collective agreement or employment contract that may allow them to take time off to get a COVID-19 vaccine dose. Employees must provide advance notice to their supervisor via ATRIEVE. COVID testing is not considered a medical procedure and staff are expected to take COVID tests outside of work hours.

### **Where can I find more information on vaccinations?**

Alberta Health Services' recommends that people who may have hesitations in receiving a COVID-19 vaccine to visit their family physician or call 811. Employees may also learn more about vaccine safety and effectiveness at this [Alberta Health Vaccine myths and facts site](#).

**What if I have tested positive for COVID-19 in the past? Is this the same as being vaccinated?**

Employees are required to show regular negative COVID tests or be vaccinated regardless of a past positive COVID-19 test. Advice from public health agencies is that eligible individuals who have had the virus should get immunized to provide the best possible protection.

**Do I stop coming to work prior to December 1, 2021 if I am not vaccinated?**

No. Employees continue to attend work in advance of December 18, 2021. For those who are not vaccinated, they are given the time to gather the information they may need to get vaccinated and understand how it will help protect themselves and others in the workplace.

**Can I work from home so I do not have to be vaccinated?**

The school division's workforce is unable to work remotely due to the nature of the work. All employees, therefore, are required to comply with this policy and administrative procedure.

**What if there is a reason I am not able to be vaccinated?**

An employee may request an exemption from the requirement to be fully vaccinated by submitting a written request for exemption (see Appendix A) on the basis of a protected legal ground, which may include:

- a sincerely held religious belief which prohibits the employee from receiving a COVID-19 vaccine (accompanied by a sworn or affirmed declaration of that belief); or
- a medical condition which prevents the employee from safely receiving a COVID-19 Vaccine (accompanied by medical documentation from a physician licensed to practice in Alberta containing the required information as per CMOH Order 43-2021, or as may be updated from time to time, and confirming that the employee cannot safely receive a COVID-19 vaccine and the anticipated duration of the required exemption).

Request for exemption forms should be submitted ASAP to minimize employee costs, and must be submitted prior to December 8, 2021. Employees will be required to provide a negative COVID test at their expense until the exemption is approved. Employees with an approved exemption will be accommodated as per the school division's accommodation policies, procedure and framework which includes the division reimburse employees for the cost of testing up to \$50 per week until January 31, 2022. After this date, the cost of testing will be at the individual's expense.

**Does being vaccinated exempt me from daily screening, wearing a mask and/or physical distancing while in my workplace?**

No. Employees who are fully vaccinated or who have an approved exemption are still required to adhere to all other school division workplace COVID-19 hazard controls.

**I am feeling stressed. What supports are available to help me?**

The COVID-19 pandemic is an unprecedented challenge that we are all facing together. There have been many changes in both our personal and work lives that have been stressful and require us to adapt and manage as best we can. The school division has supports available if you are feeling stress, anxiety, or overwhelmed due to COVID-19. Reaching out for support and assistance is not a sign of weakness, but a sign of strength and a commitment to your health and wellbeing. For more information contact the Human Resources department or reach out to the:

- Employee and Family Assistance Program (EFAP) - 1-800-663-1142

**Is a Notice of Liability/Informed Consent letter relevant to this Policy?**

Organizations such as AHS and pharmacies that administer COVID-19 vaccinations are responsible to ensure that they receive informed consent. As such, the school division is not responsible for and

will not be responding to requests alleging further information be provided to employees before they provide informed consent to vaccination or compliance with this Policy. Should employees require further information about the COVID-19 vaccines including benefits and risks, the school division strongly encourages employees to consult their physician.

**Do I need to submit my vaccination record with the QR code Alberta Health released?**

Yes, you are required to submit your vaccination record using the most recent copy of your vaccination record which includes a QR code.

**If government COVID-19 protocols are removed, do employers continue to have any obligation to their employees with respect to the possible spread of COVID-19?**

Employers have a general obligation to provide employees with a safe workplace. This obligation does not translate into employers guaranteeing that an employee will not contract COVID-19 at work, or any other illness for that matter. If an employer did not cause the illness to be in the workplace, it would be difficult to foresee a fact circumstance where an employer would be held liable for an employee bringing COVID-19 to work and infecting other employees. An employer does not have a positive obligation to prevent every possible risk of COVID-19 entering the workplace, nor is it reasonable to expect employers to guarantee safety from COVID-19. Employers do have an obligation to identify hazards in the workplace and take reasonable steps to manage and reduce those hazards.

**When will I need to be vaccinated by?**

Within the current policy and administrative procedure, employees and adults who work with students in the school do not need to be fully vaccinated against COVID-19, as they are able to continue with providing negative COVID tests twice per week effective December 18, 2021.

**Can my employer ask me for my vaccination status?**

Yes, Horizon's COVID Harm Reduction policy states that employees and adults who work with students in schools are responsible for disclosing their testing status and/or vaccination status accurately as required. Mandatory vaccination policies have previously been implemented by other employers. In those cases, the collection and disclosure of vaccination status was permitted by arbitrators as a means of enforcing the policy. Employees have the right to medical privacy and any personal health information that is collected, used, or disclosed must comply with applicable privacy laws. Horizon limits the questions to gather only the information that is strictly necessary.

**Can my employer require me to be vaccinated?**

No, one can be physically forced to get a vaccine against their will. However, according to the limited case law available, grievors must live with the consequences of refusing to get vaccinated, which may include being placed on unpaid leave and termination. Employers have an obligation to keep workplaces safe and, in the context of a global pandemic. Horizon requires that employees and adults who work with students in schools provide a negative COVID test or be vaccinated.

**I'm an employee and have COVID symptoms but don't want to get tested? Do I just stay home for a minimum of 10 days, or until I feel better whichever is longer?**

Employees with core COVID symptoms are required to get tested via AHS within 48 hours. Given that individuals who test negative via AHS are only legally required to stay home until they feel better, employees who feel better before the 10 day period would be legally required to return to work if they were negative. An employee's decision to not get tested is therefore potentially costing the division. Employees opting to not get tested who are symptom free within 10 days should record "sick" in

ATRIEVE while they are sick and “personal leave” for the remaining days of the 10 day isolation period. If they opted to get tested and the test was positive, they are required to stay home for 10 days and should enter “sick” for the entire period.

**If I'm not vaccinated and required to show proof of a negative COVID test, when should I get the test? \*UPDATED\***

Acceptable proof of a negative COVID test is a negative test that has been completed within the previous 72 hours of the commencement of a “workday” or “shift” of the employee. Testing should normally occur on Sundays and Wednesday or Saturday and Tuesday.

**How do I get reimbursed for my COVID tests?**

Effective February 1, 2022, employees with approved accommodations may submit an expense claim to the Human Resource department requesting reimbursement for COVID tests taken between December 18, 2021 and January 31, 2022. Expense claims must include receipts. Expense claims submitted after June 1, 2022 will not be reimbursed.

**Can I submit the cost of the rapid tests to my Health Spending Account? \*New\***

ASEBP has communicated that when prescribed by a health care provider, COVID-19 diagnostic testing is an eligible expense and can be submitted to your Health Spending Account, if applicable.

**What COVID tests can I use to prove I'm COVID negative? \*NEW\***

Tests must be approved by Health Canada <https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-industry/medical-devices/authorized/list.html> Horizon requires employees to submit a negative COVID test from an authorized testing facility (e.g. pharmacy).

**Can I administer the rapid test myself at home or do I have to go to a recognized testing facility? \*UPDATED\***

Tests must be performed at an accredited laboratory or testing facility (e.g. pharmacy) and must be used in compliance with testing guidelines issued by Health Canada and the Chief Medical Officer of Health. Our understanding is that the following pharmacies within Horizon provide COVID testing.

- Taber Johnson's Mon-Fri 1:00am to 5:00pm - \$40 (walk-in and wait for available pharmacist)
- Taber Walmart Mon-Sat (pharmacy hours) - \$20 (required to book appointment online)

**According to the policy, casual support staff, substitute teachers, and other individuals show their proof of vaccination status and or proof of a negative COVID test to school administration upon arrival at school. When does that take effect? \*NEW\***

December 18, 2021

**Our school is out for Christmas effective December 17, 2021. When would I need to start showing proof of a negative test? \*NEW\***

If employees enter the school over the Christmas holidays they would need to provide proof of vaccination or proof of a negative test as the policy takes effect December 18, 2021.

**Can you clarify who I provide my proof of vaccination or proof of a negative COVID test to? \*NEW\***

All vaccinated employees who work during the school day would be required to provide a copy of their vaccination status to the Human Resource department by December 1, 2021 (many have already done so). As per the chief medical officer of health's communication, proof of vaccine records submitted after November 15, 2021 must include the QR code. We ask that individuals provide a copy of their vaccination certificate to the



Human Resource Department (marked "Confidential" for Human Resource Department only), or email a copy to "[covid.info@horizon.ab.ca](mailto:covid.info@horizon.ab.ca)".

Unvaccinated employees would be expected to start showing proof of a negative test effective December 17, 2021 at 3:30pm

- Unvaccinated employees with a regular work schedule would be required to email "[covid.info@horizon.ab.ca](mailto:covid.info@horizon.ab.ca)" proof of a negative COVID test, conducted at an authorized testing facility such as a pharmacy no more than 72 hours prior to commencing work.
- Unvaccinated casual support staff and substitute teachers must show school administration upon entering the school facility proof of a negative COVID test, conducted at an authorized testing facility such as a pharmacy no more than 72 hours prior to commencing work.

All other individuals (trustees, practicum students, volunteers, coaches, caretakers working during the school day etc) would need to provide school administration proof of vaccination or a negative COVID test, conducted at an authorized testing facility such as a pharmacy no more than 72 hours prior to entering the school effective December 18, 2021.

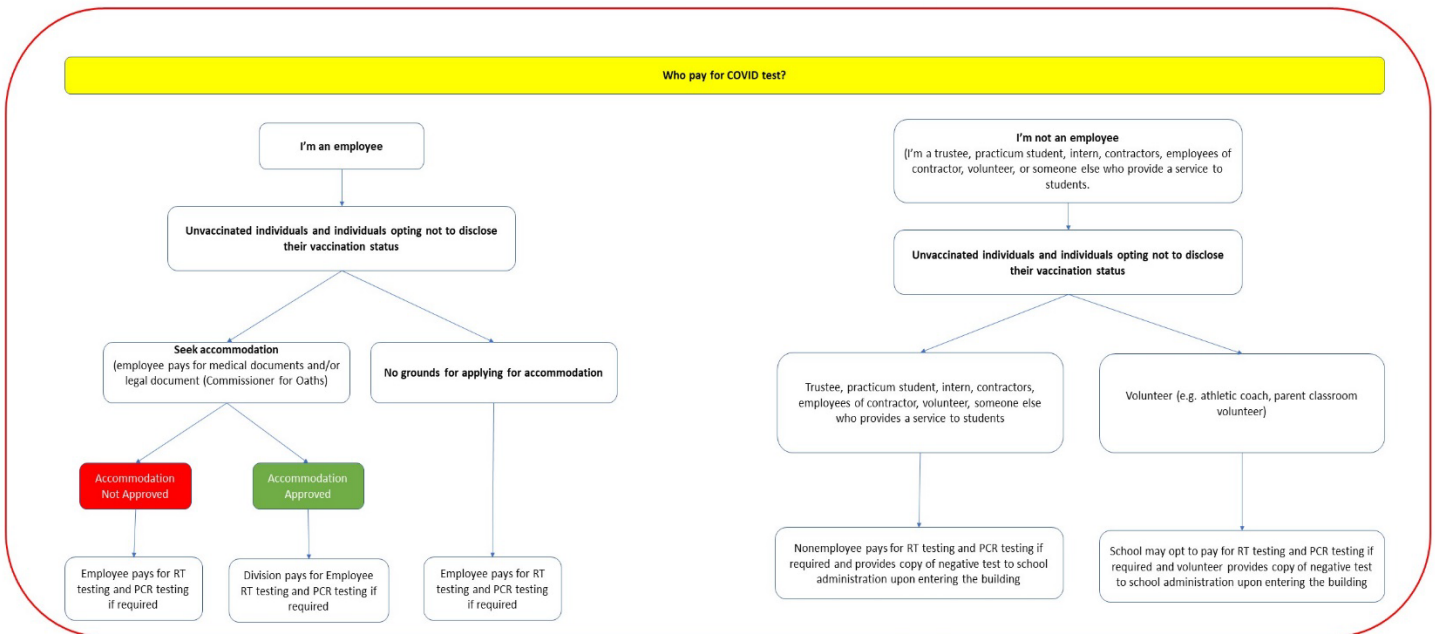
### I plan to resign, when should I provide my notice? \*NEW\*

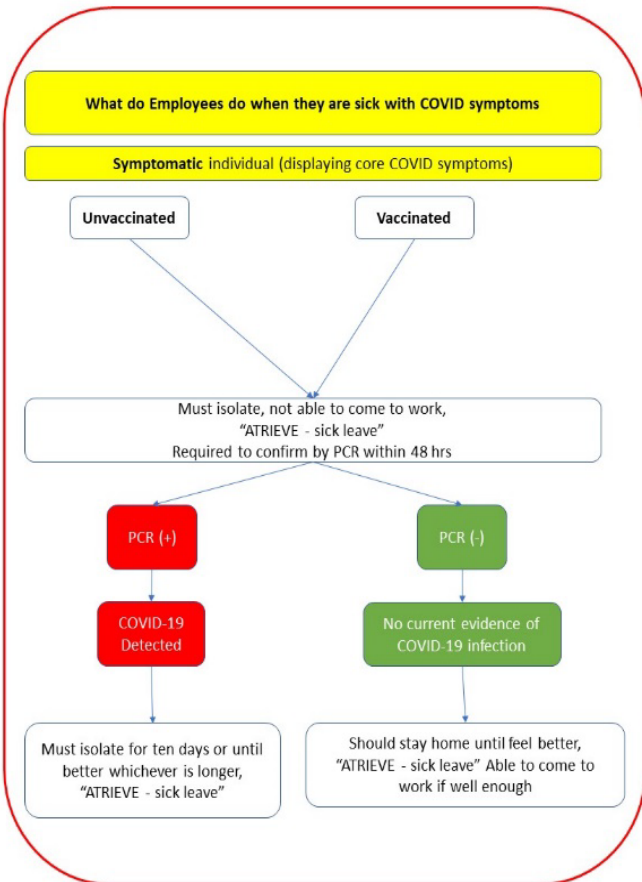
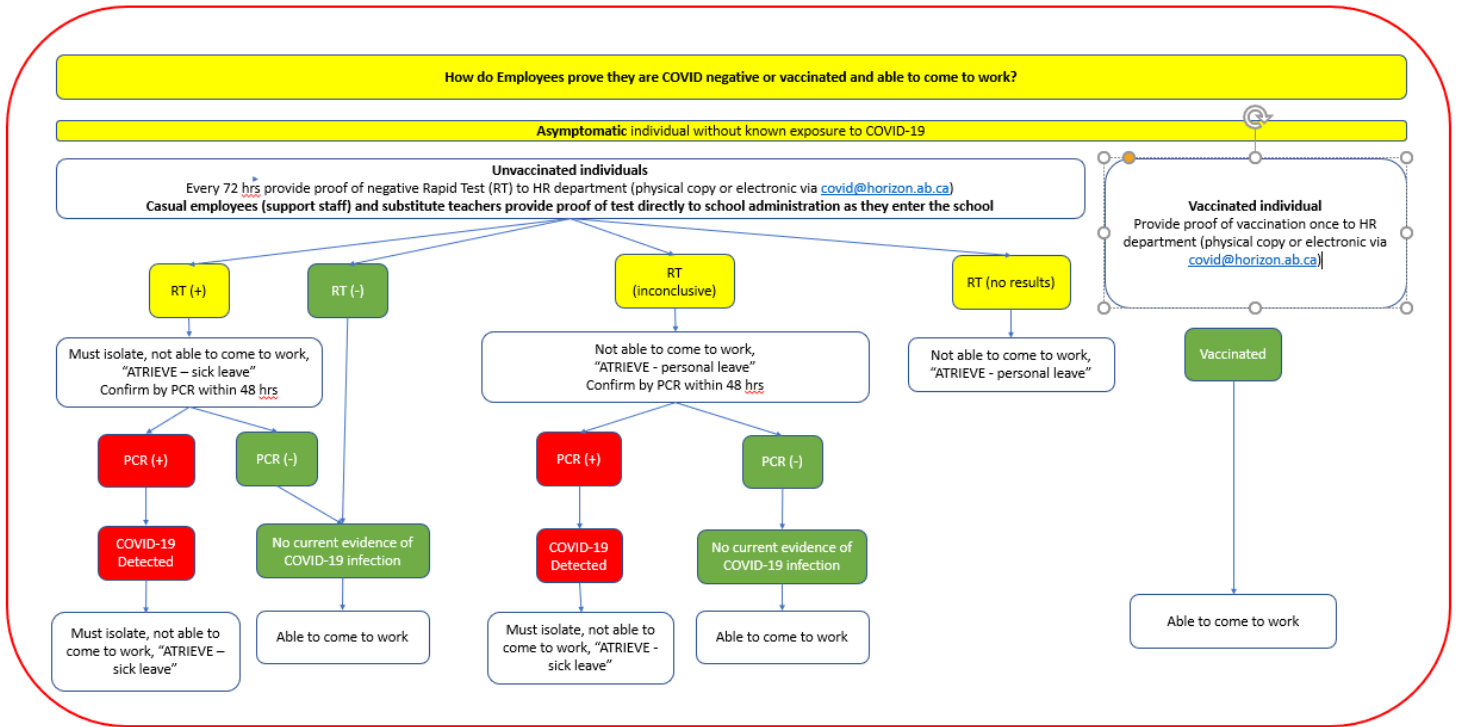
Employees who intend to resign are required to comply with provincial legislative requirements. The Employment Standards Code states, "to terminate employment an employee must give the employer a written termination notice of at least (a) one week, if the employee has been employed by the employer for more than 90 days but less than 2 years, or (b) 2 weeks, if the employee has been employed by the employer for 2 years or more.

- Employees deciding to resign will be required to submit written notice to the Human Resource department by either December 3, 2021, or December 10, 2021 depending on the length of their employment.

### Can you provide an infographic that summarizes rapid testing expectations?

Rapid testing is only used for asymptomatic individuals. Individuals with core COVID-19 symptoms should stay home and get tested by AHS. The images below give a good summary of the expectations but may not describe every scenario outlined in the policy.





**What do Nonemployees do to prove they are COVID negative or vaccinated and able to come to work?**

They show their proof of negative test from within the last 72 hours or proof of vaccination to school admin upon entering the building

**What do Nonemployees do when they are sick?**

Get tested via AHS and Stay home

# Appendix A: Request of Accommodation

All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please contact the Associate Superintendent of Human Services if there are questions regarding form completion.

Employee Name:	Employee ID #:		
School:	Position:		
Home Address:	Home Phone:		
City/Town:	Prov:	Postal Code:	Alt. Phone:

The Horizon School Division has implemented a COVID-19 harm reduction policy for its employees and adults that work with/regularly interact with students in horizon schools that requires employees and these adults to provide a negative COVID test or proof of vaccination by December 18, 2021.

If further information or clarification is required after the request form is submitted, Human Resources will make reasonable attempts to contact you by telephone and/or email to discuss the information required, which may include collecting additional documentation or obtaining consent for the school division to contact such persons necessary to obtain further information which is relevant to your request.

It is important you understand that by submitting a request for exemption, this does not automatically entitle you to an exemption. Your request will be reviewed and a determination will be made based on an individualized assessment conducted by the school division. You are required to facilitate the process by cooperating with the school division's assessment of your accommodation request. Failure to cooperate in the process could jeopardize the review and any approval of the accommodation request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

submit completed form to:

Associate Superintendent of Human Services  
Human Resource Department

Email: [Robbie.charlebois@horizon.ab.ca](mailto:Robbie.charlebois@horizon.ab.ca)

*\* The cost of completing this form is the sole responsibility of the employee.*





All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 403 223-3547 or email Associate Superintendent of Human Services if there are questions regarding form completion.

**STEP A - This page must be completed by the Employee.**

1. Which Human Rights ground(s) is your accommodation request related to?

- Medical (If selected, please complete the questions below and complete Step B)
- Religion (If selected, please complete the questions below and complete Step C)
- Other protected ground(s) under the *Alberta Human Rights Act* (Please specify: \_\_\_\_\_)  
(If selected, please complete only the questions below)

2. Please outline why you feel you require an accommodation.

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3. Please outline the accommodation you are requesting.

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4. Please provide any additional information that may be useful in reviewing your accommodation request.

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 403 223-3547 or email Associate Superintendent of Human Services if there are questions regarding form completion.

**STEP B - This page must be completed by the Physician.**

The Horizon School Division has implemented a COVID19 harm reduction policy for its employees that requires all employees to provide proof of a negative test or be fully vaccinated by December 18, 2021. Your patient has requested an accommodation with respect to a disability which would prevent them from being vaccinated. Please complete the following questions to assist us in understanding the need for accommodation.

Patient Name:	Date of First Visit:
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Nature of Disability:
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Describe why the Disability is impeding the ability to be vaccinated?
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Is there a treatment plan in place that may change your patient's ability to be vaccinated?  Is your patient compliant with the treatment plan? <i>(Note: the Horizon School Division has a variety of programs/services in place that may help in your patient's recovery (for example: Employee Family Assistance Program, etc). Should you wish for the school division to assist, please provide the service(s) that may be required.</i>
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Prognosis: Permanent / Temporary (circle one). If temporary, please outline anticipated duration of exemption.
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Any additional information to consider:
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Physician Signature:	Date:
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Physician Name:	Phone:	Fax:
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\* The cost of completing this form is the sole responsibility of the employee.



All questions must be answered in full and all answers must be legible. Failure to meet these requirements may jeopardize the review and any approval of the accommodation request. Please call 403 223-3547 or email Associate Superintendent of Human Services if there are questions regarding form completion.

**STEP C - This page must be completed by the Employee and witnessed by a Commissioner for Oaths**

Employee Name:	Date:
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Please specify the religious organization, belief, practice, or observance that is the basis for your request for accommodation.

Please explain how the requirement to be fully vaccinated against COVID-19 conflicts with the religious organization, belief, practice, or observance described above.

I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta, make oath and say:

1. The COVID-19 vaccination requirement conflicts with my sincerely held convictions based on my religious organization, belief, practice or observance.
2. I understand that if my request is successful, the Horizon School Division will still require me to follow other health and safety measures, including, but not limited to: COVID-19 rapid antigen testing as per the school division's process, physical distancing, masking, pre-shift screening, and/or alternative working arrangements.

**Commissioner for Oaths:**

Sworn (or affirmed) before me in the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner for Oaths in and for the Province of Alberta

\_\_\_\_\_  
Print Name and Expiry Date

\_\_\_\_\_  
Signature

\* The cost of completing this form is the sole responsibility of the employee.

# LOCALLY DEVELOPED COURSE OUTLINE

Competencies in Math15-5

Submitted By:

**The Horizon School Division**

Submitted On:

**Nov. 10, 2021**

# Course Basic Information

<u>Outline Number</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	11/10/2021	08/31/2022	Acquired	Authorization	G10 G11 G12

## Course Description

Competencies in Math 15 will cover topics including number sense, logical reasoning, measurement, algebra, graphical reasoning, statistics and probability.

The course will enhance numeracy skills in students, develop their critical thinking and problem solving abilities, and set them up for success in future courses in mathematics.

## Course Prerequisites

## **Sequence Introduction (formerly: Philosophy)**

**This course aims to improve student mastery of mathematical skills, concepts and ideas. Students will extend their knowledge beyond performing routine operations and will be encouraged to explore a deeper understanding of mathematical concepts through critical thinking and exploration exercises. Students will collaborate with their teacher and peers on exploring multiple ways to solve problems. As such, students will be challenged to become engaged learners, critical thinkers, and competent problem solvers.**

## **Student Need (formerly: Rationale)**

Some students struggle to make sense of mathematics as they experience gaps in previous learning and may require additional resources and strategies to fill in these gaps. While the required help is often within reach in their school environment, the one resource often lacking is time. This course aims to give these students an opportunity to be successful in mathematics and have them reach their full potential as engaged learners by providing them with additional strategies, alternate approaches, resources and time with the ultimate goal of learners enrolling in Mathematics 10 Common.

## **Scope and Sequence (formerly: Learner Outcomes)**

The goal of this course is to enhance the numeracy skills of students. Students will use numeracy willingly and confidently in their everyday lives and will be able to communicate effectively using the language of mathematics.

Students will explore a variety of mathematical topics that will lead to an appreciation for mathematics in real-life contexts. In this course, students will discover multiple ways to solve problems and they will develop an appreciation for mathematical contributions to advancements in society.

## **Guiding Questions (formerly: General Outcomes)**

- 1 Number Sense**
- 2 Logic and Reasoning**
- 3 Measurement**
- 4 Algebra**
- 5 Graphical Reasoning**
- 6 Statistics and Probability**

## Learning Outcomes (formerly: Specific Outcomes)

<b>1 Number Sense</b>	<b>15-5</b>
1.1 Solve problems that involve real numbers using trial and error.	X
1.2 Solve problems that involve real numbers using patterns.	X
1.3 Solve problems that involve real numbers using estimation strategies.	X
1.4 Solve problems that involve real numbers using pictorial representations.	X
1.5 Apply mental math strategies to solve problems with real numbers.	X
1.6 Explore and communicate the characteristics of a rational or irrational number and its significance in our everyday lives.	X
1.7 Explore place value, rounding, significant digits and their importance in scientific notation.	X

<b>2 Logic and Reasoning</b>	<b>15-5</b>
2.1 Solve logic puzzles using trial and error.	X
2.2 Solve logic puzzles using patterns.	X
2.3 Solve logic puzzles using graphic organizers.	X
2.4 Solve logic puzzles using process of elimination.	X
2.5 Engage in games that improve an understanding of numbers and logic.	X
2.6 Evaluate and verify reasoning strategies used in a problem solving process.	X

<b>3 Measurement</b>	<b>15-5</b>
3.1 Demonstrate an understanding of the Pythagorean Theorem by applying the formula to real life situations.	X



3.2 Demonstrate an understanding of 3-D objects and apply the relationship between surface area and volume to real-life contexts.	X
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<b>4 Algebra</b>	<b>15-5</b>
4.1 Apply problem solving strategies to generate possible solutions to a problem through identifying patterns.	X
4.2 Apply problem solving strategies to generate possible solutions to a problem through generating an equation.	X
4.3 Apply problem solving strategies to generate possible solutions to a problem through trial and error.	X
4.4 Apply problem solving strategies to generate possible solutions to a problem through drawing a picture.	X

<b>5 Graphical Reasoning</b>	<b>15-5</b>
5.1 Analyze circle graphs, bar graphs, double bar graphs, scatterplots, pictographs and piecewise graphs to solve problems.	X
5.2 Explore the characteristics of the coordinate plane and plot ordered pairs in all four quadrants.	X
5.3 Analyze patterns effectively to identify rules and trends to make predictions.	X
5.4 Create a graph to represent a set of data.	X

<b>6 Statistics and Probability</b>	<b>15-5</b>
6.1 Explore the variety of uses for statistics in real-life contexts	X
6.2 Analyze the results of tasks involving experimental probabilities of independent and dependent events.	X

# Facilities or Equipment

## Facility

This course does not require any special facilities or spaces.

Facilities:

## Equipment

**This course does not require any special equipment, although access to a graphing calculators, manipulatives and the internet is strongly recommended.**

# Learning and Teaching Resources

There are no required resources.

## Sensitive or Controversial Content

There are no sensitive or controversial issues expected within this course.

## **Issue Management Strategy**

### **Health and Safety**

General safety concerns associated with a classroom setting.

## **Risk Management Strategy**

## Statement of Overlap with Existing Programs

### Provincial Courses with Overlap and/or Similarity

Math 8/9

### Identified Overlap/Similarity

Pythagorean Theorem, Surface Area and Volume of 3-D Shapes

### Reasoning as to Why LDC Is Necessary

Students research how the Pythagorean Theorem was developed and explore, through concrete measurements that the Pythagorean Theorem is valid for all right angled triangles. Students require more time to develop and synthesize the understanding of 3-dimensional objects and the relationship between surface area and volume.

### Locally Developed Courses with Overlap and/or Similarity

ESL Introduction to Mathematics

### Identified Overlap/Similarity

Algebra and Interpreting Graphs

### Reasoning as to Why LDC Is Necessary

The two courses are similar in that they offer an opportunity to explore mathematical concepts in a real-life context and provide multiple strategies for students to apply their acquired knowledge. Some of the outcomes for algebra and the graphing section are similar however, the algebra explored in Competencies in Mathematics extends beyond a single step process when compared to ESL Introduction to Math. In comparing the philosophies of the two courses, Competencies in Math offers scaffolded support in mathematics to all learners. ESL Introduction to Math is focused on English language acquisition for ESL Learners (LP 1 and 2) in the context of mathematics.

## Student Assessment

All assessment must follow Horizon School Division's Policy HK – Student Assessment, Evaluation and Reporting.

## **Course Approval Implementation and Evaluation**

# Superintendents Progress Report

## November, 2021

### **Educational Leadership and Student Welfare**

- Meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety, well-being, and conduct; financial management; and instructional leadership. This month included providing school administration updates related to COVID health restrictions, conversations with Alberta Health Services (AHS) and school administration related to positive COVID cases and creation and distribution of close contact notification letters. Conversations with administration also included discussions about student discipline and suspensions, and student transportation as it relates to extra-curricular.
- As the president of the College of Alberta School Superintendents, there are ongoing dialogue with other partner groups. Meetings typically involve provincial education perspectives, discussions. There is also normally a four partners meeting (Association of School Business Officials of Alberta (ASBOA), Alberta School Council Association (ASCA), Alberta School Board Association (ASBA), and College of Alberta School Superintendents(CASS)). This month also included a meeting with Premier Kenney, the Minister of Education, numerous meetings and discussions with the Deputy Minister, ASBA, as well as meetings with CASS zones.
- AHS discussions regarding positive cases, and reporting requirements
- Management of School COVID cases – discussions with schools regarding creation and distribution of close contact notification letters
- School three-year education planning meetings have commenced with principals

### **Personnel Management**

- Central bargaining is ongoing and provincial updates continue via Teacher Employer Bargaining Association (TEBA) meetings
- Preparation for CUPE bargaining has begun

### **Policy and Strategic Planning and Reporting**

- Planning for implementation of the new assurance framework is ongoing.
- Reviewed volunteer driver policy as it relates to student drivers
- COVID Harm Reduction Policy

### **Fiscal Responsibility, Organizational Leadership and Management**

- Regular meetings are taking place with Alberta Education regarding the Milk River modernization
- Presented at College of Alberta School Superintendent fall conference
- Keynote for Alberta Research Network
- Council of School Council meeting

### **Communications and Community Relations**

- A number of meetings were attended, either in person or virtually, over the last month. Larger meetings have been virtual to comply with COVID restrictions. These include but are not limited to
  - Senior Administrative Leadership Team (SALT) meeting
  - Administrator meetings
  - Division Office staff meeting
  - Attended Alberta School Boards' Association AGM
  - Career Transitions AGM



## 211129 Board Report

### Human Services

#### Human Resources

- Policy GBA COVID Harm Reduction
  - Planning, organization, communication

#### Horizon Induction Program

- Oct. 22 Mentorship - 6 of our 13 Induction program participants took time to spend with their mentor teachers
- The day was not structured. It was meant to be tailored to individual teacher needs.

#### FSLC/Wellness Coaches

- Angel Tree - 60 families within Horizon were referred - gifts will be delivered by the FSLC team the second week of December
- Headstrong participants had positive feedback from the summit on November 18. All 33 participants from Lomond, Barnwell, W.R. Myers, Barnwell, Chamberlain, Warner, ERHS, Hays and ACE will be applying for grants from Rising Youth to run mental health and wellness campaigns for the year. All the groups have met with their FSLC and Wellness Coaches to Action Plan for the Year.
- Weekly Wellness Newsletters have had 1504 views for the month of November. A Southern Alberta Cabinet Health and Mental Wellness Member has requested to be able to share our Wellness newsletters with the Lions National group of Health and Wellness members.
- Our Family School Liaison Program Team will be offering a Virtual Parent and staff PD on December 6 from 7-8 pm. The link has been shared out and will be shared with all parents and staff of Horizon. This first presentation will be on "Suicide Awareness" and will be presented by Lethbridge Family Services.
- Family Connections are working with students in Horizon to create a design promoting positive mental health. One student design from each school in Horizon will be selected and displayed on coffee sleeves. Accompanied with a design will be information about the *Sleeve the Stigma Campaign*, mental health promotion, our school logos, and support contacts. The sleeves have been chosen and will be displayed during the week of Bell Let's Talk in January.

### Indigenous Learning

- Lisa helping facilitate after school activities for staff at Myers, DAF and TMS through the months of November and December
  - Some of the activities include beading poppies, Rock your Mocs pins, Metis week, smudging, face painting and gingerbread tips
- Indigenous Allies gathering on December 2
  - Jaron Weasel Bear will join us for the day

### Low German Mennonite Programming

- LGM Consultant, Tina Friesen continues to work with schools to translate covid information for families
- Tina participated in several parent teacher conferences in November.
- Working with schools to plan possible scenarios for Christmas concerts

### Workplace Health and Wellbeing

- First meeting on January 27th, 2022
- Will be using the CASS Workplace Wellness Planning and Implementation Guide
  - *The Guide is intended to support and inform school authority leaders in collaborative conversations, resulting in the development of a school authority plan leading to support for implementation of a comprehensive and integrated approach to workplace wellness.*

*Report created by Robbie Charlebois, Associate Superintendent of Human Services*



**Associate Superintendent, Learner Services**  
**Report to the Board of Trustees – November 29, 2021**

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Learner Services lead team members:

Terri-Lynn Duncan, Associate Superintendent  
Dave LeGrandeur, Director of Learner Services  
Coral James, Coordinator of Learner Services/Instructional Coach  
Amanda Cayford, Instructional Coach

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**KEY ACTION AREA #1:**

**Strong core instruction that develops student competencies**

- Amanda has been attending Vauxhall Elementary School virtual book study on Building Thinking Classrooms in Mathematics by Peter Liljedahl. The focus of this book study with the staff has been on promoting engagement in mathematics.
- Coral met with beginning teachers for the TLC group to focus on the book study Visible Learning for Literacy. This was a whole day where each chapter was broken down and presented by the teachers attending. The day ended with Coral running a mini Collaborative Response Model with the beginning teachers that evolved to having Laura join the meeting to help support a student that arose from the conversation that was needing support for social/emotional/behavioural concerns that arose during the meeting.
- Program Unit Funding (PUF) auditing deadline is approaching (Dec 1). Coral is collaborating with the Learner Services team (most specifically the Speech Language Pathologist Jaelyn Belisle), as well as elementary school Learning Support Teachers to ensure appropriate programming and supports are in place for PUF students. Communication with both the Alberta Education PUF coordinator and finance coordinator has been ongoing to ensure questions and concerns are addressed prior to the deadline.
- Feedback received from all staff on the Division-Wide Professional learning day was overall positive and the keynote speaker at the end of the day on wellness was appreciated.
- Horizon School Division teachers and Hapara are working together to continue to grow a resource available to teachers to assign students using the software. This resource called the Digital Backpack has been growing and more interactive textbooks have been added to our library that all teachers can access.
- Amanda has provided professional development with individual teachers who are planning with the Learning That Transfers (LTT) model. She has also provided professional development with school staff to encourage cross curricular projects.
- Coral in collaboration with SAPDC provided a session on Interactive Storytelling for the Early Learning Educators meeting. Portions of this learning will be re-used for the upcoming kindergarten meeting.

## KEY ACTION AREA #2: Response to Instruction and Intervention

- Laura Elliott behaviour specialist has visited a number of schools this month and completed 14 observations on new and current students; she has also consulted 21 times with teachers about students in the division, providing them with classroom strategies. Laura has also been a part of a number of parent meetings throughout the division.
- Terri-Lynn, Amanda and Coral are working on collecting numeracy and literacy intervention strategies for K-3 teachers to support them with strategies to use in the classroom. There are three days in November where teachers will be working together to create an intervention program for their at risk students.
- Coral has offered two training sessions for teachers and some assistants on Leveled Literacy Interventions; with a focus on teacher intervention having the largest gains for reading improvement. Roles and responsibilities within the intervention planning and program delivery were also shared.
- To build staff capacity, Laura has been supporting professional development to Support Staff on Executive Functioning during the October PD day; gave a presentation on ASD for gr. 6/7 class in Milk River; she also taught SIVA (Supporting Individuals through Valued Attachments) for four afternoons for VES staff.
- Transitioning from Dossier software to Education Forms continues to be a priority and a process. weekly meetings with Imagine Everything (Software company) to update progress and respond to “bugs” in the system are occurring. There has been positive feedback from teachers that the forms in the new system are easier to use.
- Dave has been connecting with schools/students with very high needs to support program planning, learning team meetings, supporting the referral process for specialized services and ensuring access to an inclusive environment for students.
- The Learner Services team have been attending School Collaborative Response Meetings that have mostly focused on support in tier 2 levels (Targeted Classroom Instruction) for social/emotional/behavioural supports.
- Dave and the Learner Service Team will be building capacity in supporting LST’s through their quarterly meetings in the area of supporting students with FASD over parts of our next three gatherings. The goal is to continue to add to our staff’s areas of expertise.

## LEADERSHIP PRACTICES

- Dave and Terri-Lynn attended CASSIX this month. Dave joined the Inclusive Education pre-cass and Terri-Lynn joined the pre-cass curriculum and assessment group.
  - Amanda attended the Mathematics Council for the Alberta’s Teachers Association (MCATA) conference to learn more strategies for numeracy interventions.
  - Coral will be starting Hanen (Learning Language and Loving It), to support Early Learning classrooms. She is working with Parents as Teachers on the Truth and Reconciliation Calls to Action, which occurs monthly, with the purpose to provide the agency with suggested changes for their work with parents.
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Date: Tue, Nov 16, 2021 at 2:52 PM  
Subject: News Release: Putting students first

## Putting students first

November 16, 2021 [Media inquiries](#)

The Students First Act would ensure safety for students and confidence for parents by increasing transparency and accountability in the teacher discipline process.

### More transparency with public reporting

The proposed legislation would create a public online and searchable database of Alberta teacher and teacher leader information, bringing Alberta in line with other provinces.

This database would allow parents to view the status of teacher and teacher leaders' certificates, including if certificates have been suspended or cancelled for unprofessional conduct or professional incompetence. This will balance individual teacher and teacher leaders' rights to privacy and procedural fairness with the public's right to know when a teacher or teacher leader has been disciplined for a serious matter.

To ensure students and other staff are protected, this legislation will also require school authorities to conduct criminal record and vulnerable sector checks when hiring a new teacher or teacher leader, and again every five years throughout their employment.

"The vast majority of teachers across Alberta are incredible, hard-working educators who have the best interest of their students at heart. However, when instances of professional misconduct or criminal wrongdoing do arise, they need to be dealt with quickly and transparently. By making disciplinary matters more transparent, we will ensure safety for students, confidence for parents and accountability for teachers."

*Adriana LaGrange, Minister of Education*

"As a parent who has witnessed the disciplinary process first-hand, I appreciate the government taking steps to improve the transparency and timeliness of this process. These steps are crucial to improve the safety of students in our schools."

*Todd Snow, concerned parent*

"These changes to increase transparency and improve the timeliness of the process are extremely important for victims and their families. Anytime we can re-examine what is being done and how we can do it to better assure the public, we need to take that opportunity. I support this important step taken by the government to do just that and put students and their families first."

*Mary Jane James, executive director, Sexual Assault Centre of Edmonton (SACE)*

### Improving oversight and timeliness of disciplinary matters

This legislation will also ensure disciplinary matters are responded to in a timely way. If a teacher or teacher leader is convicted of a serious indictable offence under the Criminal Code that threatens student safety and public interest, this legislation would fast track the process to cancel their certificate.

To further increase transparency, the Alberta Teachers' Association (ATA) would be required to inform Alberta Education about all complaints made against its members.

Proposed changes would also improve the efficiency of disciplinary processes by simplifying the ATA's disciplinary committee structure to align with the structure and processes used by the College of Alberta School Superintendents and Alberta Education's registrar.

**If passed, the *Students First Act* would:**

- Create a public online registry that shares the professional standing of all teachers and teacher leaders who have held a teaching certificate since 1954 and includes disciplinary details for suspended and cancelled certificates dating back to 1990.
- Require school authorities to conduct criminal record and vulnerable sector checks upon employing a teacher or teacher leader, and then every five years onward while employed.
- Reduce the window for judicial review of disciplinary decisions from six months to 60 days to move in line with other provinces.
- Establish an expedited certificate cancellation process for teachers and teacher leaders convicted of a serious indictable offence under the Criminal Code.
- Require the ATA to notify Alberta Education's registrar at various stages of a complaint process, including when a complaint is filed.
- Streamline multiple ATA disciplinary committees.

### Quick facts

- If passed, the *Education (Students First) Statutes Amendment Act, 2021* would bring the teaching profession in line with practices in other provinces and professions by amending the *Teaching Profession Act*, *Education Act*, and the *College of Alberta School Superintendents' Act*.
- An online, searchable registry would align with practices in other Canadian jurisdictions that share similar information about the status of teaching certificates and disciplinary matters. The registry would include a summary of relevant information about the disciplinary matter while protecting the privacy of other individual colleagues and students involved in the situation.
- The registry would be similar to other professions in Alberta such as doctors, lawyers, nurses and engineers.
- Under the *Teaching Profession Act*, the ATA is responsible for disciplining its active members who have acted unprofessionally or are incompetent in their professional practice.
- Legislation will adjust the ATA's committee structure from six committees to a general panel from which members can be appointed to hear individual cases. This would consolidate the current six committees to only three, ensuring hearings occur in a reasonable time frame.
- The registrar at Alberta Education will continue to oversee matters of unprofessional conduct and professional incompetence for all other teachers and teacher leaders who are not active members of the ATA or regulated members of CASS.

### Related information

- [Putting Students First](#)
- [Students First Act fact sheet](#) (PDF)
- [Bill 85: Education Statutes \(Students First\) Amendment Act, 2021](#)

### Multimedia

- [Watch the news conference](#)
- [Listen to the news conference](#)
- [View the event photos](#)



ALBERTA  
EDUCATION

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*Office of the Minister  
MLA, Red Deer-North*

November 17, 2021

Dear Colleagues:

We know that vaccines are a safe and effective means of protecting Albertans from COVID-19—and saving lives. That is why on October 5th, I signed a joint public letter with the Minister of Health strongly encouraging all school authorities to develop policies that require proof of vaccination or a negative COVID-19 test for teachers, staff, and any adult who enters a school.

We also took steps to increase accessibility to COVID-19 vaccines by making them available in schools this fall for eligible students in Grades 7 to 12. The COVID-19 School Immunization Program, led by Alberta Health and AHS, ended in October and approximately 5,000 students and staff were vaccinated through this program.

I am aware that COVID-19 vaccines might soon be approved for children aged 5-11. While I have always strongly encouraged everyone who is eligible to receive their COVID-19 vaccine, I must reiterate that every child in Alberta is entitled to have access to an education program as per the Section 3(1) of the *Education Act*. (This provision also existed in Section 8 of the previous *School Act*.) To be clear, there is no legislation in Alberta that requires K-12 students to have specific vaccinations to attend in person schools, nor is Alberta Education considering mandating vaccines of any kind for students in the K-12 education system.

As Minister of Education, I take very seriously the responsibility of providing access to education for all students in our province. School authorities cannot deny their students access to education due to their immunization status.

Individual family choices need to be respected and students should not be stigmatized for their vaccination status. Once vaccinations for children aged 5-11 are available further information will be provided by Alberta Health as to how parents can access them, should they choose to do so.

Thank you to everyone for their continued efforts to keep students safe and learning throughout the pandemic.

Sincerely,

A handwritten signature in blue ink that reads "Adriana LaGrange".

Adriana LaGrange  
Minister of Education