

Regular Board Meeting Agenda – following organizational meeting

Monday, October 24th, 2022

Acknowledgement of the Land

Horizon is located on the traditional land of the Blackfoot Confederacy and on Treaty 7 territory and the home of the Métis Nation of Alberta Zone 3. We honor the Blackfoot people and the diverse Indigenous peoples whose ancestors have marked this territory for centuries, a place that has welcomed many peoples from around the world to make their home here. Together we call upon all our collective communities to build a stronger understanding of all peoples who dwell on this land we call home.

A – Action Item

A.1 Agenda	
A.2 Minutes of Regular Board Meeting held Monday, September 25, 2022	ENCLOSURE 1
A.3 October Payment of Accounts	ENCLOSURE 2
A.4 First Reading Policy EEACAB – Division Owned Co-Curricular & Extra-Curricular Activities	ENCLOSURE 3
A.5 First Reading Policy EEACAC – Acquisition of Extra-curricular Activity Vehicles	ENCLOSURE 4
A.6 First Reading Policy FH – Hazardous Materials	ENCLOSURE 5
A.7 First Reading Policy GBD – First Aid Training	ENCLOSURE 6
A.8 First Reading Policy GBEA changed to JD – Communicable Diseases	ENCLOSURE 7
A.9 First Reading Policy GBN – Recognition of Employee Services	ENCLOSURE 8
A.10 First Reading Policy GBO – Death of Employee or Student	ENCLOSURE 9
A.11 Second & Final Reading Policy EAA – Administrative Organization	ENCLOSURE 10
A.12 Second & Final Reading Policy EAF – Hutterite Colony Schools	ENCLOSURE 11
A.13 Second & Final Reading Policy ECA – School-Based Decision Making	ENCLOSURE 12
A.14 Second & Final Reading Policy ECG – Staff Mileage Payment	ENCLOSURE 13
A.15 Second & Final Reading Policy EDDBA – Portable Division Equipment and Resources	ENCLOSURE 14
A.16 Second & Final Reading Policy JG – Community Use of Facilities	ENCLOSURE 15

D. Discussion Items

D.1 School Remembrance Day Ceremonies	
D.2 Cenotaph Wreath	

I - Information Items

I.1 Superintendent’s Report – Wilco Tymensen	ENCLOSURE 16
I.2 Trustee/Committee Report	
I.2.1 Zone 6 Report – Marie Logan	
I.2.2 Facilities Meeting Report – Bruce Francis	
I.2.3 Administrator’s Meeting Report – Bruce Francis	
I.3 Associate Superintendent of Finance and Operations – Phil Johansen	
I.4 Associate Superintendent of Human Resources – Robbie Charlebois	

I.5 Associate Superintendent of Learner Services Report – Terri-Lynn Duncan

ENCLOSURE 17

C-Correspondence

- C.1 News Release: Have your say on new teacher code of conduct
- C.2 News Release: Diploma exams set for 2022-2023 school year
- C.3 News Release: Celebrating the trades in Alberta
- C.4 News Release: Promoting menstrual health in Alberta

ENCLOSURE 18

Dates to Remember

- | |
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| • November 8 – Administrator’s Meeting 8:30 am |
| • November 10 – School Remembrance Day Ceremonies |
| • November 11 – No School – Stat Holiday – Remembrance Day |
| • November 14 – Division Wide PD Day (all staff) |
| • November 16 – ASBA Zone 6 General Meeting 10:30 - virtual |
| • November 16 – COSC Meeting 10:00 – 2:00 |
| • November 17 – Policy Committee Meeting – 1:00 – 3:30 |
| • November 20 – 22 – ASBA Fall General Meeting - Edmonton |
| • November 28 – Board Meeting |
| • December 6 - Policy Committee Meeting – 1:00 – 3:30 |
| • December 19 – Board Meeting |
| • January 10 - Policy Committee Meeting – 1:00 – 3:30 |
| • February 15 - Policy Committee Meeting – 1:00 – 3:30 |
| • March 10 - Policy Committee Meeting – 8:30 – 12:00 |
| • April 20 - Policy Committee Meeting – 1:00 – 3:30 |
| • May 24 - Policy Committee Meeting – 1:00 – 3:30 |

Horizon School Division

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The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, September 26, 2022, beginning at 1:00p.m.

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

ALSO IN ATTENDANCE: 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
Cole Parkinson, Taber Times

ACTION ITEMS

A.1	Moved by Blair Lowry that the Board approve the agenda with the following additions: A.18 – Locally Developed Courses A.19 – Milk River/Warner Attendance Boundary Changes A.20 – Board Reserves D.3 – Orange Shirt Day Carried Unanimously	AGENDA APPROVED 104/22
A.2	Moved by Jennifer Crowson that the Board approve the Minutes of the Regular Board Meeting held Wednesday, August 31, 2022, as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 105/22
A.3	Moved by Jennifer Crowson that the Board approve the September 2022 Payment of Accounts in the amount of \$3,653,820.11 as provided in Enclosure #2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS APPROVED 106/22
A.4	Moved by Derek Baron that the Board approve first reading of Policy EAA – Administrative Organizations as provided in Enclosure #3 in the agenda. Carried Unanimously	FIRST READING POLICY EAA APPROVED 107/22
A.5	Moved by Mandy Court that the Board approve first reading of Policy EAF – Hutterite Colony Schools as provided in Enclosure #4 in the agenda. Carried Unanimously	FIRST READING POLICY EAF APPROVED 108/22

A.6	Moved by Derek Baron that the Board approve first reading of Policy ECA – School-Based Decision Making as provided in Enclosure #5 in the agenda. Carried Unanimously	FIRST READING POLICY ECA APPROVED 109/22
A.7	Moved by Derek Baron that the Board approve first reading of Policy ECG – Staff Mileage Payment as provided in Enclosure #6 in the agenda. Carried Unanimously	FIRST READING POLICY ECG APPROVED 110/22
A.8	Moved by Jennifer Crowson that the Board approve first reading of Policy EDDBA – Portable Division Equipment and Resources as provided in Enclosure #7 in the agenda, with amendment. Carried Unanimously	FIRST READING POLICY EDDBA APPROVED 111/22
A.9	Moved by Blair Lowry that the Board approve first reading of Policy JG – Community Use of Facilities as provided in Enclosure #8 in the agenda with amendments. Carried Unanimously	FIRST READING POLICY JG APPROVED 112/22
A.10	Move by Derek Baron that the Board approved second reading of Policy BBB – Electioneering and Politically Motivated Communications as provided in Enclosure #9 in the agenda. Carried Unanimously	SECOND READING POLICY BBB APPROVED 113/22
	Moved by Bruce Francis that the Board approved final reading of Policy BBB – Electioneering and Politically Motivated Communications as provided in Enclosure #9 in the agenda. Carried Unanimously	FINAL READING POLICY BBB APPROVED 114/22
A.11	Moved by Jennifer Crowson that the Board approved second reading of Policy BHD – Board member Compensation and Expenses as provided in Enclosure #10 in the agenda. Carried Unanimously	SECOND READING POLICY BHD APPROVED 115/22
	Moved by Mandy Court that the Board approved final reading of Policy BHD – Board member Compensation and Expenses as provided in Enclosure #10 in the agenda. Carried Unanimously	FINAL READING POLICY BHD APPROVED 116/22
A.12	Moved by Blair Lowry that the Board approved second reading of Policy BK – System Assurance as provided in Enclosure #11 in the agenda. Carried Unanimously	SECOND READING POLICY BK APPROVED 117/22
	Moved by Derek Baron that the Board approved final reading of Policy BK – System Assurance as provided in Enclosure #11 in the agenda.	FINAL READING POLICY BK APPROVED

	Carried Unanimously	118/22
A.13	Moved by Bruce Francis that the Board approved second reading of Policy DGA – Authorized Signatures as provided in Enclosure #12 in the agenda. Carried Unanimously	SECOND READING POLICY DGA APPROVED 119/22
	Moved by Jennifer Crowson that the Board approved final reading of Policy DGA – Authorized Signatures as provided in Enclosure #12 in the agenda. Carried Unanimously	FINAL READING POLICY DGA APPROVED 120/22
A.14	Moved by Blair Lowry that the Board approved second reading of Policy DJD – Procurement Obligations as provided in Enclosure #13 in the agenda. Carried Unanimously	SECOND READING POLICY DJD APPROVED 121/22
	Moved by Mandy Court that the Board approved final reading of Policy DJD – Procurement Obligations as provided in Enclosure #13 in the agenda. Carried Unanimously	FINAL READING POLICY DJD APPROVED 122/22
A.15	Moved by Derek Baron that the Board approved second reading of Policy DJF – Purchasing Procedures as provided in Enclosure #14 in the agenda. Carried Unanimously	SECOND READING POLICY DJF APPROVED 123/22
	Moved by Blair Lowry that the Board approved final reading of Policy DJF – Purchasing Procedures as provided in Enclosure #14 in the agenda. Carried Unanimously	FINAL READING POLICY DJF APPROVED 124/22
A.16	Moved by Jennifer Crowson that the Board delete Policy FCA - Construction Tendering as provided by Enclosures #15 in the agenda. Carried Unanimously	DELETE POLICY FCA APPROVED 125/22
A.17	Moved by Derek Baron that the Board delete Policy FEF – Contract for Services as provided by Enclosures #16 in the agenda. Carried Unanimously	DELETE POLICY FEF APPROVED 126/22
A.18	Moved by Derek Baron that the Board approve the Locally Developed Religious Studies The New Testament Part A. Carried Unanimously	LOCALLY DEVELOPED COURSES NEW TESTAMENT APPROVED 127/22
A.19	Moved by Derek Baron that the Board approve the Locally Developed Courses Abnormal Psychology 35.	LOCALLY DEVELOPED COURSE ABNORMAL PSYCHOLOGY

	Carried Unanimously	APPROVED 128/22
A.20	Moved by Jennifer Crowson that the Board adjust the Warner/Milk River attendance boundary to reflect long time practice. The change would move the area east of Range Road 170 and west of highway 4 that is north of township road 32 into the Warner boundary. Carried Unanimously	BOUNDARY CHANGE APPROVED 129/22
A.21	Moved by Bruce Francis that the Board seek approval from the Minister of Education to utilize reserves to the maximum allowable limit so that the board may address priorities including installation of air conditioning in some schools. Carried Unanimously	REQUEST FOR RESERVES APPROVED 130/22

DISCUSSION ITEMS

D.1 ASBA FALL CONFERENCE

- Trustees along with the Superintendent will attend that Annual ASBA Fall conference.

D.2 CSBA ANNUAL CONGRESS 2023

- The CSBA Annual Congress 2023 will be held in Banff.

D.3 ORANGE SHIRT DAY

- Board Chair asked trustees if they would like a shirt for the upcoming September 30, Day for Truth and Reconciliation.

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

Wilco Tymensen, Superintendent, shared the following September 2022 report with the Board:

- [View September 2022 report here.](#)

I.2 TRUSTEE/COMMITTEE REPORT

I.2.1 ASBA Zone 6 Report

Marie Logan, Zone 6 Rep, provided a summary from the Zone 6 meeting.

- Nathan Freed replaced Ron Taylor who is retiring. Nathan started his teaching career in Horizon.
 - In his report Nathan shared numerous government actions involving Alberta Education that took place over the summer.
- The Handbook Committee worked over the summer and presented the document at the September meeting. This document will need approval at the upcoming AGM.
- The ASBA zone budget was also shared with the Board.
- Marilyn Dennis is on the Career Task Force.
- ASBA is working on a 2023 election road map.
- Elections will take place for Zone 6 Director.
- The ASBA FGM will be hybrid. The SGM will be at the downtown Westin Hotel in Calgary on June 4-6, 2023. The CSBA will be hosted by Alberta in Banff on July 3-5, 2023.

I.2.2 Facilities Meeting Report

Trustee, Bruce Francis, provided a summary of the Facilities Department foci for the month of September 2022:

- There was no update regarding the Milk River capital tender process as communication and government work was stalled due to the death of the Queen.
- Discussion about air conditioning took place

I.2.3 Administrator's Meeting Report

Trustee, Blair Lowry, provided a summary of the Administrator's Meeting for the month of September 2022:

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

Philip Johansen, Associate Superintendent of Finance and Operations, shared the September 2022 summary:

- Courier van repairs
- Finalizing Budget
- New Insurance options
- CMR/IMR
- Family Connections grant

I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

- [View September 2022 report here.](#)

I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

- [View September 2022 report here.](#)

CORRESPONDENCE

Discussion Items

No discussion came forward from the Correspondence.

Moved by Blair Lowry that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
131/22

COMMITTEE ITEMS

Moved by that Mandy Court the Board meet in Committee.

Carried Unanimously

COMMITTEE
132/22

Moved by Bruce Francis that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
133/22

Marie Logan, Chair

Sheila Laqua, Executive Secretary

PAYMENT OF ACCOUNTS REPORT
Board Meeting - October 24, 2022

General	August 31/22		5635.69
General	August 31/22		96465.95
General	August 31/22		31087.98
General	September 20/22		26970.19
General	September 21/22		129867.66
U.S.	September 22/22		1762.56
General	September 26/22		152,049.42
General	September 30/22		1,047,578.02
General	October 12/22		130,896.56
U.S.	October 17/22		7,754.46
"A" Payroll	September 2022	Teachers	1,642,660.63
		Support	621,946.68
"B" Payroll	September 2022	Casual	16,101.09
		Subs	63,098.87
Total Accounts			3,973,875.76
Board Chair _____			
PJ:dd			
October 18/2022			

HORIZON SCHOOL DIVISION

Policy Code: EEACAB
Policy Title: Division Owned Co-Curricular/Extra-Curricular Activity Vehicles

POLICY HANDBOOK

Cross Reference: EEA, EEACAA, EEACAC
Legal Reference:
Adoption Date: August 19, 2014
Amendment or Re-affirmation Date:

POLICY

~~THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO THE SAFE TRANSPORTATION OF STUDENTS TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES 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. 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 DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO AND FROM SCHOOL OR JURISDICTION-DIVISION APPROVED ACTIVITIES PROVIDED THAT ~~DRIVERS ARE NOT STUDENTS AND PROVIDED THAT~~ SUCH ARRANGEMENT CONFORMS TO THE LAWS AND REGULATIONS OF THE PROVINCE, THE JURISDICTION'S INSURANCE PROVIDER, BOARD POLICY, AND ARE IN ACCORDANCE WITH ~~AN-THE~~ APPROVED SAFETY PROGRAM FOR PROVINCIALY REGULATED COMMERCIAL TRANSPORTATION ESTABLISHED FOR THE ACQUISITION, MAINTENANCE AND OPERATION OF SCHOOL OWNED EXTRA-CURRICULAR ACTIVITY VEHICLES.

DEFINITIONS

Bus means all vehicles designed to carry eleven or more passengers, including the driver and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.

Commercial Transportation Vehicles under this policy are:

- trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operation status,
- buses with a manufactured seating capacity of 11 persons or more, including the driver.

Co-curricular/Extra-curricular Activities are student ~~activates activities endorsed approved~~ by the school administration, organized for students by ~~person individuals~~ who may or may not be employed by the school, may or may not contributed to curriculum objectives, and may be conducted inside and/or outside the instructional day. They may or may not involve all students in a class, course, or program.

Co-curricular/Extra-curricular Activity Vehicle a motor vehicle acquired by or on behalf of a school and

registered in the name of the Horizon School Division ~~No. 67~~ for the purpose of transporting students to and from off-site school related co-curricular/extra-curricular activities. A co-curricular/extra-curricular activity vehicle is not considered to be a school bus for the purposes of the *Student Transportation Regulation* under the *School Act*.

Safety Program establishes ~~polices~~regulations, guidelines and requirements in order to meet the minimum regulatory requirements of a commercial transportation vehicle operation in the province of Alberta

POLICY EEACAB – *Division-Owned, Co-Curricular/Extra-Curricular Activity Vehicles, Cont'd.*

School Staff Drivers means superintendents, directors and other administrative and supervisory staff including principals, vice and assistant principals, teachers, and staff other than teachers engaged to assist in the delivery of programs and services to pupils or in support areas.

Non-School Staff Drivers means parent or other volunteers that make application to Horizon School Division ~~No. 67~~ to be a driver of any commercial transportation vehicle.

REGULATIONS

1. The superintendent shall assign overall responsibility for the co-curricular/extra-curricular activity vehicles operations to ~~one member of the Senior Administrative Leadership Team~~ the associate superintendent of finance and operations.
2. The principal, at each school that operates a co-curricular/extra-curricular activity vehicle(s), shall assign overall responsibility for the co-curricular/extra-curricular activity vehicle operations to one member of the school staff.
3. The staff members assigned the above responsibility shall ensure that these vehicles are registered, inspected, maintained, equipped and operated in accordance with the Horizon School Division's approved Safety Program (Attachment A) for Provincially Regulated Commercial Transportation.
4. The Safety Program will include, at a minimum, requirements in the following areas: insurance, commercial vehicle inspection program compliance, vehicle file documentation requirements, driver file documentation requirements including daily service logs, safety and driver training program requirements, preventative maintenance program requirements, hours of service records, and driver file documentation requirement.
5. All co-curricular/extra-curricular activity vehicles must be registered under the Horizon School Division ~~No. 67~~ Safety Fitness Certificate number.
6. All co-curricular/extra-curricular activity vehicles will be insured under the Board's fleet insurance.
7. Co-curricular/Extra-curricular activity vehicles are not to be used for out-of province travel.
8. Drivers of co-curricular/extra-curricular activity vehicles must be at least 25 years of age.
9. All drivers must have an appropriate operator's license for the classification of vehicle:
 - 9.1. Class 1,2 or 4 for vehicles designed to carry 11 to 24 passengers, including the driver, ~~up to 24~~ passengers;
 - 9.2. Class 1 or 2 for a bus with a seating capacity exceeding 24 passengers,
 - 9.3. Class 1,2 or 4 for trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms
10. At all times the Vehicle Registration Certificate, a copy of Horizon School Division's Safety Fitness Certificate, the pink fleet insurance certificate, the current semi-annual Commercial Vehicle Inspection Program (CVIP) inspection report, Daily vehicle inspection reports and the Provincial Daily Driver's log of the person operating the vehicle must be carried in the vehicle.

HORIZON SCHOOL DIVISION

Policy Code: EEACAC
Policy Title: Acquisition of Co-Curricular and Extra-Curricular Activity Vehicles
Cross Reference: EEA, EEACAA, EEACB
Legal Reference:
Adoption Date: August 19, 2014
Amendment or Re-affirmation Date:

POLICY HANDBOOK**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION IS COMMITTED TO THE SAFE TRANSPORTATION OF STUDENTS TO AND FROM CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES 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. THE BOARD SUPPORTS THE CONCEPT OF DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO AND FROM SCHOOL OR DIVISION APPROVED ACTIVITIES PROVIDED THAT SUCH ARRANGEMENT CONFORM TO THE LAWS AND REGULATIONS OF THE PROVINCE, THE JURISDICTION'S INSURANCE PROVIDER, BOARD POLICY, AND ARE IN ACCORDANCE WITH THE APPROVED SAFETY PROGRAM FOR PROVINCIALY REGULATED COMMERCIAL TRANSPORTATION ESTABLISHED FOR THE ACQUISITION, MAINTENANCE AND OPERATION OF SCHOOL OWNED EXTRA-CURRICULAR ACTIVITY VEHICLES.

~~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 DIVISION OWNED CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLES IN PROVIDING TRANSPORTATION TO SCHOOL OR JURISDICTION APPROVED ACTIVITIES. THE ACQUISITION OF A CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITY VEHICLE MUST RECEIVE PRIOR APPROVAL AND MEET THE FOLLOWING CRITERIA PRIOR TO PURCHASE.~~

DEFINITIONS

Acquire means to purchase, receive as a gift or otherwise come into possession of.

Bus means all vehicles designed to carry eleven or more passengers, including the driver and subject to all applicable commercial vehicle Provincial Safety Code requirements and Alberta Transportation regulations.

Commercial Transportation Vehicles under this policy are:

- trucks, tractors, trailers, or a combination of these vehicles that have a registered gross weight of 11,794 kilograms or more and operated solely in Alberta under a provincial operation status,
- buses with a manufactured seating capacity of 11 persons or more, including the driver.

Co-Curricular/Extra-Curricular Activities are student activities **endorsed-approved** by the school administration, organized for students by persons who may or may not be employed by the school, may or may not contribute to curriculum objectives, and may be conducted inside and/or outside the instructional day.

They may or may not involve all students in a class, course or program.

Co-Curricular/Extra-Curricular Activity Vehicles are motor vehicles acquired by or on behalf of a school and registered in the name of the Horizon School Division for the purpose of transporting students to and from off-site school related co-curricular/extra-curricular activities. A co-curricular/extra-curricular activity vehicle is not considered to be a school bus for the purpose of the *Student Transportation Regulation* under the *Education Act*.

Safety Program establishes policies, guidelines and requirements in order to meet the minimum regulatory requirements of a commercial transportation vehicle operation in the province of Alberta.

POLICY EEACAC – *Acquisition of Extra-Curricular Activity Vehicles, Cont'd.*

GUIDELINES

1. The acquisition of a co-curricular/extra-curricular activity vehicle must receive approval and meet the criteria as per this policy prior to purchase.

REGULATIONS

1. Prior to acquiring a co-curricular/extra-curricular activity vehicle, the approval of the Associate Superintendent of Finance and Operations must be ~~received~~acquired.
- ~~2.~~ Prior to acquiring the vehicle, it must be inspected by a qualified mechanic at a Department of Tra
2. Transportation approved inspection facility.
3. Acquisition of fifteen passenger vans as co-curricular/extra-curricular activity vehicles will not be approved for transporting students. Fifteen passenger vans that have been acquired prior to the adoption date of this policy may remain in operation provided that all Provincial Safety Code requirements and Alberta Transportation regulations continue to be met.
4. All pertinent purchase documentation (see Attachment A) will be provided to the Associate Superintendent of Finance and Operations.
5. All approved acquisitions of co-curricular/extra-curricular activity vehicles will be insured under Horizon School Division's fleet insurance carrier.
6. All costs of purchasing, licensing, insuring, maintaining, and operating school purchased vehicles shall be the sole responsibility of the school.
7. When purchasing a vehicle with the capacity to carry ten or more passengers, the vehicle must meet Canadian Standards Association CSA D270-08 for multi-functional buses and conform to the Motor Vehicle Act~~Commercial Vehicle Safety Regulation and its regulations~~.
8. So as not to be confused with school buses, co-curricular/extra-curricular activity vehicles cannot have school bus lighting or crossing arms.
9. Funding:
 - 9.1 Leasing or borrowing funds to acquire a co-curricular/extra-curricular activity vehicle is not permitted.
 - 9.2 Funds from decentralized budgets will not be used to acquire or supplement the acquisition of co-curricular/extra-curricular activity vehicles.
 - 9.3 Where school-raised funds are used for the purpose of acquisition, the funds shall be accounted for in the same manner as any other school-raised funds.
 - 9.4 Operating budgets may be used to cover costs associated with the operation and maintenance of co-curricular/extra-curricular activity vehicles.
- 9.4 All co-curricular/extra-curricular activity vehicles acquired must be registered under the Horizon School Division Safety Fitness Certificate.

POLICY EEACAC – *Acquisition of Extra-Curricular Activity Vehicles, Cont'd.*

~~10. All co-curricular/extra-curricular activity vehicles acquired must be registered under the Horizon School Division Safety Fitness Certificate~~

10.

HORIZON SCHOOL DIVISION**POLICY HANDBOOK****Policy Code:**

FH

Policy Title:

Hazardous Materials

Cross Reference:**Legal Reference:**Hazardous Products Act,
Hazardous Products Regulation,
Controlled Products Regulation,
OHS Code

Adoption Date:

December 18, 1996

Amendment or Re-**affirmation Date:**~~October 24, 2001~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT IS HAS A RESPONSIBILITY TO ENSURE THAT HAZARDOUS MATERIALS ARE SAFELY USED BY ITS EMPLOYEES. THE BOARD ALSO BELIEVES THAT THE USE OF HAZARDOUS MATERIALS USED BY ITS EMPLOYEES SHALL BE IN ACCORDANCE WITH ~~THE ALBERTA CHEMICAL HAZARDS REGULATION~~ PROVINCIAL LEGISLATION AND REGULATIONS.

GUIDELINES

- ~~1. 1. It is the Board's intention that all~~ All employees who are required to handle hazardous materials ~~will~~ should
 - 1.1. be provided with and participate in WHMIS and chemical safety training;
 - 1.2. be provided instructions on hazards and safe use of the hazardous products;
 - 1.3. take necessary steps to protect themselves and others;
 - 1.4. participate in identifying and controlling hazards; and
 - 1.5. know where the necessary written materials about health hazards of materials the safety data sheet are located that they may be using in the employer's work place.
- ~~2. 2. All employees handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container. The principal and site supervisor shall ensure that~~
 - 2.1. Workers are educated and trained on the hazards and safe use of hazardous materials in the workplace.
 - 2.2. Hazardous products are properly labelled.
 - 2.3. safety data sheets are readily available at the worksite to workers who may be exposed to the hazardous product and the joint health and safety committee if there is one.
 - 2.4. Appropriate control measures are in place to protect the health and safety of others.

3. The facilities manager shall ensure that all maintenance and caretaking staff are aware of and comply with this policy.

~~3. The Principal shall ensure that the MATERIAL SAFETY DATA SHEET (MSDS) for each hazardous material in the school is conspicuously available.~~

~~4. All employees shall follow recommended procedures in handling materials as explained on the MSDS.~~

~~5. All employees handling chemicals shall be familiar with the first aid treatment of an accident as explained on the MSDS.~~

~~6. All employees handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.~~

REGULATIONS

~~1. The Facilities Manager and/or a Principal shall approve of potentially hazardous materials. Approval for purchases of such substances shall consider appropriate amounts, least toxic alternatives, shelf life, use of consumer products and use of hazardous substances.~~

~~2. All chemicals not purchased across the shelf and so called controlled products must have a label which shows brand name, code name or chemical name, appropriate hazard symbols, risk phrases and precautionary measures. The label must also be contained within a distinctive rectangular border.~~

~~3. A chemical transferred from one container to another must be labeled with a work place label that is in accordance with regulation #2.~~

Policy FH - Hazardous Materials - Continued

4. The facilities manager shall ensure that all caretaking contractors are aware of this policy.
 - 4.1. Caretaking contractors shall ensure that their staff and subcontractors are aware of and comply with this policy.
 - 4.2. The division reserves the right for the facilities manager to request verification of WHMIS certification from contractors, their employees, and/or subcontractors.
5. The principal shall ensure that all school staff are aware of and comply with this policy.
 - 5.1. Teachers shall ensure that all support staff and students in their classrooms are aware of and comply with this policy.
 - 5.2. Staff are required to be WHMIS certified to access school janitorial rooms.

REGULATIONS

1. The principal or site supervisor shall approve all hazardous materials prior to their use in their respective facility.
2. All hazardous materials must have proper supplier labels as per the Hazardous Products Act (Canada).
 - 2.1. Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with workplace label that includes the information required for a supplier safety data sheet.
3. A chemical transferred from one container to another must be labeled with a workplace label that includes the information required for a supplier safety data sheet.
4. ~~Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with work place label.~~
4. M~~S~~afety data sheets ~~ATERIAL SAFETY DATA SHEET (MSDS)~~ must be obtained from the supplier with the purchase of each chemical considered to be a ~~controlled hazardous~~ product unless the supplier is exempted from the requirement to provide a safety data sheet by the Hazardous Products Regulations (Canada).
 - 4.1. An employer may store a hazardous product for which there is no supplier safety data sheet for not more than 120 days if the employer is actively seeking a supplier safety data sheet.
 5. ~~_____~~
6. ~~The MATERIAL SAFETY DATA SHEET (MSDS) must match the chemical being used and contain the following information~~
 - 6.1 ~~Product identity (name of chemical(s))~~
 - 6.2 ~~Product ingredients (hazardous)~~
 - 6.3 ~~Toxicity data~~

Policy FH - Hazardous Materials - Continued

~~6.4—Physical data~~

- ~~6.4.1—boiling/melting point~~
- ~~6.4.2—vapor pressure/density~~
- ~~6.4.3—solubility in water~~

~~6.5—Fire and explosion data~~

- ~~6.5.1—flash point~~
- ~~6.5.2—flammable limits in air~~
- ~~6.5.3—fire extinguishing substances~~
- ~~6.5.4—special fire fighting procedures~~

~~6.6—Reactivity data~~

~~6.7—Health hazard data~~

~~6.8—Spill or leak procedures~~

~~6.9—Special protection information~~

~~7.— MATERIAL SAFETY DATA SHEETS (MSDS) must be kept at each employer's work place in easily identified binders which are visible to all employees.~~

~~All MATERIAL SAFETY DATA SHEETS (MSDS) are to be updated at least every three (3) years or as soon as new information related to the hazardous material becomes available.~~

~~5. If significant new data are provided to the employer from the supplier regarding the safety data sheet content, the employer must update the safety data sheet~~

~~5.1. as soon as reasonably practicable, and, in any case,~~

~~8-5.2. not more than 90 days after significant new data are provided to the employer.~~

~~6. Principals of schools and supervisors of other work sites other than schools are responsible for appropriate storage and arranging for disposal of hazardous wastes.~~

~~6.1. At least once a year, all ~~o~~Hazardous materials~~s~~obsoleto chemicals must be disposed of through a company registered by the Alberta Special Waste Services Association.~~

~~9.—~~

~~6.2. Transportation and disposal of hazardous materials will be the responsibility of the school maintenance department.~~

~~6.2.1. Schools should contact the facilities manager to arrange for proper disposal of hazardous material.~~

~~6.2.2. Transportation shall be in accordance with provincial regulations and shall be undertaken only by trained personnel as approved by the facilities manager.~~

~~10. The Facilities Manager shall ensure that all maintenance and caretaking staff are provided with instruction that should include a description of all the mandatory and performance oriented aspects of the WORK PLACE HAZARDOUS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.~~

Policy FH - Hazardous Materials - Continued

- ~~11. The Principal shall ensure that all school staff are provided with instruction that should include a description of all the mandatory and performance oriented aspects of the WORK PLACE HAZARDOUS INFORMATION SYSTEM (WHMIS) and the employer and employee responsibilities.~~
- ~~12. Principals shall be responsible for the safe handling of hazardous chemicals by all employees in the schools:
 - ~~12.1 Head custodians shall be responsible for the safe handling and storage of hazardous chemicals by caretaking staff.~~
 - ~~12.2 Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.~~~~
- ~~13. Transportation and disposal of hazardous materials will be the responsibility of the school maintenance department. Transportation shall be in accordance with TDG regulations and shall be undertaken only by trained personnel as approved by the Facilities Manager. Disposal shall be arranged through a company registered by the Alberta Special Waste Services Association.~~
- ~~14. Related information, regulations and legislation may be found in the following publications:
 - ~~14.1. Occupational Health and Safety Act—WHMIS~~
 - ~~14.2. Occupational Health and Safety Amendment Act—WHMIS~~
 - ~~14.3. Chemical Hazards Regulations—WHMIS~~
 - ~~14.4. Hazardous Chemicals Act—Alberta~~
 - ~~14.5. Hazardous Waste Regulations~~
 - ~~14.6. Transportation of Dangerous Goods Act and Regulations—Canada~~
 - ~~14.7. Alberta Fire Code~~
 - ~~14.8. Clean Water Act~~
 - ~~14.9. Transportation of Dangerous Goods Control Act~~
 - ~~14.10. Transportation of Dangerous Goods—Regulations~~~~

HORIZON SCHOOL DIVISION**POLICY HANDBOOK
HICA**

Policy Code: GBD
Policy Title: First Aid Training
Cross Reference: GB, HICA, IHCD, IHCE, IHCF,
Legal Reference: OHS Act, OHS Code
Adoption Date: February 26, 1997
Amendment or Re- June 8, 2006, March 23, 2009
Affirmation Date: January 19, 2016

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT STUDENT AND STAFF SAFETY IS OF PARAMOUNT IMPORTANCE AND THAT FIRST AID REQUIREMENTS ENSURE THAT EVERY WORKSITE HAS THE EQUIPMENT, SUPPLIES, AND TRAINED STAFF TO SUPPORT AN ILL OR INJURED PERSON UNTIL ~~COMPLETE~~ MEDICAL CARE AND TREATMENT CAN BE ADMINISTERED/PROVIDED.

DEFINITIONS

Worksite – A worksite is any location where staff are present and on site. A worksite may be the school grounds, a school, classroom, jurisdiction vehicle or field trip venue.

Low hazard work means work at

- (a) administrative sites where the work performed is clerical or administrative in nature, including typical classrooms;
- (b) dispersal sites
 - i. where a worker is based,
 - ii. where a worker is required to report for instruction, and
 - iii. from which a worker is transported to a work site where the work is performed

High hazard work means work involving

- (a) construction or demolition
- (b) operation and maintenance of
 - i. electrical generation and distribution systems,
 - ii. industrial heavy equipment repair and service,
 - iii. machine shops;
 - iv. metal fabrication shops,
 - v. industrial process facilities not elsewhere specified,

Including school and maintenance shop

Medium hazard work: means work that is neither low hazard work nor high hazard work, including science labs, foods classrooms, and gymnasiums.

WCB Covered Employees: includes all non-teaching employees and

- (a) teachers, only while they are teaching (or performing duties related to teaching) courses in industrial education or home economics.
- (b) principals, vice-principals, and other administration staff are covered only while performing administrative duties pertaining to managing the business of the school, or while teaching industrial education or home economics courses.

- i. They are not covered while teaching (or performing duties related to teaching) academic courses. If an individual with the required teaching certificate is working in a position designated as administrative under the School Act, that individual is a worker to whom the WCB applies.

GUIDELINES

- ~~1. The OH&S code specifies *minimum* requirements for “workers” in the province based on the number of staff and the distance the worksite is from a hospital.~~
 - ~~1.1. School based employees are typically considered to be working within low hazard environments~~
 - ~~1.1.1. School based, low risk activity first aid requirements are based on the number of staff present~~
 - ~~1.1.2. School based, moderate risk activity first aid requirements are based on the number of individuals present (staff, students, parents and volunteers) (see. Regulation 1.2).~~
 - ~~1.2. Maintenance employees are considered to be working within higher hazard environments~~
 - ~~1.3. Individual schools may deem it necessary to exceed the minimum requirements depending on the nature of their programs and environment.~~
 - ~~1.3.1. Schools operating pre kindergarten programs will comply with licensing first aid requirements~~
- ~~2. Schools containing grades 9—12 are encouraged to include basic first aid training as part of a student’s physical education/health curriculum.~~
- ~~3. Schools and the maintenance department are encouraged to include first aid training as part of staff in-service.~~
 - ~~3.1. Elementary schools should consider Child and Infant CPR as part of their staff first aid training.~~
 - ~~3.2. All staff first aid training must be delivered through a training program that has been approved by the provincial government.~~

GUIDELINES

1. The OH&S code specifies *minimum* requirements for “workers” in the province based on the number of staff and the distance the worksite is from a hospital.
 - 1.1. School-based employees are typically considered to be working within low hazard environments with the exception of science labs, food and shop classrooms
 - 1.1.1. School-based, low risk activity first aid requirements are based on the number of staff present.
 - 1.1.2. School-based, moderate risk activity (science labs, food classroom, gymnasiums, and moderate off campus activities) first aid requirements are based on the number of individuals present (staff, students, parents and volunteers).
 - 1.2. Maintenance employees and shop classrooms are considered to be working within higher hazard environments and are based on the number of individuals present (staff, students, parents and volunteers).
2. Schools containing grades 9 – 12 are encouraged to provide students with first aid training.
3. Schools and the maintenance department should include first aid training as part of staff in-service to ensure minimum standards are met.
 - 3.1. All staff first aid training must be delivered through a training program that has been approved by the provincial government.
4. If an employee has an acute illness or injury at the work site, the employee must report the illness or injury to the principal or site supervisor as soon as practicable.
5. First aid treatment provided by work site first aiders for minor injuries does not need to be reported to WCB. However, employers and injured workers, covered by WCB, must report any workplace incident to the WCB where the work injury disables or is likely to disable the worker beyond the day of the incident. Employers must also notify the WCB if the worker has medical aid treatment or other services provided by licensed medical practitioners.
- ~~4. Schools should strive to ensure that all off campus activities include supervisors with current first aid training.~~
6. Section 31(3) of the OHS Act requires persons who attend to ill or injured workers at the workplace to disclose their reports at the request of a Director of Medical Services. This allows the director to ask for the first aid reports and requires the first aiders to provide them.
7. Teachers must comply with the Safety Guidelines for Physical Activity in Alberta Schools (Policy HICA).
8. Schools may utilize first aiders provided by off campus facilities to meet first aider requirements.
9. The principal or designate shall ensure that the appropriate first aid kit is available to staff/students attending off-campus activities.
10. The principal or designate shall ensure that first aid kits are regularly restocked and kept complete.

11. Schools are encouraged to provide opportunities for access to first aid training.

11.1. Costs for certification, and re-certification will be reimbursed with principal or supervisor prior approval

POLICY GBD – First Aid Training, Cont’d.

REGULATIONS

1. Schools and the maintenance department must ensure that the number of first aiders at a work site and their qualifications and training comply with the following.

1.1. School Based – low hazard environment

No. of School Based Workers at Work Site	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	• N/A 1 Emergency First Aider (recommendation only)	• N/A 1 Emergency First Aider (recommendation only)	• N/A 1 Emergency First Aider (recommendation only)
2-9	• N/A 1 Emergency First Aider	• 1 Emergency First Aider	• 1 Standard First Aider
10-49	• 1 Emergency First Aider	• 1 Emergency First Aider	• 1 Standard First Aider
50-99	• 1 Emergency First Aider • 1 Standard First Aider	• 1 Emergency First Aider • 1 Standard First Aider	• 2 Standard First Aider

- 1.2. School Based – ~~moderate~~ Medium hazard activities in science labs, food classrooms, gymnasiums, and moderate off campus activities (see Policy HICA for definition and examples of moderate hazard/risk activities)

<u>No. of Workers at Work Site</u> No. of Individuals at Work Site (staff, parents, students, and volunteers)	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	• N/A 1 Emergency First Aider (recommendation only)	• N/A 1 Emergency First Aider (recommendation only)	• N/A 1 Emergency First Aider (recommendation only)
2-9	• 1 Emergency First Aider	• 1 Emergency <u>Standard</u> First Aider	• 1 Standard First Aider
10- 49	• 1 Emergency First Aider • 1 Standard First Aider	• 1 Standard <u>Emergency</u> First Aider • 1 Standard First Aider	• 2 <u>3</u> Standard First Aider
<u>50-99</u>	• 2 Emergency First Aider • 1 Standard First Aider	• 2 Emergency First Aider • 1 Standard First Aider	• 3 Standard First Aider
<u>When students, staff and volunteers engaged in medium risk activities exceeds 100</u>	• 2 Standard First Aiders	• 2 Standard First Aiders	• 3 Standard First Aider

POLICY GBD – First Aid Training, Cont’d.

1.3. Maintenance Workers and shop classrooms – higher hazard environment

<u>No. of Workers at Work Site</u> <u>No. of Maintenance Workers at Work Site</u>	Hospital Within 20 Minutes from Work Site	Hospital Within 20 – 40 Minutes from Work Site	Hospital more than 40 Minutes from Work Site
1	• <u>N/A 1 Emergency First Aider (recommendation only)</u>	• <u>N/A 1 Emergency First Aider (recommendation only)</u>	• <u>N/A 1 Emergency First Aider (recommendation only)</u>
2-4	• <u>1 Emergency First Aider</u>	• <u>1 Standard First Aider</u>	• <u>1 Standard First Aider</u>
5- <u>19</u>	• <u>1 Emergency First Aider</u> • <u>1 Standard First Aider</u>	• <u>2 Standard First Aider</u>	• <u>2 Standard First Aider</u>

~~2. Horizon personnel as approved by the principal must consult the Safety Guidelines for Physical Activity in Alberta Schools (https://education.alberta.ca/media/1109586/sg_physicalactivity.pdf) to plan for having appropriate first aiders to maximize the welfare of students~~

~~3.2. Building occupants should be informed annually as to which staff possess current first aid training.~~

~~4.3. Schools hosting tournaments must ensure that an emergency appropriate first aiders are is present at all times during the tournament.~~

~~5.4. Designated first aid providers must be readily accessible throughout the day and/or duration of off-campus activities.~~

~~6.5. Schools and the maintenance department must ensure that the number of first aid kits at a work site comply with the following.~~

~~6.1.5.1. School Based Workers – low hazard environment~~

<u>No. of Workers at Work Site</u> <u>No. of School Based Employees at Work Site</u>	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>
2-9	• <u>No. 1 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>
10-49	• <u>No. 1 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>
50-99	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u>

~~5.2. School Based – Medium hazard activities in science labs, food classrooms, gymnasiums, and moderate off campus activities (see Policy HICA for definition and examples of moderate~~

POLICY GBD – First Aid Training, Cont’d.

hazard/risk activities

<u>No. of Workers at Work Site</u>	<u>Hospital Within 20 Minutes from Work Site</u>	<u>Hospital Within 20 – 40 Minutes from Work Site</u>	<u>Hospital more than 40 Minutes from Work Site</u>
<u>1</u>	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>
<u>2-9</u>	• <u>No. 1 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>
<u>10-49</u>	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>
<u>50-99</u>	• <u>No. 3 First Aid Kit</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets</u>
<u>When students, staff and volunteers engaged in medium risk activities exceeds 100</u>	• <u>No. 3 First Aid Kit</u> • <u>Designated area for first aid services</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets</u> • <u>Designated area for first aid services</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets</u> • <u>Designated area for first aid services</u>

4.1.5.3. Maintenance Workers and shop classes – higher hazard environment

<u>No. of Workers at Work Site</u> <u>No. of Maintenance Employees at Work Site</u>	<u>Hospital Within 20 Minutes from Work Site</u>	<u>Hospital Within 20 – 40 Minutes from Work Site</u>	<u>Hospital more than 40 Minutes from Work Site</u>
<u>1</u>	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>	• <u>Type P First Aid Kit</u>
<u>2-4</u>	• <u>No. 1 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>
<u>5-9</u>	• <u>No. 2 First Aid Kit</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>
<u>10-19</u>	• <u>No. 2 First Aid Kit</u> • <u>3 blankets</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets, stretcher, splints</u>	• <u>No. 3 First Aid Kit</u> • <u>3 blankets, stretcher, splints</u>

2.6. Type P, No. 1, 2, and 3 first aid kits must contain, at a minimum, the contents listed in Attachment A.

3.7. A Type P first aid kit is required for staff that use jurisdiction vehicles ~~as a workplace~~ (e.g. maintenance staff).

7. Schools with after school and off campus activities shall ~~have~~ ensure first aid kits are available and accessible at least two first aid kits during such activities on site. One of the first aid kits shall be located in the school office and the other in a location easily accessible by those involved in after school activities.

8.

3.1.8.1. Schools with ~~CTE/food and shop classrooms facilities~~ and chemistry ~~labs~~ labs should ~~also~~ have a first aid kit within easy access for these locations

9. Signs should be ~~posted throughout the premises, posted at conspicuous places~~ indicating the location of first aid ~~services, supplies and equipment~~ services, equipment, and supplies.

POLICY GBD – *First Aid Training, Cont'd.*

~~4.9.1. If signs are not practical, building occupants ensure that each worker knows should be informed by other means as to the location of first aid services, equipment, and supplies kits.~~

~~5. The Principal or designate shall ensure that the appropriate first aid kit is available to staff/students attending off-campus activities.~~

~~6. The Principal or designate shall ensure that first aid kits are regularly restocked and kept complete.~~

~~7. Schools are encouraged to provide opportunities for access to first aid training.~~

~~7.1. Costs for certification, and re-certification will be reimbursed with principal or supervisor prior approval~~

**Attachment A
First Aid Kit Contents**

A Type P First Aid Kit consists of the following:

- a) 10 – sterile adhesive dressings, assorted sizes, individually packaged;
- b) 5 – 10 cm x 10 cm sterile gauze pads, individually packaged;
- c) 1 – 10 cm x 10 cm sterile compress dressing, with ties;
- d) 5 – antiseptic cleansing towelettes, individually packaged;
- e) 1 – cotton triangular bandage;
- f) 1 – waterproof waste bag;
- g) 1 – pair of disposable surgical gloves.

A Number 1 First Aid Kit consists of the following:

- a) 10 antiseptic cleansing towelettes, individually packaged;
- b) 25 sterile adhesive dressings, individually packaged;
- c) 10 10 centimetres x 10 centimetres sterile gauze pads, individually packaged;
- d) 2 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged;
- e) 2 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged;
- f) 2 conform gauze bandages — 75 millimetres wide;
- g) 3 cotton triangular bandages;
- h) 5 safety pins — assorted sizes;
- i) 1 pair of scissors;
- j) 1 pair of tweezers;
- k) 1 25 millimetres x 4.5 metres of adhesive tape;
- l) 1 crepe tension bandage — 75 millimetres wide;
- m) 1 resuscitation barrier device with a one-way valve (proper size);
- n) 4 pairs of disposable surgical gloves;
- o) 1 first aid instruction manual (condensed);
- p) 1 inventory of kit contents;
- q) 1 waterproof waste bag.

A Number 2 First Aid Kit consists of the following:

- a. 10 antiseptic cleansing towelettes, individually packaged;
- b. 50 sterile adhesive dressings, individually packaged;
- c. 20 10 centimetres x 10 centimetres sterile gauze pads individually packaged;
- d. 3 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged;
- e. 3 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged;
- f. 1 20 centimetres x 25 centimetres sterile abdominal dressing;
- g. 2 conform gauze bandages — 75 millimetres wide;
- h. 4 cotton triangular bandages;
- i. 8 safety pins — assorted sizes;
- j. 1 pair of scissors;
- k. 1 pair of tweezers;
- l. 1 25 millimetres x 4.5 metres roll of adhesive tape;
- m. 2 crepe tension bandages — 75 millimetres wide;

POLICY GBD – First Aid Training, Cont’d.

- n. 1 resuscitation barrier device with a one-way valve (proper size);
- o. 6 pairs of disposable surgical gloves;
- p. 1 sterile, dry eye dressing;
- q. 1 first aid instruction manual (condensed);
- r. 1 inventory of kit contents;
- s. 1 waterproof waste bag.

A No. 3 Kit consists of the following:

- a. 24 - antiseptic cleansing towelettes, individually packaged;
- b. 100 - sterile adhesive dressings, individually packaged
- c. 50 - 10 cm x 10 cm sterile gauze pads, individually packaged;
- d. 6 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- e. 6 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- f. 4 - 20 cm x 25 cm sterile abdominal dressings, individually packaged;
- g. 6 - conform gauze bandages - 7.5 cm;
- h. 12 - cotton triangular bandages;
- i. 12 - safety pins - assorted sizes;
- j. 1 - pair of scissors;
- k. 1 - pair of tweezers;
- l. 2 - 25 mm x 4.5 m rolls of adhesive tape;
- m. 4 - crepe tension bandages - 75 mm;
- n. 1 - artificial resuscitation barrier device with a one-way valve (proper size);
- o. 12 - pairs of disposable surgical gloves;
- p. 2 - sterile, dry eye dressings, individually packaged;
- q. 1 - tubular finger bandage with applicator;
- r. 1 - first aid instruction manual (condensed);
- s. 1 - inventory of kit contents;
- t. 2 - waterproof waste bags.

POLICY

~~THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION HAS THE RESPONSIBILITY TO MEET ALL APPLICABLE LOCAL AND PROVINCIAL HEALTH, SAFETY STANDARDS AND BELIEVES THAT GOOD HEALTH HAS A SIGNIFICANT EFFECT ON EMPLOYEE PERFORMANCE. THE BOARD ALSO BELIEVES THAT SCHOOLS HAVE AN IMPORTANT ROLE TO PLAY IN THE AWARENESS AND REPORTING OF COMMUNICABLE DISEASES AND IS COMMITTED TO WORKING WITH THE MINISTRY OF HEALTH AUTHORITY TO IN PREVENTING THE SPREAD OF COMMUNICABLE DISEASES. THE BOARD IS COMMITTED TO THE HUMANE, RESPONSIBLE AND COMPASSIONATE TREATMENT OF INFECTED EMPLOYEES, AS WELL AS BALANCED AND INFORMED CONSIDERATION OF ACTIONS NECESSARY FOR A SAFE AND HEALTHY SCHOOL ENVIRONMENT.~~

DEFINITION

~~Communicable disease: a disease listed in schedule 1 of the provincial Communicable Disease Regulation (see attachment)~~

GUIDELINES

- ~~1. The Board is committed to the humane, responsible, and compassionate treatment of infected individuals, as well as balanced and informed consideration of actions necessary for safe and healthy school environments.~~
- ~~2. The Alberta's Public Health Act requires that individuals notify the medical officer of health/health professional of the regional authority if they have reason to believe a person under their care, custody or supervision or control is infected with a communicable disease. as specified in the regulations. This requirement applies to school and division administrators with respect to employees.~~
- ~~3. Staff members are responsible for being familiar with which the visible symptoms of communicable diseases which must be required to be reported to the medical officer of health.~~

4. Division procedures and staff practices related to communicable diseases shall comply with the Public Health Act, Occupational Health and Safety Act and the collection, use, and disclosure of health information will be in accordance with the Public Health Act.

2.—

REGULATIONS

1.—A list of communicable diseases that must be reported to the medical officer of health and their visible signs and symptoms ~~shall is included in this policy~~be posted on the Horizon School Division website.

1.—

2. All staff, contract workers, volunteers, parents, and students shall co-operate with public health officials in preventing the spread of communicable diseases and shall comply with orders that exclude them from attending a school as per orders in legislation or from a medical officer of health

-
- ~~2. All staff and contract workers shall co-operate with public health officials in preventing the spread of communicable diseases.~~
 - ~~3. Students with communicable diseases shall be managed in accordance with the direction and opinion provided by the regional health authority's appropriate health official and the Public Health Act.~~
 - ~~4. Decisions regarding confidentiality, the type of care, program, and educational setting for students infected with a communicable disease shall be made by the principal in consultation with parents/guardians, appropriate medical personnel, and based on the following considerations:
 - ~~4.1 the behavior, neurological development and physical condition of the student;~~
 - ~~4.2 the expected type of interaction with others at school and school sponsored events;~~
 - ~~4.3 the risks and benefits to both the infected child and others in the educational setting; and~~
 - ~~4.4 the need to assure proper care of the student.~~~~

-
- ~~3. Employees with communicable diseases shall be allowed to continue normal employment duties unless
 - ~~3.1 in the opinion of the Medical Officer of Health, in consultation with the director of communicable disease control, there are special circumstances or regulations which necessitate restriction, or~~
 - ~~3.2 it is a bona fide occupational requirement of the job of the employee that the employee be free from any communicable disease.~~~~

~~4.—The identity of an employee who is known to be infected with a communicable disease shall remain confidential; management of health information will be in accordance with the Public Health Act.~~

~~5.—Each school/department shall develop and implement precautionary measures for employees who may be exposed to HIV/AIDS or Hepatitis specific to emergent situations that may arise in their particular circumstance. Specific school/department procedures shall be in accordance with Occupational Health and Safety Requirements.~~

Attachment 1

Public Health Act Schedule 1 (Notifiable Communicable Diseases) (Section 6(1) of this Regulation; Sections 20(1) and 22(1) of the Act)

Acquired Immunodeficiency Syndrome (AIDS)

Amebiasis

Anthrax

Arboviral Infections (including Dengue)

Botulism

Brucellosis

Campylobacter

Cerebrospinal fluid isolates

Chickenpox

Cholera

Congenital Infections (includes Cytomegalovirus, Hepatitis

B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster)

Dengue

Diphtheria

Encephalitis, specified or unspecified

Enteric Pathogens. See note below

Foodborne Illness. See note below

Gastroenteritis, epidemic. See note below

Giardiasis

Haemophilus Influenzae Infections (invasive)

Hemolytic Uremic Syndrome

Hepatitis A, B, Non-A, Non-B

Human Immunodeficiency Virus (HIV) Infections

Kawasaki Disease

Lassa Fever

Legionella Infections

Leprosy

Leptospirosis

Listeriosis

Malaria

Measles

Meningitis (all causes)

Meningococcal Infections

Mumps

Neonatal Herpes

Nosocomial Infections

Policy GBEA: Communicable Diseases Cont'd~~Policy GBEA—Communicable Diseases Cont'd~~

Ophthalmia Neonatorum (all causes)

Pandemic Influenza

Paratyphoid

Pertussis

Plague

Poliomyelitis

Psittacosis

Q-fever

Rabies

Reye Syndrome

Rickettsial Infections

Rocky Mountain Spotted Fever

Rubella (including Congenital Rubella)

Rubeola

Salmonella Infections

Severe Acute Respiratory Syndrome (SARS)

Shigella Infections

Smallpox

Stool Pathogens, all types. See note below

Tetanus

Toxic Shock Syndrome

Trichinosis

Tuberculosis

Tularemia

Typhoid

Typhus

Varicella

Viral Hemorrhagic Fevers (including Marburg, Ebola,

Lassa, Argentinian, African Hemorrhagic Fevers)

Waterborne Illness (all causes) See note below

West Nile Infection

Yellow Fever

HORIZON SCHOOL DIVISION

Policy Code: GBN
Policy Title: Recognition of Employee Service

POLICY HANDBOOK

Cross Reference:
Legal Reference:
Adoption Date: Feb. 26, 1997
Amendment or Re-
affirmation Date: ~~Jan. 12, 1998, Feb. 8, 2007~~
~~May 17, 2011~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES LONG TERM EMPLOYMENT SERVICE AS WELL AS THE SERVICE OF CERTAIN EMPLOYEES WHO ARE RETIRING OR TERMINATING THEIR EMPLOYMENT WITHIN THE DIVISION.

DEFINITION

Retirement – for the purpose of this policy, retirement shall be employees, age 55 and over with at least ten (10) years of employment with the Horizon School Division who terminate their employment with the Horizon School Division.

GUIDELINES

~~1.~~—The Board shall recognize the service of retirees and employees who r—

~~1.1.~~—~~Render Long Term Service within the Horizon School~~ Division;Division.

~~1.2.~~—~~Employees who retire while employed by the Division after at least ten years of employment.~~
Retirement shall be defined as:

~~1.2.1.~~—at least age 55,

~~1.2.2.~~—eligible to receive a pension.

1.

REGULATIONS

1. The time and place for recognizing the above employees shall be flexible enough to accommodate the wishes of the majority of the employees and other interested parties.
2. Recognition of long service shall be awarded to employees after continuous service of ~~5~~ years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, 40 years, and every subsequent 5 years.
3. Employees who retire while in the employment of the Horizon School Division and are not recipients of an early retirement incentive are eligible to be honored with a cash gift ~~not to exceed of~~ \$20.00 per year of service ~~provided they have been employed by the Horizon School Division for at least 10 years.~~
4. It shall be the responsibility of the Associate Superintendent of Finance and Operations to ensure that recognition of service is awarded-recognized and that retirees are honored with the appropriatea cash gift.

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: GBO
Policy Title: Death of Employee or Student
Cross Reference: FF
Legal Reference:
Adoption Date: February 26, 1997,
Amendment or Re- ~~October 24, 2001,~~
affirmation Date: ~~February 18, 2011~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES IT IS IMPORTANT TO RESPOND APPROPRIATELY IN THE EVENT OF A DEATH OF AN EMPLOYEE OR STUDENT.

GUIDELINES

1. In the event that a death occurs involving a staff member or a student, staff should be sensitive and compassionate to those who may be affected.
2. Schools will not normally be closed for funerals affecting staff and or school students.

REGULATIONS

- In the event that a ~~tragedy death~~ occurs involving a staff member or a student, the Principal or site supervisor, shall inform the , in consultation with the staff and the Superintendent, shall respond with sensitivity to those who are affected. The ~~p~~Principal, or site supervisor, shall in consultation with the Superintendent and parents/guardians of the student/family of the staff member, determine which information needs to and/or may be shared and what kind of immediate and long term support needs to be provided.
- ~~In the event that~~When the funeral of a ~~school~~ staff member or a student is scheduled for a school day, the ~~p~~Principal or ~~designate of the school,~~site supervisor, in consultation with the Superintendent, may choose one or more of the following options in order to allow attendance at the funeral service:
 - 2.1. Allow students ~~or groups of students (classes)~~ to be absent from school with parental/guardian approval.
 - 2.2. Allow staff members, who do not have applicable collective agreement or contract provisions, to be absent from school, provided that no additional costs are incurred by the Horizon School Division; and/or; or
 - 2.2.2.3. Any other actions as approved by the Superintendent.
 - ~~2.3. — Close a portion or all of the school for a part or all of a school day provided that extra busing costs will not be incurred.~~
- ~~In the event that~~When the funeral of an employee or student who is external to the school is scheduled for a school day, the ~~Principal~~principal may allow representatives of the school to attend the funeral service provided that no additional costs are incurred by the Horizon School Division.
4. In the event that there is aWhen requests for placement of a memorial are received, approval must be obtained from the board for type, and placement, and duration of the memorial.

4.4.1. The board maintains the authority regarding decisions regarding memorials in place prior to the reaffirmation of this policy for type, placement, and duration of the memoriam.

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: EAA
Policy Title: Administrative Organization
Cross Reference: BBA, GA, GCAD
Legal Reference: *Education Act, S. ~~ee~~-52*
Adoption Date: November 27, 1996
Amendment or Re- Sept 26, 2022
affirmation Date: June 15, 2009

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES MOST OF THE DECISION AND ACTION RESPONSIBILITIES WITH THE HORIZON SCHOOL DIVISION TO THE SUPERINTENDENT AND ~~TO THE SUPERINTENDENT DELEGATES RESPONSIBILITIES TO OTHER~~ ADMINISTRATORS WHO ARE RESPONSIBLE TO THE BOARD THROUGH THE SUPERINTENDENT.

REGULATIONS

1. Generally each staff member is directly responsible to the individual(s) who is in charge of a department or school within the system.
2. School Principals are directly accountable to the Superintendent and are responsible for all employees allocated to their school.
3. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department, including those who may spend the majority of their time at schools, or shared between multiple schools.
4. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.
- 2.5. The Superintendent is directly accountable to the school board and in turn assumes the responsibility for all division employees.
- ~~3. The Associate Superintendents are directly accountable to the Superintendent and in turn are responsible for all employees within their areas of responsibility.~~
- ~~4. Division Managers are directly accountable to the Associate Superintendent who oversees their area and in turn are responsible for all employees within their department.~~
- ~~5. School Principals are directly accountable to the Superintendent and are responsible for all employees based at the school.~~

~~Policy B—Hutterite Colony Schools, Cont'd~~

HORIZON SCHOOL DIVISION

Policy Code: EAF
Policy Title: Hutterite Colony Schools

POLICY HANDBOOK

Cross Reference:
Legal Reference:
Adoption Date: November 27, 1996,
Amendment or Re- ~~Sept 26, 2022~~ ~~October 24,~~

~~2001,~~

affirmation Date: ~~March 23, 2010~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES AND RESPECTS THE WISH OF THE HUTTERIAN BRETHREN IN THE DIVISION TO HAVE SCHOOLS BASED ON EACH COLONY AND WILL ESTABLISH SUCH SCHOOLS SUBJECT TO A MEMORANDUM OF AGREEMENT ~~AND BOARD FUNDING PRINCIPLES.~~

GUIDELINES

1. The Board is committed to providing a quality education to colony schools' students,
2. Colony schools will operate a balanced budget with respect to instructional revenue and expenses attributed to colony schools. If expenses exceed the total pooled colony revenue from Alberta Education, the board shall requisition a supplementary levy in accordance with Alberta Education policy and the procedures outlined in the Memorandum of Agreement.

REGULATIONS

1. The Memorandum of Agreement between the Board of Trustees of the Horizon School Division and Hutterian colonies will at minimum include:
 1. — ~~With the goal of providing a quality education to colony schools' students, a Memorandum of Agreement will be established between the Board of Trustees of the Horizon School Division and Hutterian colonies that describes responsibilities, procedures for operational expenses, staffing allocation, colony start-up procedures, and student registration procedures.~~
 - 1.1 Term
 - 1.2 Colony responsibilities
 - 1.3 Board Responsibilities
 - 1.4 Procedures for operational expenses
 - 1.5 Procedures for staffing allocation
 - 1.6 Procedures for termination
- 1.1 — ~~The Memorandum of Agreement will outline colony responsibilities including school facility structure and maintenance, furniture, outdoor play area, and storage.~~

Policy B—Hutterite Colony Schools, Cont'd

~~1.2—The Memorandum of Agreement will outline Board responsibilities including staffing and personnel procedures, classroom supplies, caretaking supplies, curriculum and instruction.~~

~~1.3—Colony schools will be operated on the assumption that the board is committed to achieving a balanced budget with respect to instructional revenue and expenses attributed to colony schools. If expenses to operate colony schools exceed the revenue of all the pooled resources from Alberta Education generated by colony schools, the board shall requisition a supplementary levy in accordance with Alberta Education policy and the procedures outlined in the Memorandum of Agreement between Horizon School Division and colony schools.~~

~~1.4—The Memorandum of Agreement will include a commitment to annual meetings with colony schools to ensure open and honest communication.~~

~~1.5—The Memorandum of Agreement will include procedures and cost sharing responsibilities for new colony school start-up.~~

~~2. Colony schools shall follow Alberta Education The programs of study requirements with the exception of outcomes related to human sexuality.~~

~~2.—in the colony schools shall be in accordance with Alberta Education requirements in both time and content.~~

~~3.—All colony schools will be exempted from Health instruction directed at sexual health outcomes in the Alberta Program of Study.~~

~~4.—Alberta Distance Learning materials may be permitted; however, the teacher shall be responsible for the monitoring of student progress.~~

Regulations

~~5.3.~~ The Horizon School Division shall host a meeting annually with Colony Brethren at which time the Memorandum of Agreement may be reviewed and revised and time given to discuss the education programs on the colonies in general.

~~6.—The Board shall identify a principal for Colony Schools.~~

HORIZON SCHOOL DIVISION

Policy Code: ECA
Policy Title: School-Based Decision Making

POLICY HANDBOOK

Cross Reference:
Legal Reference:
Adoption Date: December 18, 1996
Amendment or Re-affirmation Date: ~~Sept 26, 2022~~ ~~October 24, 2001,~~
~~February 18, 2011~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SUPPORTS A MODEL OF SCHOOL-BASED DECISION MAKING THAT FOCUSES ON OPTIMUM LEARNING FOR ALL STUDENTS QUALITY LEARNING.

DEFINITIONS

School-based decision making: is a collaborative process at the school level where stakeholders have the opportunity to be involved through the sharing of concerns and providing advice with the intent that administration consistently understands and considers such advice when making decisions related to programs, policy and procedures, and financial decisions.

Stakeholders: ~~include students, parents, staff, and school councils provide a positive contribution to decisions relative to programs, policy and budget. Stakeholders include students, parents, staff, school councils, administrators, the board, central office staff, the community and Alberta Education.~~

GUIDELINES

1. The Board and Superintendent are ultimately accountable for Division outcomes and, therefore, have the ultimate decision-making responsibility.
2. Schools manage human and financial resources based on provincial legislation and regulations, Board policy, as directed by the Superintendent, and in alignment with the division and school's three-year education plan.
3. The primary avenue for stakeholder involvement is through school councils.

REGULATIONS

- ~~1. The Board and Superintendent are ultimately accountable for Division outcomes and, therefore, have the ultimate decision-making responsibility.~~
- ~~2. The Board and Superintendent (in collaboration with the Administrative Council) allocates human and financial resources to schools based on principles of equity, fairness, and school context.~~
- ~~3. Schools manage human and financial resources based on Board policy, regulations and for specific purposes as directed by the Superintendent consistent with school plans and in collaboration with stakeholders.~~

1. The jurisdiction shall provide opportunities for stakeholders to be involved in jurisdiction-level decisions on:

1.1. programs and services,

1.2. budget,

1.3. policy.

- ~~4. The roles, responsibilities and relationships associated with the collaborative decision making process utilized in their school shall be defined by the principal in consultation with staff and School Council and shall be consistent with legislation and Horizon School Division policy and regulations.~~
—
- ~~5. The degree of collaboration shall depend on the willingness of stakeholders to invest the time and effort required.~~
—
- ~~6. The nature of school based decision making may vary from school to school to address local context.~~
—
- ~~7. When making school based decisions, consideration should be given to the potential impact on other Horizon School Division Schools and the system as a whole.~~
—
- ~~8. Principals shall provide opportunities for stakeholder collaboration at the school level.~~

Policy ECA – School-Based Decision Making, Continued

2. The principal shall provide opportunities for the staff and School Council to be involved in school-based decisions on:

2.1. programs and services,

2.2. extra-curricular and co-curricular activities,

2.3. school fees and budget allocations,

2.4. school procedures.

~~9. The principal shall provide opportunities for the staff and School Council to be meaningfully involved in school-based decisions on:~~

~~9.1. programs and services, extra-curricular and co-curricular activities;~~

~~9.2. the allocation of funds to support them;~~

~~9.3. school policy issues.~~

~~10. The jurisdiction shall provide opportunities for the schools to be meaningfully involved in jurisdiction-level decisions on:~~

~~10.1. programs and services;~~

~~10.2. the allocation of funds to support them;~~

~~10.3. district policy issues.~~

~~11. School education planning shall guide all school-based decision-making.~~

~~12. The Superintendent, in collaboration with the principal and the School Council, shall supervise the effectiveness of school-based decision-making.~~

HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: ECG
Policy Title: Staff Mileage Payment
Cross Reference: BHD-A
Legal Reference:
Adoption Date: November 27, 1996
Amendment or Re-affirmation Date: ~~October 24, 2001~~
~~June 18, 2013~~
Sept 26, 2022

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION WILL REIMBURSE STAFF WHO ARE REQUIRED TO USE PRIVATE VEHICLES WHILE TRAVELING ON APPROVED DIVISION ~~OR SCHOOL~~-BUSINESS SUBJECT TO ~~THE FOLLOWING~~BOARD POLICY AND REGULATION~~PRACTICES~~.

REGULATIONS

- ~~1.~~ 1. All meetings called under the direction of the Board or Superintendent shall be eligible for reimbursement.
- ~~2.~~ 2. Any meetings that staff are directed to attend by the Superintendent whether in or out of the ~~d~~Division shall be eligible for reimbursement.
- ~~3.~~ 3. ~~Travel for professional development and meetings may be reimbursed if the individual has pre-approval.~~
- ~~4.~~ 4. ~~The amount of travel reimbursement for division approved business shall be at the rate established by the Board.~~
 - ~~4.1.~~ 4.1. ~~Staff who use their private vehicle for approved in town business travel may be reimbursed a flat rate travel allowance as established by the Board.~~
- ~~3.~~ ~~Professional development and in-service activities may be reimbursed if the activity falls under an approved budget allocation and the participant has obtained pre-approval as required.~~
- ~~4.~~ ~~School administrators are authorized to use a portion of their school budget for mileage associated with extra-curricular and co-curricular travel approved at the school level at a rate established by the school.~~
- ~~5.~~ ~~The~~
~~Employees should submit mileage claims monthly via the approved Travel and Expense Claim form. amount of reimbursement for Division approved business shall be at the rate established by the Board for travel reimbursement.~~
- ~~5.~~ 6. ~~Notwithstanding the mileage reimbursement, designated employees who use their own vehicles for required in town travel business shall be reimbursed a flat rate travel allowance as established by the Board.~~
- ~~7.~~ ~~Employees are encouraged, if appropriate, to submit mileage claims at the end of each month on the approved Travel and Expense Claim form.~~

6. 8. —A deadline for submission of mileage claims for the fiscal school year shall be communicated by the ~~Director of Finance~~ division.

6.1. Reimbursement claims that are submitted after the deadline for submission of mileage claims for the fiscal school year shall not be reimbursed.

HORIZON SCHOOL DIVISION

Policy Code: EDBA
Policy Title: Portable Division Equipment and Resources

POLICY HANDBOOK

Cross Reference: FD
Legal Reference:
Adoption Date: Dec. 13, 2001
Amendment or Re-
affirmation Date: ~~Sept 26, 2022~~ Dec. 18, 2003,
June 21, 2011

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT PORTABLE EQUIPMENT PURCHASED BY OR DONATED TO THE DIVISION ~~OR A SCHOOL~~ REMAINS THE PROPERTY OF THE DIVISION. DIVISION-OWNED EQUIPMENT IS INTENDED FOR EDUCATIONAL PURPOSES AND ~~SCHOOL-DIVISION SPONSORED-SUPPORTED FUNCTIONS~~ ACTIVITIES.

DEFINITION

Portable equipment: includes any school division owned equipment that is portable and may be removed from the school.

Portable electronic equipment: is electronic equipment that is portable such as laptops, iPads, Chromebooks, cameras, projectors, cell phones.

GUIDELINES

1. Use of division purchased portable equipment are intended for school related purposes.

1.1. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including incurred operating costs, repair, and/or replacement of equipment.

REGULATIONS

~~1.2.~~ Principals s, in consultation with staff and school council, shall develop policy-written procedures for managing distribution and tracking of portable equipment, of a substantial value as determined by the principal, purchased through decentralized or other funds that includethrough procedures that include: the following:

~~1.2.1.~~ An accurate, up-to-date inventory of portable technology equipment that shall be reviewed annually and submitted to Division Office.

~~1.2.2.~~ Procedures for secure storageity of portable electronic equipment when housed in the school, including extended holidays.

~~1.2.3.~~ Procedures for staff and students' use of portable electronic equipment. equipment outside of the school context.

~~2.3.~~ Horizon School Division shall maintain an accurate, up-to-date inventory of all portable electronic equipment purchased directly by Division office. This inventory shall be reviewed annually.

~~3.— Division Office will advise schools as to the required content of an inventory at the school level (eg. minimum purchase cost, serial number, model, etc.)~~

~~4.— Use of Division purchased portable equipment (examples: lap top computers, digital cameras, image projectors, video cameras, computers, etc.) is intended for school related work. Any other use by individuals, where permitted, shall be the sole responsibility of that individual including repair and/or replacement of equipment.~~

4. Employees that are provided cell phones or use personal cell phones that are paid for by the division shall be responsible for their security and care.

4.1. Cell phones are intended solely for school division business unless payment to the employee is a partial cost allowance that facilitates joint business/personal use.

4.1.

~~5.— Schools that make use of division owned equipment shall be responsible for care of the equipment while it is at their school. Schools that lose or damage any division owned equipment while it is at their school shall be accountable for repair or replacement. Schools shall be responsible for completing any inventory checklist that accompanies the equipment.~~

6.5. Upon termination of employment with Horizon School Division, any portable equipment being used by the employee shall be returned to Horizon School Division.

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: JG
Policy Title: Community Use of Facilities
Cross Reference:
Legal Reference:
Adoption Date: June 25, 1997
Amendment or ~~June 20, 2000,~~
Re-affirmation Date: ~~June 20, 2017~~

POLICY

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVES THAT SCHOOL FACILITIES ARE A COMMUNITY RESOURCE THAT SHOULD BE MADE AVAILABLE TO MEMBERS OF THE COMMUNITY FOR EDUCATIONAL AND RECREATIONAL ACTIVITIES.

DEFINITIONS**Facilities**

Facilities refers to all Horizon buildings including school grounds

Principal

Principal in this policy refers to the principal of the school or designate. It also refers to site administrators for the division and maintenance offices

Supervisor

Supervisor refers to the individual who is overseeing the participants of the user group. The supervisor must be 21 years of age or older, approved by the principal, and be with the group at all times during the rental period.

User

Users are individuals and/or community groups that wish to use Horizon School Division facilities for non-school or non-division sponsored activities.

GUIDELINES

1. This policy applies to all community use requests outside of joint use agreements.
2. The Horizon School Division will make appropriate specified portions of its facilities, and equipment available for approved purposes, providing such use will not conflict with or restrict school programs or needs.
 - 2.1. Schools shall have first claim to the use of their respective facilities at all times and any agreement made with an outside organization will be contingent on the needs of Horizon School Division and such agreements may be terminated or altered at any time.
 - 2.2. Should multiple users make a request to use a facility, priority for granting usage is as follows:
 - 2.2.1. Activities administered by the municipal government having a reciprocal use of facilities agreement with Horizon School Division
 - 2.2.2. Community non-profit groups.

Policy JG - Use of Facilities and Equipment – Continued

- 2.2.3. Educational Institutions
- 2.2.4. Private groups
- 2.2.5. For profit groups

2.2.5.1. Users should conclude their activity by 11:00 p.m.

2.2.5.2. The facility must be left in the same condition the user received it.

2.2.5.3. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board.

3. Whenever possible, the school should direct those requesting to use Horizon facilities, to the local community facilities designed for recreation and social activities to avoid competition with the private sector.

4. While the Board believes schools should continue to be accessible to the community for Christmas, Easter, and summer use, access may be limited for maintenance requirements. Schools need to consult with the Facilities Manager prior to confirming community use to not conflict with maintenance requirements.

~~4. Christmas, Easter, and summer use of facilities are restricted by maintenance requirements. Where exceptions are to be made, they shall be authorized by the Facilities Manager.~~

5. Facilities may be made available for use in a School Board, Municipal, Provincial, or Federal Election upon request to the Board from government.

6. A fee may be charged to offset the operational and maintenance costs incurred by the use of the facility.

7. All users engaging in high risk or excluded activities as defined by the division's ASBIE-insurance provider Facility User Group Insurance Program (see attached) must provide a certificate of insurance with a minimum of \$2,000,000 (high risk activities) \$5,000,000 (excluded activities) general liability, naming the 'Horizon School Division' as an additional insured on the policy.

8. Users shall comply with all applicable health and safety regulations, local ordinances, fire and building code regulations.

9. Facility security is the responsibility of the Horizon School Division.

9.1. School Division representatives have the right to visit and inspect all users' activities operating within facilities.

9.2. The principal is responsible to ensure that an approved supervisor is designated to unlock the facility, is present to supervise the activity, and secure the facility after the activity.

9.3. The principal has the prerogative to provide keys to user groups as per Policy FE: building security and handing out of keys.

10. The Horizon School Division reserves the right to cancel users' facility bookings at any time.

Policy JG - Use of Facilities and Equipment – Continued

11. The user shall be responsible to pay any cost associated with:
 - 11.1. Damage or vandalism to the facility or equipment.
 - 11.2. Inappropriate or insufficient clean up.
12. All users shall comply with the same standards of conduct that apply to division/school use. Specifically, the following shall be noted:
 - 12.1. No smoking in facilities and on school grounds.
 - 12.2. No possession, use, distribution, or sale of illicit substances and/or alcoholic beverages.
 - 12.3. Marking shoes must NOT be worn in the gymnasium for sports activities.
13. Failure by users to comply with Policy JG may result in immediate cancellation of approval of use and cancel eligibility for future usage.

PROCEDURES

1. Users may request the use of a facility by contacting the principal directly.
2. The user shall complete the attached application, shall comply with Board policy, shall agree to all rules governing the use of the facility, and submit a completed/signed application to the principal for approval.
3. Once the principal has approved the application, the application shall be forwarded to the Associate Superintendent of Finance & Operations.
 - 3.1. The Associate Superintendent of Finance and Operations has the ability to override principal approval.
4. Once approved, the principal should contact:
 - 4.1. The Facilities Manager to enable heating, if required.
 - 4.2. The custodian if custodial services are required.
5. Once all conditions for the event have been identified and approved, the principal may generate the invoice to provide to the user. Payment should be made prior to the event.
6. Adequate Adult Supervision must accompany all user groups.
 - 6.1. It is the responsibility of the supervisor to ensure that the participants remain within the designated rental area, that damage to the facility does not occur and that all user participants leave the school on or before the ending time of the rental permit.

Policy JG - Use of Facilities and Equipment – Continued

- 6.2. When groups are renting multiple facility space, there should be adequate supervision as determined by the principal.
7. The use of facilities must be confined to the hours specified by the applicant.
8. Each user may request to view the facility before the event.
 - 8.1. Following the event, the principal should ascertain that no damage was done and that appropriate clean up took place. If any required extra billing is necessary, the principal shall contact the Associate Superintendent of Finance and Operations who will communicate with the user regarding the additional charges.
 - 8.2. The Board will seek full restitution for any damage done to its facilities by users.
 - 8.3. All monies collected, with the exemption of equipment rental shall be forwarded to division office. Such fees will then pay any required custodial services or maintenance repairs required due to usage.
 - 8.4. Equipment rental fees are considered SGF and will be remain at the school.
9. Fees
 - 9.1. Certain minimum custodial coverage may be required to ensure the school is clean and ready for use by the school the next day. All coverage and costs are outlined in the ‘custodial fees’ section.
 - 9.2. Fees shall be paid directly to the school. Any bank charges will be the responsibility of the user.
10. Liability and Insurance. **The user agrees to the following:**
 - 10.1. To assume full responsibility for the acts and conduct of all persons admitted to the facility. The user will be responsible for the supervision of and behavior of each member of the user’s group and jointly and severally liable for any costs arising from damage caused by the group or any of its members. One member of the group shall be designated by the organization to be responsible for supervision and behavior of the group and shall sign the use of facilities application form.
 - 10.2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the facility.
 - 10.3. To supply and provide proof of insurance for high risk or excluded activities as defined by the division’s [ASBE-insurance provider](#) Facility User Group Insurance Program (see attached)
 - 13.1.1. Users engaged in low and medium risk activities are automatically covered by the Divisions insurance
 - 13.1.2. Users requesting use of facilities for high risk activities must provide either a Certificate of Insurance from their own insurance provider (minimum of \$2 million general liability) or purchase insurance through the Division’s insurance provider by contacting the Associate Superintendent of Finance and Operations

Policy JG - Use of Facilities and Equipment – Continued

- 13.1.3. Users requesting use of facilities for excluded activities must provide a Certificate of Insurance from their own insurance provider (minimum of \$5 million general liability), naming the ‘Horizon School Division’ as an additional insured on the policy.
- 13.1.4. During the use and occupation of the facility, the user shall indemnify and save harmless the Horizon School Division including its employees from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the facility.
- 13.1.5. Industrial Arts facility requests should be made directly to the Associate Superintendent – Finance and Operations.

11. Miscellaneous

- 11.1. Permits are assigned and not transferable.
- 11.2. Arrangement must be made through the school for use of any equipment, prior to occupancy.
- 11.3. No food or drink is to be served or consumed in the gymnasiums without formal approval.
- 11.4. All tables, chairs, dishes and other equipment brought into the facility by the user shall be approved by the principal prior to occupancy and removed promptly after use.
- 11.5. Vehicle parking is permitted only in designated parking areas.
- 11.6. Users are prohibited from having weapons, object that are used, or intended to be used, to threaten or harm others, in their possession or objects which may be used to inflict injury or harm to others.

12. Fire Prevention

- 12.1. When a user intends to bring lighting, scenery, special effects, props, etc. into the facility, the user is responsible to inform the principal prior to use. The principal has the authority to approved such usage. Use of pyrotechnics, smoke machines and/or dry ice is strictly forbidden.
- 12.2. User shall not exceed occupancy capacity.
- 12.3. Users must vacate the facility upon the sounding of the fire alarm. Only when the fire is brought under control or it is determined that it is a false alarm by the Fire Department, will individuals be allowed to re-enter the facility.

Policy JG - Use of Facilities and Equipment – Continued



USE OF FACILITIES – PERMIT APPLICATION
(full policy can be found on horizon.ab.ca under board/policy manual)

This application must be received by the School principal, prior to the starting date of the permit.

Name of User (Individual/Organization) _____

If Organization, Name of Individual applying on behalf of Organization _____

Mailing Address _____

Telephone _____ **Email** _____

Name of facility that the user wishes to rent _____

- Facilities Requested:**
- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Change Rooms | <input type="checkbox"/> Classroom(s) |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Library |
| <input type="checkbox"/> Other/Equipment (Please Specify) _____ | | |

Please note: Facilities are non-smoking, (possession, use, & distribution of illicit substances and/or alcoholic beverages are prohibited)

Purpose of Rental (Activity being undertaken) _____

- Admission Fee:**
- The User is NOT charging an admission fee for its participants
 - The User is charging an admission fee to its participants to cover the Division’s fees
 - The User is charging an admission fee as a source of income

Number of People Attending _____ **Age range** _____

FOOD AND BEVERAGES WILL BE SERVED Yes No **If yes, describe** _____

Date(s) _____

Time From _____ a.m. p.m. To _____ a.m. p.m. (NOTE: not to exceed 11:00pm)

Name of supervisor (must be over 21 yrs) who will be present during the activity _____

Supervisor Phone Work _____ Extension _____ Home _____ Cell _____

Please provide details on setup requirements _____

CONDITIONS OF USE:

Your cooperation is requested in observing the following regulations:

1. Groups using facilities are responsible for the conduct of all members of the group.
2. Users will be allowed to use only those facilities indicated on the application form and only during the times designated.
3. School equipment may be used only if indicated on the approved application form.
4. Users will be responsible for any damages.
5. Marking shoe are NOT to be worn in the gymnasium for sports activities.
6. Payment should be made prior to the use of the facility.
7. The user shall comply with Board policy including Policy JG Community Use of Facilities (located on www.horizon.ab.ca)
8. The User Group shall indemnify and save harmless the Owner from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in any way relating to the rental or use of the facilities under this Agreement. Without restricting the generality of the foregoing, the User Group shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement.
9. The User Group WILL be required to provide the Owner with a Certificate of Insurance, in a form acceptable to the Owner, evidencing the coverage specified or requested by the Owner prior to the occupation or use of the facilities by the User Group.
10. The user accepts responsibility for any damages resulting during the facility use, including the cost of janitorial services should any be required following usage.
11. All use of facilities by users shall be automatically cancelled when facilities are closed due to inclement weather, or any other cause beyond the control of the Board

I hereby acknowledges/accepts the conditions and terms laid out in Policy JG: Community Use of Facilities.

Print Name: _____ **Signature:** _____ **Date:** _____

Policy JG - Use of Facilities and Equipment – Continued

RATE SCHEDULE

Fees/deposits for the use of facilities vary depending on purpose and type of organization requesting use. Fee categorized are as follows.

Category #1 – Exempt from Paying Rental Fees (note: other fees/deposits may still apply)

- Activities of the Board
- Meetings or activities sponsored by School Councils
- Meetings of division staff and their respective Union
- General meetings or activities of the Community Health Association
- Registered, not-for-profit organizations, i.e. Boy Scouts, Guides, 4-H Clubs,
- Meetings/small social functions of recognized community service clubs (less than 20 people)
- Community functions sponsored by local community recreational commissions (less than 20 people)
- Government Agencies (e.g. emergency services)

Category 2 – Not exempt from rental fees

Sub-category 2a – Profit is not the intent (User are NOT charging an admission fee or the admission fee is intended to cover the Division's fees.

- Large social functions of recognized community service clubs (more than 20 people)
- Large community functions sponsored by local community recreational commissions (more than 20 people)
- Activities sponsored by non-recognized community recreational commission/community service clubs, i.e. dance or drama groups, choirs, cultural organizations
- Industrial or business athletic groups and leagues for purposes authorized by the school principal
- Concerts and other functions sponsored by service clubs and other local non-profit organizations where an admission fee is charged to help defray expenses and/or for charitable work in the community, as authorized by the school principal.

Sub-category #2b – Private functions and those users whose intent is making a profit

- Commercial enterprises
- Private individuals
- All other groups not included in Category #1 or Category #2

Policy JG - Use of Facilities and Equipment – Continued

FACILITY RENTAL FEES

Facility Rental fees are in addition to costs for janitorial and insurance fees and are not subject to G.S.T.

The fees for each category are listed below:

RENTAL AREA	CATEGORY		
	1	2a (hourly rate)	2b (hourly rate)
Classroom	Nil	Nil	\$20
Library	Nil	Nil	\$40
Cafeteria	Nil	Nil	\$40
Kitchen	Nil	\$20	\$40
Gymnasium (under 450m2)	Nil	\$20	\$40
Gymnasium (over 450m2)	Nil	\$20	\$60
Sports Field (Striping NOT Included)	Nil	Nil	\$80

Groups requesting multiple rooms may be provided a discount up to 50% for any additional area (note: only applies to the lower rate area).

CUSTODIAL FEES

Custodial fees are *for cleaning and administration of custodial services are charged at \$35/hr, one-hour minimum, unless waived by the principal. The total number of hours are determined by the Facilities Manager in consultation with the principal and custodian.*

Note: Custodial fees may be waived by the principal for small groups where the group agrees to provide janitorial services that will result in facility being left in the same/or better condition than when the group arrived.

INSURANCE FEES

TBD by insurance provider. See appendix A and B for premiums examples from the Division's insurance provider. Please contact the Associate Superintendent for quotes.

DAMAGE DEPOSIT

	Risk Level	
	Low/Medium Risk Activity	High Risk/Excluded Activity
Less than 25 people	Nil	\$500
25 to 100 people	\$100	\$500
More than 100 people	\$200	\$500

EQUIPMENT RENTAL FEES

Schools have the prerogative to set and charge equipment rental fees.

Policy JG - Use of Facilities and Equipment – Continued

Appendix A

ASBIE-Insurance Provider Facility User Group Liability Insurance Coverage

~~The Alberta School Board Insurance Exchange (ASBIE)~~, Horizon's insurance provider, provides a Blanket Facility Users Group (non-school based users – individuals or groups) policy to provide liability coverage for the protection of Facility Users. This is extremely valuable particularly when a Facility User does not have access to liability insurance coverage of their own from other sources. This coverage provided for the Users transfers liability away from the Board back to the User of the facility.

The policy covers the User's legal liability for bodily injury to, or damage to property of others such as spectators, passers-by, property owners and others resulting from the User's activity. In addition, their legal liability for injury to participants is covered except in cases where the activity is excluded – see Appendix B: ASBIE-insurance provider User Group Program information which identifies included activities (Low and Medium Risk) as well as excluded activities (High Risk).

Those requesting to use Horizon facilities for the purpose of pursuit of High Risk activity will not be approved without the purchase of additional premiums. If High Risk Users cannot be covered, they will be required to provide proof of insurance from other insurers – if this is not available, use of our facilities for their activities will be denied.

Who is Covered?

Any individual or group, not providing or associated with a school activity, using the facilities of the Board in low and medium risk activities, who does not have access to other insurance (i.e. drop-in basketball, volleyball – not league as they should have their own insurance). Persons covered are all members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect to the activities.

Coverage?

Limit - \$2,000,000.00 general liability per occurrence including the following:

- Premises, Property and Operations
- Products and Completed Operations
- Blanket Contractual (liability arising from certain specified contracts, i.e. rental agreement)
- Personal Injury (libel and slander)
- Employees, Members and Volunteers as Additional Insured's
- Cross Liability (each insured covered, up to the policy limit in total)
- Tenants Legal Liability (for damage done to the premises)

A deductible of \$500.00 to bodily injury, property damage and legal expenses, for each User would apply and be billed to them for each claim.

Policy JG - Use of Facilities and Equipment – Continued

Appendix B

ASBIE Facility User Group Program 2016-2017 Rates

Low Risk Activities	Included in Blanket Program
Medium Risk Activities	Included in Blanket Program
High Risk Activities	Not Included in Blanket Program and must be referred to Insurer for consideration and premium quote

LOW RISK ACTIVITIES	MEDIUM RISK ACTIVITIES	HIGH RISK ACTIVITIES	EXCLUDED ACTIVITIES
Badminton	Baseball	Any activity not indicated in Low Risk / Medium Risk / Excluded Category	Alpine Skiing or Ski Hills
Bowling	Basketball		Animals, Petting Zoos
Curling	Field Hockey		Bungee Jumping
Dance Lessons	Ball/Floor Hockey		Boxing
Horseshoes	Handball		Carnivals
Tennis	Racquetball		Climbing Walls
Piano lessons	Soccer		Contact Hockey
Rope skipping	Softball		Cyding
Yoga/Pilates/Arobics(subject to certified instructor)	Squash		Fireworks (unless under direction of a licensed pyrotechnician)
Art classes	Non-Contact Touch/Flag Football		Gymnastics
Meetings	Track & field		Equestrian/horse related events
	Volleyball		Kickboxing
	Swimming with Lifeguard		Lacrosse
	Adult non-contact hockey	Minor Hockey (18 & under)	
	Ball hockey, in-line hockey	Mountain Climbing	
	Recreational Skating	Rugby	
	Farmers Markets	Skateboarding / Skateboard Parks	
	Swap Meets	Snowboarding	
	Garage Sales	Snowmobile or Sea-do Rentals	
		Tackle Football	
		Contact Martial Arts	

Additional Premium required (includes 15% LS Fee)

Non-contact Martial Arts	1 - 25 students	\$575
	26 - 100 Students	\$863
	dosed tournament (own students only)	included
	open tournament day (outside participants invited or allowed - up to 100 extra)	\$288
League Hockey	\$225 per team per season	
Tournaments	Up to 8 teams	\$288
	9-16 teams	\$431
Events without Alcohol	1-100 Attendance	\$115
	101-500 Attendance	\$144

Policy JG - Use of Facilities and Equipment – Continued



ASBIE Insurance Program

**FACILITY USER GROUP INSURANCE APPLICATION
2015-2016 POLICY YEAR**

I hereby apply for Commercial General Liability Insurance with All-Sport Insurance Marketing Ltd. under the ASBIE Facility User Group Insurance Program for the limits and deductibles shown below.

Commercial General Liability Coverage		
Amount of Insurance	\$2,000,000	Per Occurrence for Bodily Injury and/or Property Damage
	\$250,000	Tenants Legal Liability, any one Premises, Broad Form
Deductible	\$500	Per Occurrence for Bodily Injury and Property Damage and Legal Expense combined

Voluntary Medical Coverage	
Amount of Insurance:	\$1,000. Any One Person
Deductible:	NIL

*****Note:** *Voluntary Medical Coverage not applicable to Sports Injuries* _____ Initials of Renter

If insurance is bound and a Certificate of Insurance issued by or on behalf of AllSport Insurance Marketing Ltd., I agree to promptly report any known or potential claim or action pertaining to this insurance (regardless of how insignificant it may appear at the time) to:

Lloyd Sadd Insurance Brokers Ltd. (Program Manager for ASBIE)
Suite 700, 10240 – 124 Street
Edmonton, AB T5N 3W6
Toll Free: (800) 665-5243
Phone: (780) 483-4544
Fax: (780) 484-5727
Email: Krystle Yaghi, CIP kyaghi@lloydsadd.com

Renter must fully complete this 2 page application and initial where indicated.

Page 1 of 2
_____ Initials of Renter

Policy JG - Use of Facilities and Equipment – Continued

Name of School Board			
Contact Person		Phone	
		Fax	
Name of Renter (Applicant)			
Address of Renter			
Phone		Fax	
E-mail			
Name of Facility Used			
Expected Attendance			
Type of Activities and Specific Details of the Event			
Number of Days of the Event		(Date) From	(Date) To
Hours of the Event			
Will alcohol be served?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, will it be free of charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what controls are in place to limit consumption?			
	Special Event Liquor License must be provided <i>prior</i> to insurance being effective.		
Renter Signature		Date	
Print Name			
School Board Signature		Date	
Print Name			

NOTICE TO APPLICANTS

This application does not bind the Applicant, Lloyd Sadd or the Insurer, but it is agreed that this application will be the basis of the contract should a Certificate be issued, and it will be attached to and made a part of the certificate. The Applicant represents that if the information supplied on this application changes between the date of this application and the time when the policy is issued, the Applicant will immediately notify Lloyd Sadd of such changes. Please note that if payment is not received, any Certificate issued will be null and void.

LLOYD SADD INSURANCE COVERAGE CONFIRMATION			
APPLICATION REVIEWED BY		APPLICATION APPROVED BY	
MEETS FUG CRITERIA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	DATE	
EFFECTIVE DATE OF COVERAGE		EXPIRY DATE OF COVERAGE	
COMMENTS			

Renter must fully complete this 2 page application and initial where indicated.

Page 2 of 2
 _____ Initials of Renter

Policy JG - Use of Facilities and Equipment – Continued

Community Use of Facilities Checklist

- Community member/group (user) requests use of facility
- Principal provides copy of policy to user
- User completes application
- Principal reviews application
- Principal determines need for janitorial services and determines fees
- User provides Certificate of Insurance, naming Horizon School Division as additional insured or requests (from own insurance provider or ASBIE insurance provider coverage from Associate Superintendent (only for high risk and excluded activities))
- Principal approves application
- Principal sends application to Associate Superintendent F&O
- Principal contacts Facilities Manager to enable heat, if required
- Principal contacts custodian if custodial services required
- Principal invoices user
- User pays invoice
- Principal forwards fee to Associate Superintendent F&O
- User may request to preview facility (pre-possession walk through for damages)
- Principal arranges access to the facility (opens facility up or provides key)
- User accesses the facility
- Principal arranges for lock-up (if key provided, key is returned)
- Principal inspects facility for damages and confirmation of appropriate clean up
- If damage or clean-up is necessary, principal contacts Associate Superintendent (F&O) who contacts user
- Janitor invoices jurisdiction if required
- Associate Superintendent pays janitor's invoice

Superintendents Progress Report

October 2022

The Superintendent Leadership Quality Standard:

Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Superintendent Leadership Quality Standard is described by the following competencies.

Building Effective Relationships

Establishing a welcoming, caring, respectful and safe learning environment.

Modelling Commitment to Professional Learning

Enhancing leadership, teaching, and learning.

Visionary Leadership

A preferred future.

Leading Learning

Promotes shared responsibility for student success and continuous improvement.

Ensuring First Nations, Metis, and Inuit Education for all students

Establishing structures and providing the resources for schools.

School authority operations and resources

Alignment with goals and priorities.

Supporting Effective Governance

Providing the board with information, advice and support to fulfill governance role.

The following is a summary of meetings and activities that I have participated in over the last month.

- Meetings and dialogue with principals and staff as needed and/or requested. Conversations have focused on instructional leadership, parental issues and concerns, assurance framework, 916/1200 hour requirements for teachers, calendar changes, and other human resource issues.
- Meetings have been held with 8 principals to discuss their three-year education plan, annual results reports, and professional growth plans.

- Thirteen schools have been visited this month.
- Provincial meetings were held to discuss Provincial Achievement Testing administration issues. The meeting discussed solutions and recommended changes to address student issues that took place in June 2023. Provincial and regional meetings were also attended to discuss proposed changes to the Teacher and Teacher Leaders Code of Conduct. Recommendations and feedback was provided to the province.
- A meeting was held with Alberta Education Field Services to discuss the division's three-year education plan and general start up. A tour of Dr. Hamman Elementary School was also provided to Alberta Education staff.
- Work regarding preparation for collective bargaining continues. A Teachers' Employer Bargaining Association (TEBA) meeting was attended. Work on updating the current collective agreement to incorporate new central provisions has also taken place.
- Policy HICA attachment A has been updated. Attachment A specifies risk level for school based activities, field trips, and student travel. Updates have aligned risk level as per our insurance policy. A policy meeting was also lead. Seven policies were reviewed and revised. School requests for medium risk activities have also been reviewed and approved.
- Two student scholarships have been created for Horizon students. One worth up to \$1,500 thanks to the generous donation by the College of Alberta School Superintendents (CASS) due to the Superintendents role as president. This is a one time scholarship. The other consists of three \$2,500 scholarships generously provided by Dr. Yanwey from the Taber Clinic.
- Horizon holds an annual orange T-shirt contest as part of the National Day of Truth and Reconciliation. This year the winner was a student from D.A. Ferguson and the superintendent attended the school assembly to award the T-shirt.
- Staff wellness continues to be a focus as we emerge from the pandemic. Analysis of a division wide survey administered by EdCan has begun. The creation of a baseline and recommendations will be forthcoming from our partnership with EdCan.
- A number of other meetings and professional learning activities were attended over the month. These include but are not limited to
 - Senior Administrative Leadership Team (SALT) meeting
 - Division Office staff meeting
 - Division Office appreciation BBQ
 - Administrator meeting
 - College of Alberta School Superintendent provincial executive meeting
 - Colony Elders meeting
 - ATA new teacher induction banquet
 - Cognitive coaching professional learning
 - W.R. Myers awards ceremony

Associate Superintendent, Learner Services
Report to the Board of Trustees – October 24, 2022

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
Laura Elliott- Behaviour Specialist

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- Amanda, Terri-Lynn and Coral met for the first time this year with numeracy representatives from each school K-12 in the division. The intent of the meeting was to continue work on the Numeracy Framework started last Spring.
- Terri-Lynn provided training to all Colony teachers on the New Kindergarten Oral Language Kits and the Grade 2 Literacy Place resources, to ensure that teachers had time to learn and plan with the new resources so that they can easily implement them into their planning.
- Amanda, Coral and Terri-Lynn also spent the day with Kindergarten teachers on planning and assessment with the new curriculum. All elementary schools also received the Kindergarten Oral Language Kits and all Kindergarten teachers were also provided training and time to plan with these kits.
- All High School students will have an opportunity to come to the college on Tuesday November 15 or Wednesday, November 16 in the evening to Try a Trade within local communities. We have 7 businesses in Taber and surrounding area that are taking part. We also have many students who are interested and have signed up to participate. This is a new initiative that all zone 6 school divisions are taking part in. [Try a Trade](#)
- Coral and Amanda have been out to schools working with individual teachers and groups of teachers on new curriculum, mathematics lessons using the Building Thinking Classrooms and vertical teaching surfaces in elementary and junior High.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- The learner service team is attending Instructional Support Plan Meetings and Early Childhood Meetings as well.
- Terri and Coral have meet with a few Principals to discuss students who are having difficulty attending school regularly. We have been working as a team to encourage regular attendance, as well as supporting schools with strategies and meeting with outside agencies.

- Coral was able to support one school by administering WIAT tests. She has also been attending ECSP (Early Childhood Support Plan) meetings at various schools. Support including: offering additional strategies, reinforcing existing interventions and sometimes taking on action items beyond the meetings.
- At our Admin Meeting and during the Kindergarten Meeting each school received Attend Today, Achieve Tomorrow pamphlets to send home as well as a fridge magnet.
[Attend Today, Achieve Tomorrow](#)
- Laura Elliot has been supporting schools this month by classroom observations, followed up by a written report with suggestions. She has also ran training on Attention Hyperactive Disorder (ADHD), and Supporting Students Through Valued Attachments (SIVA). Laura has also worked with teachers in developing behaviour support plans as well.

LEADERSHIP PRACTICES

- Terri-Lynn has been attending some New Curriculum Professional Development sessions from CARC (Central Alberta Regional Consortia), AAC (Alberta Assessment Consortia) in order to keep up with the Professional Development available to teachers and then sharing the information for those who are unable to attend.
- The Learner Service team continues to be involved in a division wide book study with Jigsaw Learning on the Collaborative Response Model.
- Coral, Amanda, and Terri-Lynn continue to attend SAPDC (Southern Alberta Professional Development Consortia) for different advisory/committee work such as Numeracy, Literacy, English as a Second Language and Early Learning.
- Terri-Lynn attended on behalf of Horizon School Division the Taber Adult Learning Annual General Meeting and has committed to sitting on the board for another year,
- Terri-Lynn has joined CASS (College of Alberta School Superintendents) Continuous professional Development Committee.

TECHNOLOGY INFORMATION (Information will be shared as needed)

- Dave, Samuel and Gagandeep went to the ATLE (Alberta Technology Leadership in Education). This was a great opportunity for this new team to meet the vendors that we work with personally and to make connections with colleagues in similar positions.

From: **Alberta News** <alberta.news@gov.ab.ca>

Date: Tue, Sep 20, 2022 at 10:09 AM

Subject: News Release: Have your say on new teacher code of conduct

Have your say on new teacher code of conduct

September 20, 2022

Public feedback will help the province create a new code of conduct for teachers and teacher leaders to ensure that students, parents and the public have confidence in the education system.

Alberta's government is asking Albertans for input to help develop a single code of professional conduct for all teachers and teacher leaders regardless of where they are employed. A public survey gives teachers and teacher leaders, parents, students and Albertans across the province the chance to provide their input. The survey is available on alberta.ca until Oct. 7.

Currently, there are two codes of conduct for teachers and teacher leaders, one for those who are members of the Alberta Teachers' Association (ATA) and one for those who are not. A unified code of professional conduct will include the best and most effective features of both codes.

"This is another step that improves the quality of classroom education in Alberta. We're building on our important work to enhance oversight of the teacher profession and ensure the safety and wellbeing of students so they can get the education we know they deserve."

Adriana LaGrange, Minister of Education

"The CASS board of directors is pleased the ministry will consult school system leaders, other education partners and the broader public in the development of the new code of professional conduct."

Dr. Scott Morrison, president, College of Alberta School Superintendents

"Our association welcomes public engagement on the development of a single code of conduct for teachers and teacher leaders. It is important that input from a broad range of stakeholders be considered including the certified professionals who work in

independent schools and early childhood services programs, as well as the parents who choose these institutions for their children.”

Abraham Abougouche, president, Association of Independent Schools and Colleges in Alberta

“We trust our teachers with our children every single day – that is why the future code of professional conduct is so important. I’m pleased to see Alberta’s government engaging with a wide range of education partners, victim advocacy groups and everyday parents, teachers, and students. This survey is an opportunity for all of us to share our feedback, on behalf of the youth we serve, to develop this new code of conduct.”

Sheldon Kennedy, co-founder, Respect Group Inc.

“Teachers, like health professionals, psychologists and social workers, hold positions of power and authority with their students and families. We are pleased to provide input to help ensure the updated code of conduct specifically addresses protection for students against sexual abuse.”

Debra Tomlinson, CEO, Association of Alberta Sexual Assault Services

In addition to the public survey, the government continues to engage with a broad spectrum of key education system stakeholders who will provide valuable feedback and insight on the unified code of professional conduct. This includes the Alberta Teachers’ Association, the Association of Alberta Public Charter Schools, the Alberta School Boards Association, the College of Alberta School Superintendents, the Association of Independent Schools and Colleges in Alberta and the Association of Alberta Deans of Education.

Consultations have also included focused engagement with victim advocacy groups including the Association of Alberta Sexual Assault Services, the Sexual Assault Centre of Edmonton, the Central Alberta Child Advocacy Centre and the Respect Group Inc. During the review of the teacher discipline process, which informed the *Education (Reforming Teacher Profession Discipline) Amendment Act*, stakeholder engagement also included victim advocacy groups. Continued engagement with victim advocacy groups will ensure that standards in the new single code of conduct consider important perspectives on student safety.

Quick facts

- In spring 2022, the [Education \(Reforming Teacher Profession Discipline\) Amendment Act](#) set out the authority to develop a code of professional conduct that will apply to all teachers and teacher leaders.
- Currently, two codes of conduct are in effect:
 - The ATA Code of Professional Conduct is for teachers who work in public, separate and francophone schools as well as those who work in school authority central offices who are part of the collective agreement and hold active membership status in the ATA. This code applies to about 85 per cent of Alberta's practising teachers and teacher leaders.
 - The Professional Conduct Requirements for Teachers and Teacher Leaders are found in the schedule of the Practice Review of Teachers and Teacher Leaders Regulation. These conduct requirements apply to all teachers and teacher leaders who are not active members of the ATA, including those employed in First Nations schools, public charter schools and independent schools, as well as superintendents and teacher leaders who work in school authority central offices and are not active ATA members. This code of conduct applies to about 15 per cent of Alberta's practising teachers and teacher leaders and all remaining certificated teachers and teacher leaders who have left the profession or retired.
- For the purposes of the new unified code of conduct, a teacher is someone who holds a valid Alberta teaching certificate issued by the Minister of Education, and a teacher leader is a teacher who holds a leadership certificate or a superintendent leadership certificate.
- It is anticipated that the new code of conduct will be implemented Jan. 1, 2023

Related information

- [Improving Teacher Discipline](#)
- [New teacher code of conduct engagement](#)

From: **Alberta News** <alberta.news@gov.ab.ca>

Date: Mon, Sep 26, 2022 at 3:52 PM

Subject: News Release: Diploma exams set to 20% for 2022-23 school year

Diploma exams set to 20% for 2022-23 school year

September 26, 2022

As students continue to address pandemic-related learning challenges, diploma exam weighting will be reduced to 20 per cent this school year.

Over the course of the pandemic, the government has responded to feedback from education system partners and made adjustments to the administration of diploma exams as required.

In response to feedback from students, parents and education partners about learning loss and well-being issues as a result of the pandemic, the government is taking a measured approach in transitioning the weighting of diploma exams over time. The weighting will return to 30 per cent in the 2023-24 school year.

“Since June of this year, I have met with over 40 public, separate and francophone school authorities and many other stakeholders and listened to their perspectives. Changing the weight of diploma exams will reduce the burden on students while still giving them valuable exam writing experience. We’re making this temporary change to place less of a burden on students and improve their mental health.”

Adriana LaGrange, Minister of Education

Diploma exams are key to maintaining fairness and high standards for all students, no matter where they learn in Alberta. However, the government also recognizes the unprecedented challenges students faced in the 2020-21 and 2021-22 school years.

While Alberta’s government [previously announced](#) new literacy and numeracy assessments to support students in grades 1-3 who are struggling, the government also recognizes that senior high students are facing post-pandemic challenges, and the change in diploma exam weighting will benefit those students directly.

This decision also reflects the learnings from the [Child and Youth Well-Being Panel Report](#) and the recent findings in an Alberta School Councils Association survey of parents, which both recognized the learning loss students have experienced.

“The CASS board of directors supports the ministry’s transitional approach to returning diploma exam weighting to pre-pandemic levels. This decision is reflective of a recommendation an ad hoc committee of

CASS made during the pandemic and takes a balanced approach between a return to normal and meeting the social and emotional needs of students.”

Scott Morrison, president, College of Alberta School Superintendents

“The pandemic impacted all students and their learning in many complex ways, requiring a variety of additional supports to ensure their success. The minister’s acknowledgement of this, and the desire to reduce the mental health burden on students required to write diploma exams this year, is also important to their success. The Alberta School Councils’ Association (ASCA) appreciates the recognition that a transitional return to traditional diploma exam weighting will help to improve students’ mental health while giving them valuable exam writing experience.”

Brandi Rai, president, Alberta School Councils’ Association

“ASBA is pleased that the government has reviewed high school diploma exam weighting as boards continue to focus on addressing student learning and mental health challenges. This will assist in relieving additional pressures while boards prioritize success of all students.”

Marilyn Dennis, president, Alberta School Boards Association

Quick facts

- Diploma exams are normally administered in November, January, April, June and August.
- In 2015, the government reduced diploma exam weighting from 50 to 30 per cent, giving greater value to course work through the year and each teacher’s ability to assess a broad range of student knowledge and skills.
- In spring 2020, diploma exams were cancelled in April and June because students were learning from home for the last few months of the school year. They were successfully administered in August of that year.
- During the 2020-21 school year, all diploma exams were optional.
- For the 2021-22 school year, the government cancelled January diploma exams, and all remaining diploma exams for the year were weighted at 10 per cent.
- Alberta Education works with experienced teachers to develop diploma exams. The government publishes various resources, including previous diploma exam questions and guides, for students. These resources are available on [alberta.ca](https://www.alberta.ca).

Related information

- [Writing diploma exams](#)

- [Alberta Child and Youth Well-being action plan](#)

From: **Alberta News** <alberta.news@gov.ab.ca>
Date: Mon, Sep 26, 2022 at 2:18 PM
Subject: News Release: Celebrating the trades in Alberta

Celebrating the trades in Alberta

September 26, 2022 [Media inquiries](#)

Alberta has declared Monday, Sept. 26 as Apprenticeship Day to recognize the important contributions of apprentices to the province.

Under the new *Special Days Act*, Apprenticeship Day will be recognized annually on the fourth Monday of September.

“Tradespeople are the backbone of Alberta’s economy. It is essential we encourage young people to enter the trades and promote the tremendous value of apprenticeship education. Trades school costs less, takes less time and you make virtually the same as a university graduate. Our government remains committed to expanding apprenticeship education and promoting its parity of esteem with traditional education.”

Demetrios Nicolaidis, Minister of Advanced Education

“The declaration of Apprenticeship Day by Alberta's government is one more way we are recognizing the importance of trades education and career-based learning. I'm pleased to see more and more students pursuing apprenticeship and look forward to the findings of our Career Education Task Force to better understand how we can encourage youth to register in these programs.”

Adriana LaGrange, Minister of Education

“We are pleased with the announcement of Apprenticeship Day, an annual celebration in recognition of the important contributions apprentices make to our communities, our economy and our province. From SAIT’s pre-apprenticeship training through the immersive high-calibre trades education in more than 30 different trades, SAIT is proud to continue to offer a world-class education to build a strong and skilled workforce able to drive Alberta’s growing economy.”

David Ross, president and CEO, SAIT

“We are pleased to offer opportunities for students to explore various career pathways and possibilities so that every student is successful. Apprenticeship track programs allow students to earn high school credits while also working towards a registered apprenticeship with the support of in-school certificated

journeypersons. These learning opportunities provide students on-the-job experience to help set them up for success in their post-secondary education and their future careers.”

Laura Hack, chair, Calgary Board of Education

“We’re proud to play a role in supporting construction apprenticeship education in Alberta. We know first-hand how rewarding a career in Alberta’s construction industry can be and have witnessed the life-changing opportunity these career paths bring. We applaud the Government of Alberta in paying special tribute to apprenticeship education today and for highlighting the contributions apprentices bring to our economy.”

Carol Moen, president and CEO, Women Building Futures

Apprenticeship Day is the latest announcement demonstrating the government’s commitment to increasing awareness of apprenticeship education and its benefits to the economy.

The Alberta 2030: Building Skills for Jobs strategy established a clear path forward for apprenticeship education programs and skilled trades in Alberta. Since then, the government has taken the following steps to support apprenticeship training:

- Budget 2022 invested \$30 million over three years to enhance apprenticeship programs and opportunities.
 - About \$15 million will help students acquire skills for the emerging technology sectors and other in-demand occupations.
- In June 2022, the *Skills Trades and Apprenticeship Education Act* was proclaimed and the Alberta Board of Skilled Trades was created.
- In July 2022, government announced \$3.2 million in funding to train more Albertans for good-paying jobs in the construction industry.
 - This pilot project is a partnership with the Alberta Construction Association, End Poverty Edmonton and the Edmonton Mennonite Centre for Newcomers.
- In September 2022, Alberta’s government announced \$15 million over the next three years to expand apprenticeship education.
 - \$1.37 million will be used to create 300 new apprenticeship seats at NAIT, SAIT and Portage College.
 - The remaining funds will be allocated in consultation with post-secondary institutions and industry partners.

- In July 2022, Alberta's government [announced](#) the creation of a Career Education Task Force to review career education programming and provide strategic advice and recommendations that will help strengthen student learning pathways.
 - The task force will focus primarily on career education for grades 7-12 and how to effectively prepare students for seamless entry into post-secondary studies or employment. The task force includes leaders from industry, labour, the education system, post-secondary institutions and government departments.

Quick facts

- Alberta has 12 per cent of Canada's labour force and 14 per cent of the country's apprentices
- In 2021:
 - About 11,000 new apprentices registered in programs (an increase from 7,800 in 2020).
 - Apprentices were being trained at about 10,400 employer sites around Alberta.
 - Advanced Education staff connected more than 10,000 employers to promote apprenticeship programs.
- Alberta's Registered Apprenticeship Program (RAP) allows Alberta high school students to register as apprentices and begin learning on the job.
 - As of Dec. 31, 2021, about 840 high school students were registered in the RAP and employed at about 400 employer sites.
 - Between 2010 and 2020, 72 per cent of RAP apprentices continued their apprenticeship program after high school.

From: **Alberta News** <alberta.news@gov.ab.ca>
Date: Wed, Oct 5, 2022 at 10:53 AM
Subject: News Release: Promoting menstrual health in Alberta

Promoting menstrual health in Alberta

October 05, 2022 [Media inquiries](#)

Alberta's government is investing \$260,000 in Period Promise to improve menstrual care and provide period products to youth in need.

Many people face challenges affording and accessing the products they need to manage their periods, which can result in them missing school, work and social activities. Ensuring youth across our province continue to feel comfortable and supported to participate in sports and recreation activities is important to Alberta's government. Period poverty is compounded by the stigma that still exists when talking about periods with friends, coworkers and even family members.

Period Promise—a United Way initiative—in partnership with Alberta's government, is providing free menstrual products in 50 schools across the province. Funding from the government will go towards installing period product dispensers in bathrooms and toward an educational campaign. The campaign's goal is to destigmatize women's health issues, including periods, in schools, workplaces and community organizations.

"Periods are a natural part of life, but when individuals don't have adequate products and information, it can seriously impact their health. Our government's investment in Period Promise is an important step in ensuring people can participate in school, work and social events feeling comfortable and supported."

Jackie Armstrong-Homeniuk, Associate Minister of Status of Women

"United Way Central Alberta has been tackling period poverty throughout our region this past year, and we are eager to partner with the Government of Alberta and United Ways provincewide to expand Period Promise school pilots. Data from our current school pilot in four Red Deer schools underlines the need for barrier-free access to pads and tampons, with over 62 per cent of respondents indicating they have left or missed school because period products weren't available to them. Together, we are mobilizing to make a local impact on reducing vulnerability

and isolation caused by period poverty, removing barriers to essential products, supporting gender equity and normalizing periods."

Chelsea O'Donoghue, CEO, United Way Central Alberta

"United Way's Period Promise is devoted to making fundamental change so that we can eradicate period poverty in our communities. Part of that includes working with governments, businesses, schools and other organizations to provide access to period products so no one has to make difficult choices due to lack of this basic need. Menstrual stigmas still exist, preventing people from obtaining period products when they need them. That's why we are proud to be piloting this program to achieve menstrual equity by providing free menstrual products to those who need them, where and when they are needed, with dignity and respect."

Rob Yager, president & CEO, United Way of the Alberta Capital Region

"We are so thankful to the United Way in Central Alberta and the Government of Alberta for supporting such an important cause. The Period Promise will support all of our students and families by minimizing the barriers associated with the costs of menstrual hygiene products. Our students will no longer have to miss school because they will have access to these products for free. Thank you."

Mike Garrow, principal, École H.J. Cody High School

Resources for workplaces, including materials to run period product donation drives and to sign on as a designated Period Promise employer, are available on local United Way websites.

Quick facts

- According to Plan International Canada, among Canadians:
 - 34 per cent of women and girls have had to regularly or occasionally sacrifice something else within their budget to afford menstrual products.
 - 63 per cent of women and girls have regularly or occasionally missed an activity because of their period and concerns about not being able to access menstrual hygiene products or proper facilities.
- A 2018 survey conducted found that one in seven Canadian girls have missed school because they could not access menstrual products.
- Only 66 per cent of parents say they are comfortable talking about girls' and women's bodies, health and wellness.

Related information

- [Period Promise](#)

Date: Thu, Oct 6, 2022 at 8:43 AM

Subject: News Release: More dual credit opportunities for students

More dual credit opportunities for students | Davantage de possibilités de crédits à double reconnaissance pour les élèves

October 06, 2022 [Media inquiries](#)

Students will have more opportunities to pursue their interests, explore career paths and succeed in Alberta's dynamic job market after high school.

Alberta's government is providing \$4 million to school authorities across the province to create new dual credit opportunities or enhance existing dual credit courses for the 2022-23 school year. Dual credit courses are career-based courses in grades 10, 11 and 12 where students can earn both high school credits and credits that count toward a post-secondary certificate, diploma or degree, including a journey person certificate.

In June, school authorities were able to apply for one dual credit start-up grant of up to \$50,000 and/or one dual credit enhancement grant of \$100,000. Forty-three school authorities were successful in applying for the grants, including public, separate, First Nations, public charter, and accredited independent schools.

"Dual credit programs help students make meaningful transitions to post-secondary education, trade designations or the workplace. Expanding on these opportunities is vital to improving high school completion rates and building a qualified, educated and engaged workforce. I look forward to the positive impact this funding will have on Alberta's students and our economy."

Adriana LaGrange, Minister of Education

A total of 61 grants will be allocated as follows:

- [38 school authorities](#) will receive a start-up grant; and
- [23 school authorities](#) will receive an enhancement grant.

Of the 61 total grants, 18 school authorities will receive both grants, bringing the total number of school authorities receiving grants to 43.

"We are pleased to receive this additional funding for the Calgary Board of Education's dual credit programming. Through these learning opportunities, even more students can explore

their interests and passions while earning high school and post-secondary credits. These specialized learning opportunities support students to start exploring post-secondary programming to enhance their education and future careers.”

Calgary Board of Education Trustees

We recognize that to prepare students for their future, we must meet their diverse needs along the way. Dual credit programming is a wonderful way to support our students to meet and excel at the challenges presented by the global community. This grant will help us continue to offer and expand on our current dual credit programming to inspire students to be successful in trades and post-secondary education”

Joe Dwyer, board chair, Sturgeon Public School Board

School authorities can begin using the funds immediately, and any unused funds can be carried over into the 2023-24 school year.

Quick facts

- For the 2022-23 school year, Alberta Education is providing more than \$1.8 million in dual credit start-up grants and more than \$2 million in dual credit enhancement grants.
- Individual grant amounts range from \$39,000 to \$100,000.
- School authorities must report on the use of their funds by July 2023.

Related information

- [Dual credit](#)

Related news

- [Investing in career-based learning for students](#) (June 7, 2022)