

Regular Board Meeting Agenda – 1:00 pm

Monday, November 28th, 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, October 24, 2022	ENCLOSURE 1
A.3 Minutes of the Organizational Meeting held Monday, October 24, 2022	ENCLOSURE 2
A.4 November Payment of Accounts	ENCLOSURE 3
A.5 Second and Final Reading Policy EEACAB – Division Owned Co-Curricular Extra-Curricular Activity Vehicles	ENCLOSURE 4
A.6 Second and Final Reading Policy EEACAC – Acquisition of Extra-Curricular Activity Vehicles	ENCLOSURE 5
A.7 Second and Final Reading Policy FH – Hazardous Materials	ENCLOSURE 6
A.8 Second and Final Reading Policy GBD – First Aid Training	ENCLOSURE 7
A.9 Second and Final Reading Policy GBN – Recognition of Employee Services	ENCLOSURE 8
A.10 Second and Final Reading Policy GBO – Death of Employee or Student	ENCLOSURE 9
A.11 Second and Final Reading Policy JD – Communicable Diseases	ENCLOSURE 10
A.12 First Reading Policy GCAD – School Principals	ENCLOSURE 11
A.13 First Reading Policy GCK – Staff Allocation	ENCLOSURE 12
A.14 First Reading Policy GCKB – School Staff Meetings	ENCLOSURE 13
A.15 First Reading Policy GCL – Staff Learning	ENCLOSURE 14
A.16 First Reading Policy GCNN – School Administrator Evaluation	ENCLOSURE 15
A.17 First Reading Policy GFA – Volunteers	ENCLOSURE 16
A.18 Approve Audited Financial Statement	HANDOUT
A.19 Approve Annual Education Results Report	PRESENTATION

D. Discussion Items

D.1 School Christmas Concerts	ENCLOSURE 17
D.2 Board Christmas Cards	

I - Information Items

I.1 Superintendent's Report – Wilco Tymensen	ENCLOSURE 18
I.2 Trustee/Committee Report	
I.2.1 Zone 6 Report – Marie Logan	
I.2.2 Facilities 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
- I.6 Board MLA breakfast (visit with MLA Hunter and Premier Smith)

ENCLOSURE 19
ENCLOSURE 20
ENCLOSURE 21

C-Correspondence

- C.1 News Release – Premier announces new cabinet
- C.2 Vauxhall Advance - McTavish & Dick depart for Canadian Junior U18 National team
- C.3 News Release: Listening to Albertans: Budget 2023
- C.4 News Release: Supporting Ukrainian students in schools
- C.5 News Release: Expanding mental health, learning supports for schools
- C.6 News Release: Better outcomes for Albertans

ENCLOSURE 22

Dates to Remember

• December 1 – Board School Visits (Hays, VES, VHS, HMAP, Copperfield Colony)
• December 6 - Policy Committee Meeting – 1:00 – 3:30
• December 14 – ASBA Zone 6 Meeting – 10:00 am
• December 19 – Board Meeting
• December 24 – January 2 – Division Office Closed
• December 24 – January 8 – Christmas Holidays
• January 10 - Policy Committee Meeting – 1:00 – 3:30
• January 17 – Administrator’s Meeting
• January 23 – Board Meeting
• 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

6302 – 56 Street Taber, Alberta T1G 1Z9
Phone: (403) 223-3547 1-800-215-2398 FAX: (403) 223-2999
www.horizon.ab.ca

The Board of Trustees of Horizon School Division held its Regular Board meeting on Monday, October 24th, 2022, beginning at 1:17p.m.

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

VIA ZOOM Blair Lowry

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
Sheila Laqua, Recording Secretary

VIA ZOOM Cole Parkinson, Taber Times

ACTION ITEMS

A.1	Moved by Mandy Court that the Board approve the agenda with the following additions: D.3 – ASBA Fall General Meeting Carried Unanimously	AGENDA APPROVED 137/22
A.2	Moved by Derek Baron that the Board approve the Minutes of the Regular Board Meeting held Monday, September 25 th , 2022, as provided by Enclosure #1 of the agenda. Carried Unanimously	BOARD MEETING MINUTES APPROVED 138/22
A.3	Moved by Jennifer Crowson that the Board approve the October 2022 Payment of Accounts in the amount of \$3,973,875.76 as provided in Enclosure #2 of the agenda. Carried Unanimously	PAYMENT OF ACCOUNTS APPROVED 139/22
A.4	Moved by Derek Baron that the Board approve first reading of Policy EEACAB – Division Owned Co-Curricular & Extra-Curricular Activity Vehicles as provided in Enclosure #3 in the agenda. Carried Unanimously	FIRST READING POLICY EEACAB APPROVED 140/22
A.5	Moved by Maxwell Holst that the Board approve first reading of Policy EEACAC – Acquisition of Extra-Curricular Activity Vehicles as provided in Enclosure #4 in the agenda. Carried Unanimously	FIRST READING POLICY EEACAC APPROVED 141/22

A.6	Moved by Bruce Francis that the Board approve first reading of Policy FH – Hazardous Materials as provided in Enclosure #5 in the agenda. Carried Unanimously	FIRST READING POLICY FH APPROVED 142/22
A.7	Moved by Jennifer Crowson that the Board approve first reading of Policy GBD – First Aid Training as provided in Enclosure #6 in the agenda. Carried Unanimously	FIRST READING POLICY GBD APPROVED 143/22
A.8	Moved by Derek Baron that the Board approve first reading of Policy JD – Communicable Diseases as provided in Enclosure #7 in the agenda, with amendment. Carried Unanimously	FIRST READING POLICY JD APPROVED 144/22
A.9	Moved by Bruce Francis that the Board approve first reading of Policy GBN – Recognition of Employee Services as provided in Enclosure #8 in the agenda with amendments. Carried Unanimously	FIRST READING POLICY GBN APPROVED 145/22
A.10	Moved by Maxwell Holst that the Board approve first reading of Policy GBO – Death of Employee or Student as provided in Enclosure #9 in the agenda with amendments. Carried Unanimously	FIRST READING POLICY GBO APPROVED 146/22
A.11	Moved by Jennifer Crowson that the Board approved second reading of Policy EAA – Administrative Organization as provided in Enclosure #10 in the agenda. Carried Unanimously	SECOND READING POLICY EAA APPROVED 147/22
	Moved by Derek Baron that the Board approved final reading of Policy EAA – Administrative Organization as provided in Enclosure #10 in the agenda. Carried Unanimously	FINAL READING POLICY EAA APPROVED 148/22
A.12	Moved by Mandy Court that the Board approved second reading of Policy EAF – Hutterite Colony Schools as provided in Enclosure #11 in the agenda. Carried Unanimously	SECOND READING POLICY EAF APPROVED 149/22
	Moved by Jennifer Crowson that the Board approved final reading of Policy EAF – Hutterite Colony Schools as provided in Enclosure #11 in the agenda. Carried Unanimously	FINAL READING POLICY EAF APPROVED 150/22
A.13	Moved by Derek Baron that the Board approved second reading of Policy ECA - School-Based Decision Making as provided in Enclosure #12 in the agenda. Carried Unanimously	SECOND READING POLICY ECA APPROVED 151/22

	Moved by Maxwell Holst that the Board approved final reading of Policy ECA - School-Based Decision Making as provided in Enclosure #12 in the agenda. Carried Unanimously	FINAL READING POLICY ECA APPROVED 152/22
A.14	Moved by Bruce Francis that the Board approved second reading of Policy ECG – Staff Mileage Payment as provided in Enclosure #13 in the agenda. Carried Unanimously	SECOND READING POLICY ECG APPROVED 153/22
	Moved by Mandy Court that the Board approved final reading of Policy ECG – Staff Mileage Payment as provided in Enclosure #13 in the agenda. Carried Unanimously	FINAL READING POLICY ECG APPROVED 154/22
A.15	Moved by Mandy Court that the Board approved second reading of Policy EDDB – Portable Division Equipment and Resources as provided in Enclosure #14 in the agenda. Carried Unanimously	SECOND READING POLICY EDDB APPROVED 155/22
	Moved by Maxwell Holst that the Board approved final reading of Policy EDDB – Portable Division Equipment and Resources as provided in Enclosure #14 in the agenda. Carried Unanimously	FINAL READING POLICY EDDB APPROVED 156/22
A.16	Moved by Bruce Francis that the Board approved second reading of Policy JG – Community use of Facilities as provided in Enclosure #15 in the agenda. Carried Unanimously	SECOND READING POLICY JG APPROVED 157/22
	Moved by Derek Baron that the Board approved final reading of Policy JG – Community use of Facilities as provided in Enclosure #15 in the agenda. Carried Unanimously	FINAL READING POLICY JG APPROVED 158/22

DISCUSSION ITEMS

D.1 SCHOOL REMEMBRANCE DAY CEREMONIES

- Where available, trustees will attend Remembrance Day ceremonies at schools around the Horizon School Division.

D.2 CENOTAPH WREATH

- Trustee, Blair Lowry will present the Cenotaph wreath, November 11, 2022, on behalf of Horizon School Division.

D.3 ASBA FALL GENERAL MEETING

- Trustees will be attending the ASBA Fall General Meeting in November.

INFORMATION ITEMS

I.1 SUPERINTENDENT'S REPORT

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

- [View 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.

- Zone 6 ASBA meetings will be the third Wednesday of the month from 10:30 – 3:00 pm and will consist of a combination of virtual and in person meetings.
- The Handbook Committee worked over the summer and presented the document at the September meeting. The document was approved at the AGM on October 19, 2022. The Zone 6 budget was approved.
- Jeff Perry was appointed auditor.
- The ASBA FGM will be hybrid.
- The ASBA SGM will be held at the Westin Hotel in Calgary on June 4-6, 2023.
- The CSBA (Canadian School Board Association) 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 focus for the month of October 2022:

- The procurement division of Alberta Infrastructure has completed the tender documents and has listed the project for tender closing November 15th.
- All 2021-22 IMR projects are complete. Planning for 2022-23 IMR has begun.

I.2.3 Administrator's Meeting Report

Trustee, Bruce Francis, provided a summary of the Administrator's Meeting for the month of October 2022:

- Updated policies were reviewed
- Vice-principal evaluations were discussed
- Update from the Athletic Director's meeting

I.3 ASSOCIATE SUPERINTENDENT OF FINANCE AND OPERATIONS

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

- Preparing for Audit Committee

I.4 ASSOCIATE SUPERINTENDENT OF HUMAN SERVICES REPORT

- No report

I.5 ASSOCIATE SUPERINTENDENT OF LEARNER SERVICES REPORT

- [View report here.](#)

CORRESPONDENCE

Discussion Items

No discussion came forward from the Correspondence.

Moved by that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
159/22

COMMITTEE ITEMS

Moved by that the Board meet in Committee.

Carried Unanimously

COMMITTEE
160/22

Moved by that the meeting adjourn.

Carried Unanimously

MEETING ADJOURNED
161/22

Marie Logan, Chair

Sheila Laqua, Executive Secretary

The Board of Trustees of Horizon School Division held its Organizational Meeting of the Board on Monday, October 24, 2022, commencing at 12:45 p.m. in the Eric Johnson Room.

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

VIA ZOOM: Blair Lowry

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

VIA Zoom: Cole Parkinson, Taber Times

MINUTES

1. **Call to Order**

Philip Johansen, Associate Superintendent, called the meeting to order at 12:46 p.m.

2. **Nominations and Election for Chair of the Board**

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

BOARD CHAIR
ELECTED
134/22

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

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

BOARD VICE-CHAIR
ELECTED
135/22

Marie Logan, Chair, assumed Chair of the Meeting

4. **2022-2023 Trustee Committees**

The Board approved the 2022-2023 Trustee Committee representatives as attached to these minutes.

5. **2022-2023 Board Representation**

The Board approved the 2022-2023 Board Representation as attached to these minutes.

6. **Approved Board Meeting Dates for 2022-2023**

The Board approve the Board Meeting Dates for the 2022-2023 term as attached to these minutes.

7. 2022-2023 Trustee School Liaison

The Board approved the 2022-2023 Trustee School Liaisons as attached to these minutes.

8. 2022-2023 School Visits

As attached to these minutes

9 Trustee Contact Information

As attached to these minutes

10. Adjourn Organizational Meeting

Moved Maxwell Holst by that the Organizational Meeting Adjourn.

ADJOURNMENT
136/22

Carried Unanimously

Chair

Secretary

**Horizon School Division
Trustee Committees
(2022 – 2023 SCHOOL YEAR)**

**Board Chair – Marie Logan
Board Vice-Chair – Bruce Francis**

A.T.A. Negotiating/Liaison Committee (3 – one acting as chair) Marie Logan – Chair Derek Baron Maxwell Holst	Audit Committee (3) Marie Logan Bruce Francis Mandy Court
Budget Committee All members of the Board	C.U.P.E./Support Staff Negotiating Liaison Committee (3 – one acting as chair) Blair Lowry – Chair Bruce Francis Jennifer Crowson
Facilities Committee (3 – one acting as chair) Bruce Francis – Chair Derek Baron Blair Lowry	Hutterian Brethren Board Representative (1) Mandy Court
Policy Committee (2) Maxwell Holst Mandy Court	Public Relations Committee and Friends of Horizon (2) Jennifer Crowson Marie Logan
Transportation All members of the Board	

**2022 – 2023 School Year
Board Representation**

<p align="center">Administrative Council Meetings One member of the Board on a monthly rotation.</p> <table border="1"> <tr><td>Tuesday, November 8, 2021</td><td>Jennifer Crowson</td></tr> <tr><td>Tuesday, January 17, 2023</td><td>Maxwell Holst</td></tr> <tr><td>Tuesday, March 14, 2023</td><td>Derek Baron</td></tr> <tr><td>Wednesday, April 19, 2023</td><td>Bruce Francis</td></tr> <tr><td>Tuesday, May 9, 2023</td><td>Mandy Court</td></tr> <tr><td>Wednesday, June 14, 2023</td><td>Blair Lowry</td></tr> </table>	Tuesday, November 8, 2021	Jennifer Crowson	Tuesday, January 17, 2023	Maxwell Holst	Tuesday, March 14, 2023	Derek Baron	Wednesday, April 19, 2023	Bruce Francis	Tuesday, May 9, 2023	Mandy Court	Wednesday, June 14, 2023	Blair Lowry	<p align="center">ASBA Zone 6 Director (1 + alternate) Marie Logan Mandy Court (alternate)</p>
Tuesday, November 8, 2021	Jennifer Crowson												
Tuesday, January 17, 2023	Maxwell Holst												
Tuesday, March 14, 2023	Derek Baron												
Wednesday, April 19, 2023	Bruce Francis												
Tuesday, May 9, 2023	Mandy Court												
Wednesday, June 14, 2023	Blair Lowry												
<p align="center">ASBA Rural Caucus (1) Marie Logan</p>	<p align="center">Council of School Councils At least one member of the Board to attend meetings on rotation.</p> <table border="1"> <tr><td>Wed., Nov.16, 2022</td><td>Bruce Francis</td></tr> <tr><td>Wed., Mar. 8, 2023</td><td>Mandy Court</td></tr> <tr><td>Wed., May 3, 2023</td><td>Blair Lowry</td></tr> </table>	Wed., Nov.16, 2022	Bruce Francis	Wed., Mar. 8, 2023	Mandy Court	Wed., May 3, 2023	Blair Lowry						
Wed., Nov.16, 2022	Bruce Francis												
Wed., Mar. 8, 2023	Mandy Court												
Wed., May 3, 2023	Blair Lowry												
<p align="center">TEBA (1) Marie Logan Bruce Francis (alternate)</p>													

**HORIZON SCHOOL DIVISION
Board of Trustees Board Meeting Dates (2022-2023)**

Monday, November 28, 2022
Monday, December 19, 2022
Monday, January 23, 2023
Monday, February 27, 2023
Monday, March 27, 2023
Monday, April 24, 2023
Tuesday, May 30, 2023
Monday, June 26, 2023
Monday, August 28, 2023
Monday, September 25, 2023
Monday, October 23, 2023

**Horizon School Division
Board of Trustees School Responsibilities**

Marie Logan (Ward 1 – Lomond/Enchant)

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

Jennifer Crowson (Ward 2 – Hays/Vauxhall)

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

Bruce Francis (Ward 3 – Taber)

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

Blair Lowry (Ward 3 – Taber)

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

Maxwell Holst (Ward 3 – Taber)

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

Derek Baron (Ward 4 – Warner/Grassy Lake)

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

Mandy Court (Ward 5 – Milk River/Coutts)

Erle Rivers High School – Milk River
Milk River Elementary School – Milk River
River Road Colony School
Elmspring Colony School
Gold Spring Colony School
Miltow Colony School

BOARD OF TRUSTEES SCHOOL VISITS

2022-2023				
December 1, 2022 Hays School Vauxhall Elementary School Vauxhall High School Horizon MAP Copperfield Colony School		Spring 2023 Spring school visits will be scheduled in the January 2023 Board meeting		
2021-2022				
SUGGESTION IS TO POSTPONE BOARD TOURS AT THIS TIME DUE TO PANDEMIC				
2020-2021				
BOURD TOURS POSTPONED DUE TO PANDEMIC				
2019-2020				
NO BOARD TOURS SCHEDULED IN FIRST SEMESTER, TOURS POSTPONED IN SECOND SEMESTER DUE TO PANDEMIC				
2018-2019				
September 19, 2018 Kingsland Sunnysite Warner	October 11, 2018 Armada Colony Enchant Colony Enchant School Lomond Colony Lomond School	Spring 2019* Delco Fairlane Hillridge Oaklane Prairie Home	Spring 2019* Arden T. Litt Barnwell School Chamberlain School Evergreen Colony Midland Colony	Spring 2019* D.A. Ferguson
2017-2018				
NO BOARD TOURS SCHEDULED				
2016-2017				
Dec 5, 2016 ACE Place Dr. Hamman LT Westlake Taber Christian Taber Mennonite	June 12, 2017 Bluegrass Colony Elm Spring Colony Gold Spring Colony Miltow Colony			
2015-2016				
Nov 2, 2015 Arden T Litt Chamberlain School Hillridge Colony Oaklane Colony	Dec 2, 2015 Hays School Horizon MAP Vauxhall Elementary Vauxhall High	April 4, 2016 Milk River Elementary Erle Rivers High School Warner School		
2014-2015				
Oct 28, 2014 Delco Colony Kingsland Colony	Nov 4, 2014 Bluegrass Colony Elmspring Colony Sunnysite Colony			

NAME	ADDRESS	PHONE (Res)	PHONE (Bus/Cell)	EMAIL
Marie Logan Ward 1 Lomond/Enchant	Box 249 Lomond , AB T0L 1G0		403.485.8585	marie.logan@horizon.ab.ca
Jennifer Crowson Ward 2 Vauxhall/Hays	Box 293 Vauxhall, AB T0K 2K0		403.308.8610	jennifer.crowson@horizon.ab.ca
Bruce Francis Ward 3 Taber	5002 – 43 Street Taber, AB T1G 0C2	403.223.9115	403.382.7441	bruce.francis@horizon.ab.ca
Blair Lowry Ward 3 Taber	5714 – 47 Street Taber, AB T1G 1E2	403.223.1404	403.715.5412	blowry@gmail.com
Maxwell Holst Ward 3 Taber	4445 – 57 Avenue Taber, AB T1G 0C5		587.220.0844	maxwell.holst@horizon.ab.ca
Derek Baron Ward 4 Warner/Grassy Lake	Box 61 Warner, AB T0K 2L0		403.642.7832	derek.baron@horizon.ab.ca
Mandy Court Ward 5 Milk River	Box 465 Milk River, AB T0k 1M0		403.647.7421	mkcourt13@gmail.com

PAYMENT OF ACCOUNTS REPORT
Board Meeting - November 28, 2022

General	October 19/22		46998.49
U.S.	October 20/22		10631.09
General	October 24/22		927897.24
General	November 1/22		1097180.7
U.S.	November 8/22		571.61
General	November 9/22		202875.39
U.S.	November 9/22		796.66
General	November 15/22		53,228.43
General	November 22/22		482,659.94
"A" Payroll	October 2022	Teachers	1,698,065.13
		Support	618,789.64
"B" Payroll	October 2022	Casual	15,386.55
		Subs	70,850.57
Total Accounts			5,225,931.44
Board Chair _____			
PJ:dd			
November 23/22			

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. ~~Tra~~nsportation 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; and

2.4. appropriate control measures are in place to protect the health and safety of others.

~~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

3. The facilities manager shall ensure that all maintenance and caretaking staff are aware of and comply with this policy.
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. Safety data sheets MATERIAL 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)~~

Policy FH - Hazardous Materials - Continued

~~6.3—Toxicity data~~

~~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; and~~

~~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~~ obsolete 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~~

Policy FH - Hazardous Materials - Continued

~~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.~~

- ~~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; and
- (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, and
 - v. industrial process facilities not elsewhere specified;
- including schools and the 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, and
- (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 and 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>1</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.

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 a~~When~~ requests for placement of a memorial ~~im~~ 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.

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

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

NOTE: Enteric Pathogens, Foodborne Illness, Gastroenteritis, epidemic and Waterborne Illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia.

HORIZON SCHOOL DIVISION

POLICY HANDBOOK

Policy Code: -GCAD
Policy Title: School Principals
Cross Reference: GC, ~~GCAE~~, GCNN

Legal Reference:
Education Act, Certification of Teachers and Teacher Leaders Regulation, School Councils Regulation
Adoption Date: February 26, 1997
Amendment or Re-affirmation Date: ~~October 24, 2001,~~
~~August 19, 2010~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL APPOINT OR DESIGNATE A TEACHER TO BE A PRINCIPAL OF FOR EACH SCHOOL AND ACT AS THE INSTRUCTIONAL AND ADMINISTRATIVE LEADER FOR THAT SCHOOL. ~~IN THE DIVISION WHO SHALL BE THE EDUCATIONAL AND ADMINISTRATIVE LEADER FOR THAT SCHOOL. AS SUCH, THE PRINCIPAL SHALL BE RESPONSIBLE FOR THE TOTAL EDUCATIONAL PROGRAM OF THE STUDENTS WITHIN THE SCHOOL. FOR THE PURPOSE OF THIS POLICY ALL COLONY CLASSROOMS SHALL BE CONSIDERED PART OF A DIVISION COLONY SCHOOL~~

GUIDELINES

1. The principal shall hold a leadership certificate prescribed by the Education Act and Alberta Certification of Teachers and Teacher Leaders Regulation.
2. Colony schools shall have one individual who acts as the principal of all colony schools.

REGULATIONS

1. The responsibility and authority for the selection and appointment of principals shall rest with the Superintendent.
 - 1.1. The principal reports directly to the Superintendent.
 - 1.2. Responsibility for evaluation of the principal shall rest with the Superintendent.~~1. The Principal shall be appointed or reappointed, as the case may be, for a term not exceeding three years.~~
2. Notwithstanding the above; the superintendent shall
 - 2.1. notify the Board of all principal vacancies;
 - 2.2. create a profile for the vacant position that includes consultation of school council and staff;
 - 2.3. strike an interview committee;
 - 2.3.1. The interview committee shall consist of the Superintendent, at least one Associate Superintendent, and a trustee if available.
 - 2.4. notify trustees prior to public announcements regarding principal appointments; and

2.5. notwithstanding the above, the Superintendent is authorized to appoint an “acting principal” to fill short term (not more than one year) vacancies.

3. Principal appointments shall be term specific in accordance with applicable collective agreements and or legislation.

4. The pPrincipal shall fulfill the requirements set forth in the *Education Act* namely:

~~2.—~~

~~2.1.— provide instructional leadership in the school;~~

~~2.2.— ensure that the instruction provided by the teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized pursuant to this Act;~~

~~2.3.— evaluate or provide for the evaluation of programs offered in the school;~~

~~2.4.— ensure that students in the school have the opportunity to meet the standards of education set by the Minister;~~

~~2.5.— direct the management of the school;~~

~~2.6.— maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board;~~

~~2.7.— promote cooperation between the school and the community that it serves;~~

~~2.8.— supervise the evaluation and advancement of students;~~

~~2.9.— evaluate the teachers employed in the school; and~~

~~2.10. subject to any applicable collective agreement and the Principal's contract of employment, carry out those duties that are assigned to the Principal by the Board in accordance with the regulations and the requirements of the school council and the Board.~~

Policy GCAD - School Principals - Cont'd

- 4.1. provide instructional leadership in the school;
 - 4.2. provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
 - 4.3. ensure that the instruction provided by the teachers employed in the school is consistent with the courses and programs of study prescribed, approved or authorized pursuant to this Act;
 - 4.4. evaluate or provide for the evaluation of programs offered in the school;
 - 4.5. ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
 - 4.6. direct the management of the school;
 - 4.7. maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board;
 - 4.8. promote co-operation between the school and the community that it serves;
 - 4.9. supervise the evaluation and advancement of students;
 - 4.10. evaluate the teachers employed in the school; and
 - 4.11. subject to any applicable collective agreement and the principal's contract of employment, carry out the duties that are assigned to the principal by the board in accordance with the regulations and the requirements of the school council regulation and the board.
- ~~3. Principals in fulfilling their responsibilities shall:~~
- ~~3.1. organize school to promote student learning;~~
 - ~~3.2. demonstrate effective planning skills;~~
 - ~~3.3. effectively manage financial resources of the school facility;~~
 - ~~3.4. maintain up to date records and reports;~~
 - ~~3.5. establish a positive school climate;~~
 - ~~3.6. promote cooperation between the school and the community; and~~
 - ~~3.7. work cooperatively with all stakeholders.~~
- ~~1. The Principal shall develop and use an active classroom visitation program, providing support, encouragement and open communication in the school.~~
 - ~~2. The Principal shall encourage and assist the development of an effective school council.~~
 - ~~3. The Principal in cooperation with staff, students, parents and school council shall establish priorities, policies and goals which will result in appropriate educational experiences for the students in the school.~~

Policy GCAD - School Principals - Cont'd

- ~~4. The Principal shall confer and consult with the Superintendent on matters of concern, or any new or unique situations which are not covered in policy.~~
- ~~5. The Principal shall function as a member of the Administrative Council.~~
- ~~6. Where a Vice Principal or Administrative Assistant/Associate is assigned to a school, the Principal shall clarify the specific assignments that individual shall have.~~
- ~~7. If all administrators are to be absent during a school day, the Principal shall assign another teacher to be in charge during the absence.~~
5. The principal shall provide the school council with an opportunity to provide advice on the development of the school's:
 - 5.1. foundation statements,
 - 5.2. policies,
 - 5.3. annual education plan,
 - 5.4. annual results report, and
 - 5.5. budget.
6. The principal shall provide the school council with
 - 6.1. the results for the school from provincial assessments and an interpretation of those results,
 - 6.2. the same information that the board disseminates to students, parents or electors,
 - 6.3. free and full access to timely and accurate information that is publicly available.

HORIZON SCHOOL DIVISION
POLICY HANDBOOK

Policy Code: GCK
Policy Title: Staff Allocation
Cross Reference: GCPA
Legal Reference: *Education Act*
Adoption Date: August 24, 1995
Amendment or Re-affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION DELEGATES THE STAFFING OF THE SCHOOL DIVISION TO THE SUPERINTENDENT.

REGULATIONS

1. The Associate Superintendent of Finance and Operations shall, on or before May 31, or another date specified by the Minister, prepare, and present to the Board for approval a budget for the fiscal year beginning the following September 1.

1.1. Once approved by the board, the budget is submitted to the Minister.

1.2. The Budget shall be in the form prescribed by the Minister.

~~1. The Board shall, as part of its annual budget considerations, approve a budget that includes personnel resources.~~

2. The Superintendent shall determine the fair allocation of personnel resources for all schools and approved educational programs and services within the restraints of the proposed budget.

~~3. The Associate Superintendent of Finance and Operations shall, before the commencement of each school year, present to the Board for its approval, the proposed division budget which shall include:~~

~~3.1. the names of each school with its projected enrollment number, and FTE of staff, both professional and support.~~

4.3. The Superintendent shall provide a monthly staffing report to the Board that identifies leaves, resignations, terminations, retirements, new assignments, changes in assignments, and transfers.

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCKB
Policy Title: School Staff Meetings
Cross Reference: GCAD, GCAG
Legal Reference:
Adoption Date: February 26, 1997,
**Amendment or Re-
affirmation Date:** ~~February 18, 2011~~

POLICY

~~THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT REGULAR SCHOOL STAFF MEETINGS ARE ESSENTIAL TO THE OPERATION OF ITS SCHOOLS AND ARE INSTRUMENTAL IN IMPROVING COMMUNICATIONS WITHIN THE SCHOOL AND THE COMMUNITY, THAT THEY ARE FACILITATIVE OF PROFESSIONAL GROWTH AND THEY ARE USEFUL IN ENHANCING THE QUALITY OF EDUCATIONAL SERVICES FOR STUDENTS EXPECTS SCHOOLS TO HOLD STAFF MEETINGS REGULARLY DURING THE SCHOOL YEAR.~~

REGULATIONS

~~1. General s~~ Staff meetings shall be held at least once ~~during~~ each month during the school year.

~~1.1. Staff meeting dates shall be communicated to staff at the commencement of the school year from September to June inclusive.~~

~~1.1.2. Principals may schedule additional staff meetings as required.~~

~~2. School Principals shall, in consultation with staff members, arrange for~~ :

~~2.1.2. the development of an agenda in advance of each meeting;~~

~~2.2. the development and distribution of useful resource materials; and~~

~~2.3. A written record of discussions shall be kept for all monthly staff meetings and be accessible to all staff membersthe recording of proceedings.~~

~~3.~~

~~4. When scheduled as part of assigned hours, attendance is mandatory for teachers and support staff, unless excused by the principal.~~

~~3.4.1. Support staff may, at the pPrincipal's discretion, be invited to attend all, some or part of any staff meetings- on a voluntary basis.~~

~~4. When necessary, the Principal may convene other staff meetings with some or all staff members.~~

~~5. Attendance at all staff meetings is considered to be an integral part of each teacher's assignment - any absences shall be cleared with the Principal.~~

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCL
Policy Title: Staff Learning
Cross Reference:
Legal Reference:
Adoption Date: February 26, 1997
**Amendment or Re-
affirmation Date:** ~~February 25, 2014~~

POLICY

~~THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION **RECOGNIZES THE IMPORTANCE OF ENCOURAGES AND SUPPORTS STAFF GROWTH AND CONTINUAL LEARNING ACTIVITIES FOR ALL ITS STAFF WITH REGARD TO MAINTAINING, DEVELOPING AND EXTENDING AS A WAY TO ENHANCE THE SKILLS, ATTRIBUTES, AND PRACTICE AND COMPETENCIES FOR ENGAGED THINKERS AND ETHICAL CITIZENS WITH AN ENTREPRENEURIAL SPIRIT. TO THIS END THE BOARD ENCOURAGES AND SUPPORTS A COMMITMENT SHARED BY INDIVIDUAL STAFF MEMBERS, THE ALBERTA TEACHERS' ASSOCIATION, OTHER EMPLOYEE ASSOCIATIONS, AND THE BOARD TO PROVIDE FUNDING AND ASSIST IN PLANNING ACTIVITIES THAT WILL LEAD TO STAFF IMPROVEMENT.**~~

DEFINITIONS

~~Budget supervisors – anyone who has authority to approve expenses and manages a division budget. This includes but is not limited to principals, division office staff, and the joint PD committee.~~

REGULATIONS

~~1. The Board will budget annually provide a an amount professional learning allocation~~

~~1.1. to be decentralized to the schools for administrator professional learning.~~

~~1.2. to be decentralized to schools for support staff learning.~~

~~1. to be centralized for professional teaching staff that is allocated to the Alberta Teachers Association, local No. 4, as indicated as per in the collective agreement between the Horizon School Division and the Alberta Teachers Association.~~

~~1.1. The joint ATA/Horizon Professional Development Committee shall be responsible and accountable for financial tracking and reporting, as per the collective agreement.~~

~~1.3.~~

~~1.2. A designate of the Board shall be assigned to sit on the joint ATA/Horizon Professional Development Committee.~~

~~1.2.1. The designate shall provide updates to the Superintendent regarding the process for access and distribution of the funds and financial health of the committee.~~

~~1.2.2. Committee decisions regarding reimbursement allocations shall be informed by board practice and in alignment with legislative requirements.~~

~~2. Budget supervisors have the ability to allocate budgeted funds for supporting centralized for support staff learning.~~

~~1.4.2.1. Requests to access professional learning funds shall be made to the budget supervisors.~~

~~2.3. The distribution approval of professional learning funds will align with the priorities of the jurisdiction division, school, and professional growth plans as per the division and school three-year education plans, and/or to enhance teachers' ability to meet the quality standards, and/or the roles and responsibilities of the staff member.~~

~~3. The annual amount for professional staff learning provided to the Alberta Teachers Association, local No. 4 shall be allocated to the joint ATA/Horizon Professional Development Committee.~~

~~3.1. The joint ATA/Horizon Professional Development Committee shall develop a process for access and distribution of funds to teachers for the purpose of professional learning associated with professional growth plans and other areas of professional improvement.~~

~~3.2. The joint ATA/Horizon Professional Development Committee shall be responsible and accountable for financial tracking and reporting of the funds.~~

Policy GCL – Staff Learning, Cont’d.

- ~~3.3. — A designate of the Board shall be assigned to sit on the joint ATA/Horizon Professional Development Committee for the purpose of collaboration and support. The designate shall provide updates to the Board regarding the process for access and distribution of the funds and financial health of the committee.~~
- ~~4. — Requests to access central office and maintenance staff development funds shall be made to the Superintendent, or designate, who shall approve requests in consultation with department managers and school based administration.~~
- ~~5. — Centralized support staff learning funds are determined annually by the Director of Inclusive Learning.~~
- ~~6. — Staff learning activities developed and implemented at the school level shall be administered under the general supervision of the Principal, or designate.~~
 - ~~6.1. — The annual plan for school based staff learning activities shall be included as part of the school's education plan.~~
- ~~7. — Staff learning activities developed and implemented at the jurisdiction level provide for universal growth experiences for the benefit of employees across the jurisdiction.~~
 - ~~7.1. — These learning activities may relate to implementation of identified curriculum needs and school and jurisdiction goals.~~
 - ~~7.2. — Staff learning activities developed and implemented at the jurisdiction level shall be administered under the general supervision of the Superintendent or designate.~~

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT SUMMATIVE EVALUATION IS A JUDGEMENTAL PROCESS DESIGNED TO FACILITATE DECISIONS ABOUT THE COMPETENCE OF AN EMPLOYEE. THIS POLICY OPERATES UNDER THE ASSUMPTION THAT AN EVALUATION PROCESS MAY BE INITIATED TO GENERATE THE DATA FOR MAKING WELL-INFORMED AND FAIR EMPLOYMENT DECISIONS.

DEFINITIONS

Evaluation, means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by the evaluator in determining whether one or more aspects of the leadership of the school administrator exceeds, meets or does not meet the Leadership Quality Standard;

School Administrator, includes:

- assistant principals,
- vice principals, and
- principals

GUIDELINES

~~1. School Principals-administrators shall enter into a series of temporary contracts for a period of the first five years of their designation.~~

~~1.1 School administrator temporary contracts will be at maximum two years.~~

~~1.2 School administrators shall enter a continual contract after five years as per the collective agreement.~~

~~1. _____~~

~~2. Assistant and vice principals shall enter into annual temporary contracts as approved by the Superintendent in consultation with the principal.~~

~~2.12. Teachers appointed to an assistant or vice-principal position shall be assigned administrative duties by the Principal/principal.~~

~~2.22.1 The principal shall develop a job description consisting of roles and responsibilities for the appointed individual(s) assistant and vice principals consistent with the school context and the "Leadership Quality Standard".~~

~~2.2 The principal shall meet at least annually with the individual(s) appointed to the assistant and/or vice-principal position(s) to review their job description(s).~~

~~2.2.1 Updated j~~ Job descriptions shall be submitted to Division Office ~~annually~~ and placed in the

individual's personnel file.

~~2.3 The principal shall meet at least annually with the individual(s) appointed to the assistant and/or vice-principal position(s) to review their job description(s).~~

~~2.4.2.3~~ An evaluation of the school administrator will take place during annual~~the term of any temporary appointment~~.

Policy GCNN - Evaluation of School Principals – Continued

REGULATIONS

1. School administrators shall undergo an evaluation, conducted by the Superintendent or designate, or principal, in the case of assistant and/or vice principals;^{3,5}
 - 1.1 upon being given a ~~temporary~~ administrative contract;^{3,5}
 - 1.2 when on the basis of information received through supervision, the superintendent ~~or principal~~ has reason to believe that the leadership of the ~~principal-school administrator~~ may not be meeting the Leadership Quality Standard;^{3,5}
 - ~~1.3~~ 1.3 for the purposes of gathering information related to a specific employment decision;^{3,5}
 -
 - ~~1.4~~ for the purposes of assessing the growth of the ~~principal-school administrator~~ in specific areas of practice, and/or
 - 1.4
 -
 - ~~1.1.5~~ 1.1.5 at the written request of the school administrator.
- ~~2.~~ 2. Evaluations shall be based on information gathered through observations, discussions, reviews of documents, reports and plans, and other data such as staff feedback appropriate to each school administrator’s assignment gathered in accordance with the Code of Professional Conduct and the jurisdiction’s Employee Code of Conduct Policy.
 - ~~2.1~~ 2.1 School administrators shall be allowed to contribute data to the evaluation through personal portfolios or other material or information of their choosing.
 - ~~1.2~~ 1.2 ~~School administrators shall be allowed to contribute data to the evaluation through personal portfolios or other material or information of their choosing.~~
 - ~~2.3.~~ 2.3. Evaluation shall consist of a review of all aspects of a school administrator’s leadership competence based on the Leadership Quality Standard (Appendix A).
 - ~~2.13.1~~ 2.13.1 The evaluator shall consider the best interests of the students, staff, the school administrator, the teaching profession and the school system during the evaluation.
 - ~~3.4.~~ 3.4. At the commencement of the evaluation, the school administrator must receive written notification, explicitly communicating:
 - ~~3.14.1~~ 3.14.1 the reasons for and purposes of the evaluation;^{3,5}
 - ~~3.24.2~~ 3.24.2 the process, criteria, and standard to be used for the evaluation, including a copy of the policy of the Horizon School Division pertaining to their evaluation;^{3,5}
 - ~~3.34.3~~ 3.34.3 the timelines to be applied;^{3,5} and

Policy GCNN - Evaluation of School Principals – Continued

~~3.44.4~~ the possible outcomes of the evaluation.

~~4.5.~~ The evaluation report generated during the evaluation process shall be signed by both parties.

~~4.15.1~~ The school administrator's signature evidences that the report has been received for review.

~~4.25.2~~ Evaluators shall provide the school administrator with a copy of the evaluation report.

~~4.35.3~~ The evaluator shall place a copy of the notice of evaluation and evaluation report in the school administrator's personnel file at Division Office.

~~5.6.~~ An evaluation report shall be provided to the school administrator within eight (8) months of commencing the evaluation, which correlates to April 30 for school administrators starting at the commencement of the school year.

~~5.16.1~~ The evaluation report shall state whether or not the school administrator meets the Leadership Quality Standard and expectations of the Horizon School Division.

~~6.7.~~ The evaluation may be used by the superintendent to make an employment decision, which may include:

~~6.17.1~~ offering the school administrator a temporary contract/administrative designation,

~~6.27.2~~ offering the ~~principal-school administrator~~ a permanent contract/administrative designation,

~~6.37.3~~ removing the school administrator's administrative designation,

~~6.47.4~~ terminating the school administrator, or

~~6.57.5~~ another action deemed appropriate by the superintendent.

~~7.8.~~ The school administrator shall be given the opportunity to append additional comments to all written reports pertaining to his/her evaluation.

~~8.9.~~ The superintendent shall inform the board of school administrator appointments annually.

~~9.10.~~ In the event that remediation is necessary, the school administrator being evaluated ~~shall~~may receive a Notice of Remediation ~~and the following steps shall be taken~~which means.

~~9.110.1~~ A program of improvement will be undertaken by the school administrator and a reasonable ~~time line~~timeline for improvement will be set.

~~9.210.2~~ At the end of the time allotted, the evaluation will resume.

~~10.11.~~ This policy does not restrict ~~the~~ school board or superintendent,

~~10.111.1~~ from taking disciplinary or other action, as appropriate, where the superintendent has reasonable grounds for believing that the actions, practices, or conduct of a school administrator endangers the safety of students, constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school board, or

Policy GCNN - Evaluation of School Principals – Continued

~~10.211.2~~ from taking any action or exercising any right or power under the *Education Act*.

Appendix A: The Leadership Quality Standard

HORIZON SCHOOL DIVISION

Policy Code: GFA
Policy title: Volunteers
Cross Reference: EEACAA, EEACAB, GAB
Legal Reference:
Adoption Date: Feb. 26/97, Mar. 21/99
Amendment or Re- Apr. 19/2011
Affirmation Date:

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION ~~BELIEVES~~ RECOGNIZES THE VALUE OF THAT VOLUNTEERS CAN ENHANCE COMMUNITY RELATIONS AND PROVIDE VALUABLE ASSISTANCE TO THE SCHOOL STAFF and AND ENCOURAGES THEIR THE USE OF VOLUNTEERS IN SCHOOLS. INVOLVEMENT IN THE SCHOOL COMMUNITY.

GUIDELINES

1. The safety and well-being of students shall be a primary consideration at all times when approving the use of volunteers.
2. Volunteers shall have a specific purpose and must be approved by the principal, or the division.
 - 2.1 A volunteer may not be assigned to assist a teacher without the teacher's consent.
3. Volunteers must comply with the division's policies, regulations and applicable school rules.
4. Volunteers are insured under the division's liability insurance policy only while they are acting within the scope of their duties as assigned by the principal, teacher or the division.
 - 4.1 Volunteers are not insured under any division medical or accident insurance policy for bodily injuries which they may sustain while volunteering for the division.

REGULATIONS

1. Principals shall:
 - 1.1 establish clear expectations for volunteers that conform to applicable legislation and division policies;
 - 1.2 establish practices related to volunteer recruitment, orientation, and supervision that include a reference check, see attachment C: Volunteer Reference check form;
 - 1.3 ensure volunteers are aware of, understand and follow role expectations and applicable division policies; and

~~Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.~~

REGULATIONS

~~1.— School administrators shall:~~

~~Establish clear policy and processes for volunteer work in the school and with off-site activities that conform to applicable division policies and FOIPP.~~

~~1.1~~

~~1.1.1 Specific processes shall be in place for: collecting and tracking volunteer forms, recruitment procedures, orientation procedures, educating volunteers regarding Division policies, monitoring volunteers, and recognizing volunteers.~~

~~1.2 Approve and coordinate volunteer workers in their schools, keeping in mind the safety and well-being of students and employees.~~

~~1.3 Orient and assist volunteers in understanding and following their roles~~

~~1.4 Educate volunteers regarding Division policy as appropriate.~~

~~1.5 Determine whether a criminal record check and vulnerable sector check is appropriate depending on the degree to which the volunteer will have unsupervised one-on-one time with a student(s).~~

~~2.— All volunteers shall:~~

~~1.1 Complete and sign a volunteer registration form annually for Horizon School Division~~

~~1.2 Complete appropriate forms if acting as a volunteer driver consistent with Policy EEACAA Use of Non-divisional Vehicles and Volunteer Drivers~~

Policy GFA – Volunteers, Cont’d.

1.4 determine whether a criminal record check and vulnerable sector check is appropriate depending on whether the volunteer will have unsupervised one-on-one time with students.

2. All volunteers shall:

2.1. submit attachment A: volunteer registration form;

2.2. comply with policy EEACAA if acting in the capacity of a volunteer driver;

2.2.1. all applicants for a volunteer driver position must complete the application for Volunteer Automobile and/or Driver Authorization form, found within policy EEACAA;

~~1.2.3. cConduct their duties themselves in accordance with legislation and District division policy; and applicable provincial and federal Statutes including compliance with the jurisdiction’s employee code of conduct.~~

2.4. declare a criminal record at the time of application; and

2.5. submit a police information check (criminal record check), which may include a child intervention check, if applicable, as per policy GAB

2.5.1. Principals should utilize attachment B: Criminal Record Check to Include vulnerable Sector Check form when requesting that volunteers acquire a police information check.

3. Volunteers Be responsible to the Principal or teacher for all actions relating to students. They shall NOT:

~~1.2~~

3.1. diagnose educational needs of students;

~~1.2.1~~

3.2. prescribe remediation;

~~1.2.2~~

3.3. evaluate the results of instruction;

~~1.2.3~~

3.4. carry out any instructional responsibilities unless under the direct supervision of a teacher;

or

~~1.2.4~~

~~1.2.5~~3.5. disclose information about a student(s) or staff member(s) except through appropriate channels.

~~3. Requirements for volunteer coaches or volunteers of co-curricular or extra-curricular activities that are in a position to be alone with students:~~

~~3.1. Each volunteer shall within a time period sufficient to ensure the submission of results prior to engaging in such volunteer activity, submit:~~

Policy GFA – *Volunteers*, Cont'd.

~~3.1.1. Police Information Check indicating no charges or convictions both dates within the past six months, as well as a Vulnerable Sector Screening Check.~~

~~3.2. If the result of a Police Information Check discloses charges or convictions, the volunteer shall submit an original of the volunteer's Police Information Certificate.~~

~~3.3. If a volunteer specified in #3 fails to submit the documentation specified in 3.1 or 3.2 prior to engaging in a volunteer activity, the volunteer shall NOT assume any responsibilities where he/she may be alone with students. The volunteer may assume responsibilities with another adult when documentation has been submitted but is not yet processed.~~

~~3.4. If the contents of the volunteer's Police Information Certificate is considered to be incompatible with volunteering with the division, as determined by the Superintendent or designate, the volunteer shall not be allowed to volunteer.~~

~~4. Collection, Use and Storage of Information:~~

~~4.1. Volunteer registration forms shall be retained by the school for the current and subsequent school year.~~

~~4.2. The collection and use of personal information related to required police records check will be in accordance with the requirements of the Freedom of Information and Protection of Privacy Act (documents will be kept in a secured location and retained for one year after which time they will be shredded).~~

HORIZON SCHOOL DIVISION
POLICY GFA - *Volunteers*
VOLUNTEER REGISTRATION FORM

SCHOOL YEAR: _____

Mr./Mrs./Ms.: _____ Surname: _____ Given Names: _____

SCHOOL NAME: _____

ADDRESS: _____ Postal Code: _____

Telephone Numbers: Home: _____ Work: _____

Email Address: _____

~~Please list any children or grandchildren registered in the above school?~~

A. VOLUNTEER SECURITY DISCLOSURE:

Have you ever been charged or convicted of an offence under the *Criminal Code, Narcotic Control Act, Food and Drug Act, or Firearms Act* of Canada, or the criminals laws of any other country? Yes No

(Individual who have been granted pardons are not required to respond "Yes" to this question).

Have you ever been the subject of an investigation or order under the *Child Welfare Act* of Alberta or equivalent legislation in any other province or country? (If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form). Yes No

Are there any conditions which might cause concern regarding your suitability as a volunteer? Yes No

If the answer to any of the above questions is "Yes" provide details including dates, depositions, and any other pertinent information:

NOTE: "Yes" to any one of the above questions will not automatically exclude an applicant from becoming a volunteer within Horizon School Division.

As a volunteer, we would like to advise you of the following conditions:

~~1. Confidentiality~~ 1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and staff is honored.

~~2. That any~~ 2. Any information collected, used, generated and stored by Horizon School Division including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.

~~2.~~

3. You may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.

4. You must notify the principal of any new criminal charges at the time the charge is made.

3. ~~That you may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.~~
4. ~~That you must notify the principal of any new criminal charges at the time the charge is made.~~
5. ~~That~~ The teaching and administration staffs are responsible for student learning and discipline.
6. ~~That as a volunteer you~~ You can assist in enhancing the learning environment by working cooperatively with the school team.
7. ~~That you as a volunteer Y~~ you are responsible to the Principal or teacher for all actions relating to students.
You shall NOT:
 - a) diagnose educational needs of students;
 - b) prescribe remediation;
 - c) evaluate the results of instruction;
 - d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
 - e) disclose information about a student(s) or staff member(s) except through appropriate channels.
8. Failure to comply with these conditions or Horizon School Division policies may result in termination of your position as a volunteer.

By signing this volunteer registration form I am agreeing to the conditions outlined above, as well as verifying that all information provided is accurate.

Signature: _____ Date: _____

B. COMPLETE THE FOLLOWING ONLY IF YOUR VOLUNTEER POSITION PUTS YOU IN A POSITION TO BE ALONE WITH STUDENTS:

1. Please list at least two references with whom the school may check:

Name: _____ Phone: _____

Name: _____ Phone: _____

2. I have submitted a Police Information Check including a Vulnerable Sector Screening Check Yes No

Criminal Record Check to include Vulnerable Sector Check

Volunteer

Date:

Volunteer Name:

School Name:

The above named individual has applied to Volunteer with Horizon School Division.

A requirement to volunteer services includes a clear Criminal Record Check, including the Vulnerable Sector Check, as the prospective volunteer may be supporting school aged children.

Regards,

_____, Principal

School Name

Ph: 403-

**HORIZON SCHOOL DIVISION
POLICY GFA - *Volunteers*
VOLUNTEER REFERENCE CHECK FORM
(For volunteer positions ~~alone with~~ **with unsupervised one-on-one time with** students)**

SCHOOL: _____

NAME OF VOLUNTEER: _____

NAME OF REFEREE: _____ PHONE: _____

_____ has applied as a _____ (e.g. coach/supervisor) volunteer in our school. It is district policy to conduct a reference check for individuals working in this type of volunteer assignment. You have been listed as a reference. We would appreciate it if you are able to respond to a few questions.

1. In what capacity do you know _____?
2. Have you ever observed _____ working with children/youth?
3. Based on your observations, can you describe _____ attitude toward children/youth?
4. Can you describe his/her approach to engaging in activities with children/youth?
5. Has _____ ever had a difficult situation to manage with youth or parents? If yes, how did he/she approach the situation?
6. If you have observed _____ interaction with parents, can you describe the nature of the relationship?
7. Would you describe _____ as collaborative or a team player?
8. Do you have any comments or concerns regarding _____ working with children/youth at the elementary/secondary level?

SCHOOL CHRISTMAS CONCERTS/ASSEMBLIES

School	Date	Time	Attending Board	SALT
Central (Low-German)	Wed. Dec. 7	7:00		Robbie (yes)
Chamberlain (German)	Tue. Dec. 13	6:30		Robbie (yes)
WRM (band concert)	Wed. Dec. 14	7:00		Robbie (yes)
Warner	Thurs. Dec. 15	6:00		David
Barnwell	Thur. Dec. 15	6:30		Terri
DAF (band concert)	Mon. Dec. 19	7:00		Wilco (yes)
TCHS	Tues. Dec. 20	11:30 (assembly)		Wilco
Central	Tue. Dec. 20	6:30		Robbie (conflict)
Chamberlain	Tue. Dec. 20	6:30		Robbie (conflict)
L.T. Westlake School	Wed. Dec. 21	10:45 (rehearsal) 6:30		Terri (conflict)
Dr. Hamman School	Wed. Dec. 21	6:00		Terri (conflict)
Hays School	Wed. Dec. 21	7:00		Wilco (conflict)
Enchant	Wed. Dec. 21	7:00		Wilco (conflict)
MRE	Wed. Dec. 21	7:00		Robbie (yes)
Lomond	Wed. Dec. 21	7:00		Wilco (conflict)
TCS	Thurs. Dec. 22	8:45 (am assembly)		Robbie
VES	Thurs. Dec. 22	7:00		Terri
ERHS	Not having one			
HMAP	Not having one			
VHS	Not having one			

Superintendents Progress Report

November 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 student issues and concerns, assurance framework as it relates to the Annual Education Results Report, preparations for the 2023-2024 school calendars, human resource issues, and discussions about student and staff illness. To date, Horizon has had 5 schools exceed the 10% student absence threshold this year. When this occurs, AHS provides a letter that is sent

home to parents and staff.

- Meetings have been held with 10 principals to discuss their three-year education plan, annual results reports, and professional growth plans.
- Work regarding preparation for collective bargaining continues. A Teachers' Employer Bargaining Association (TEBA) meeting was attended.
- A policy meeting was also held. Seven policies were reviewed and revised.
- Horizon hosted a division wide PD day for all staff in collaboration with our local ATA. The day focused on a variety of learning opportunities and ended with a moving performance by Strathmore High School. The New Blood is a story of reconciliation. The widely acclaimed production of New Blood blends Blackfoot music and contemporary music by Peter Gabriel to create an amazing piece of theatre celebrating Blackfoot history and tradition.
- 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
 - College of Alberta School Superintendent provincial conference
 - College of Alberta School Superintendent zone 6 (CASSIX) meeting
 - College of Alberta School Superintendent provincial executive meeting
 - Cognitive coaching professional learning
 - Remembrance Day Ceremony attendance for Vauxhall High School, Vauxhall Elementary School and Horizon Mennonite Alternative Program.
 - Council of School Council meeting
 - Alberta School Board Association fall general meeting



221128 Board Report

Associate Superintendent of Human Services

Human Resources

- All Family School Liaison Program positions have been filled
- There will be teaching and support staff positions being posted in the next few weeks due to learning disruption funding and upcoming leaves.

Horizon Induction Program

- 15 Induction Program participants attended the Inclusion and Assessment workshop on November 1, 2022
- The next professional learning gathering will take place in January 2023

Clinical Team Leader/FSLC/Wellness Coaches

- The Family School Liaison Program team hosted our annual Headstrong Youth Summit on Oct 26, 2022 . We had a total of 34 students participate from grades 9-11. The following schools participated: Hays School ACE Place Arden T. Litt Taber Christian High, W.R. Myers, and Taber Mennonite School, Barnwell School, ERHS, and Warner School. We have the Civic Center booked for October 23, 2023, for the Headstrong Youth Summit.
- A Book study has been started with the FSLP team "*Compassionate School Practices*" One chapter is discussed at each staff meeting
- We will be receiving a donation from Inter Pipeline towards our Backpack program, Spark Fair, and Wellness packs.
- The Family School Counsellors attended a free PD day hosted by Dawn McBride, Assistant Professor in Counsellor Education, at the University of Lethbridge Nov 14, 2022 . This PD provided new strategies and interventions when working with students in counselling. The team met with U of L counselling services to discuss how to support student transition from high school to post-secondary as well as to set up support for at-risk students transitioning to University.
- Our annual Mentorship Program has started and it is being facilitated in the following schools: Vauxhall, Vauxhall Elementary, Taber Christian High, Taber Christian School, Central Elementary School, LT. Westlake, Dr. Hamman, WR Myers High School, and in this program with younger students receiving a peer mentor in one of the High Schools. 23 students are involved in Vauxhall, 10 for the Taber Christian Schools, and 32 for Myers and elementary schools. Total of 65.

- Referrals for the Lethbridge Family Services Angel Tree Program have been wrapped up and lists have been sent away to be packaged for our families in Horizon. The pick-up and delivery of gifts will take place in the next couple of weeks
- Wellness Coaches have started presentations for the 2022 Sleeve the Stigma Campaign in conjunction with The Loft on 50th. With their respective schools and at the end of the month good copies of their mental health coffee sleeves will be finished and sent to be made for the week of Bell Lets Talk in January

Indigenous Learning

- November 14th Division Wide PD day New Blood performance was very impactful and had **very positive** reviews. Go to newblooddance.net to see details
- Planning Family Feast in Taber - January 2023
- Indigenous Liaison Report
 - 7 ISP meetings with LST parents and other teachers or EA's
 - Membership forms help, and forms for funding from the band
 - 4 class presentations
 - 1 student took to the U of L open house
 - Blanket Exercise with students and some staff in Hays - 16 people
 - 5 home visits
 - 6 student visits to talk about post-secondary and trades

Low German Mennonite Programming

- The Low German Mennonite Coordinator continues to be away. Translation services are still offered and available to schools for meetings and parent-teacher conferences

Workplace Wellness

- The Guarding Minds staff survey had a 60% participation rate.
- A report from EdCan is expected in December
- Communication will be shared with Administrators, staff, and the Board of Trustees in January 2023
- A brief update for all staff can be found at the end of this document

Student Leadership

- The South Zone will be partnering again with SAPDC to offer another student leadership, mentorship, and wellness initiative for the 2022-23 school year. Horizon had several students participate last year.

Horizon Leadership Development

- A small Principal Advisory Committee will be meeting to finalize the planning of the leadership development cohort.
- Next meeting takes place on November 30, 2022

Staff Wellness Update

Staff Survey Results SNAPSHOT



celebrations

People treat each other with respect & consideration in our workplace **96%**

agreed or strongly agreed



I have the social and emotional skills needed to do my job well. **97%**

agreed or strongly agreed

celebrations

concerns

My employer shows appreciation for extra effort made by employees. **71%**

agreed or strongly agreed



My employer helps employees to cope with workplace stress. **69%**

agreed or strongly agreed

concerns

What's next?

- Well At Work Advisor Report
- Staff Wellness Advisory Committee
- Strategic planning



Thank you

for your participation in Horizon staff wellness

Watch for updates in early 2023!

Report completed by Robbie Charlebois, Associate Superintendent of Human Services

Associate Superintendent, Learner Services
Report to the Board of Trustees – November 28, 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

- The Learner Service Team worked collaboratively with ATA Professional Development Representatives from each school to successfully plan a Joint Professional Development Day on November 14, 2022. There were many sessions and choice for the day, the day was completed with an amazing performance by High School Students and Staff from Strathmore in an Indigenous production called “NewBlood.”
- Amanda has been working with individual teachers to identify areas for improvement with their planning, classroom management, and instructional strategies. Amanda has also arranged opportunities for these teachers to observe experienced teachers implementing key strategies.
- Amanda observed a math manipulative lesson in a colony school that highlighted the universal benefit of integrating manipulatives in the classroom, especially within a multi-graded classroom. These observations will be shared with other teachers who teach in similar contexts.
- After meeting with beginning teachers for one full day (AM- Collaborative Team Meeting, PM-Assessment), Coral met with three teachers who were absent that day. They reviewed the assessment piece and allowed the teachers time to bring forward both what they feel they’re excelling in and something they need support in. Suggestions were given and follow-up coaching time is being organized.
- In preparation for the joint PD day, Coral and Amanda used an existing speech centre and digitized it on the Viewsonic software. Amanda was able to share this during her session. Work will be done to attempt some current math games to share with one school during their Professional Learning Community time.
- Heather Brantner and other zone six coordinators provided a very successful evening and afternoon on Introduction to the Trades on November 15 and 16. [Attached here is a slide deck](#) with some pictures and a short video of the event.

KEY ACTION AREA #2:

Response to Instruction and Intervention

- Amanda met with the staff at a school to have a collaborative dialogue on behavioural and instructional gaps that we are seeing, possibly due to disruptions from COVID. The staff

brainstormed some strategies that they could implement that may support these areas of concern.

- Dave and Coral planned a Collaborative Team Meeting (CTM) for all beginning teachers for a full morning. Utilizing Amanda Cayford and Laura Elliott, they facilitated four groups where new teachers each brought forward a student of concern. Implementing processes from the book study, the team modeled the CTM, while each group member suggested strategies for intervention and support.
- The Learner Services team continued to attend Individual Support Plan and Early Childhood Support Plan meetings.
- Meeting for a half day, Coral was able to work through the process of using visuals with one LST. They then created specific visuals for a child and made a plan for follow-up actions. Coral then met with another new LST to go over the process of creating Early Childhood Support plans as this is new for them.
- The Learner Services team has been attending Instructional Support Plan meetings for complex students throughout the division in order to provide support for the school and the students requiring specialized support.
- During the Division-Wide Professional Development day Terri-Lynn provided two sessions on Literacy for the Colony Educational Assistants and the together with the Learner Service Team presented a new software program for professional development called Para-bytes from Inclusive Schools
- Terri compiled the school data for each school in the Early Years Assessment for LeNS, CC3 and Numeracy and shared a folder with each Principal who there are at risk students. The division received 52,000 for disruption funding that will go back to schools to purchase resources, teacher time or Educational Assistant time for response to intervention.
- With the addition of many fall/late Early Learning registrants, Coral has been working with a few principals to increase staffing in those school programs.
- Laura continued to support schools through ongoing visits to observe, plan and support students with behavioural needs. She has provided new training for teachers and Educational Assistants in SIVA (Supporting Individuals through Valued Attachments).

LEADERSHIP PRACTICES

- Terri and Dave attended the Pre-CASSIX Inclusive Education and Curriculum, Assessment and Technology groups. It is always great to collaborate and discuss trends with the zone six school divisions.
- Terri and Heather met with the MD of Taber to talk with the Fire Chief about a Dual Credit Fire Fighting opportunity for students in the Division. They also plan on meeting with the Taber Fire Department to discuss the same opportunity earlier next month.
- Amanda has increased her knowledge of the software for the Viewsonic boards so that she is able to support our teachers with using it to its full potential. She created a presentation for teachers to use that has short videos on specific topics. Coral and Amanda also created an example of an activity to model the versatility of the software. This was shared during the joint ATA PD day.
- Amanda, Coral, and Terri-lynn were part of a professional development day for our beginning teachers. The afternoon focused on assessment research and giving the teachers time to analyze the assessments that they are using.
- Terri attended a professional development session on the Bridges of Poverty, and many mini

sessions on New Curriculum.

- As part of the joint Professional Development District Wide PD Day, Coral and Laura planned for a joint session on creating and implementing Behaviour and WISE plans. This session was geared for both teachers and Educational Assistants.
- Ongoing: 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.
- Coral is working with some Learning Support teachers and the Speech Language Pathologists to follow-up on any needed assessments for students in Early Learning who were late registrants. Alberta Education coding deadline is December 1 for Program Unit Funded Students.

TECHNOLOGY INFORMATION (Information will be shared as needed)

- The division has posted and will be interviewing for a Tech Support Specialist position. The goal will be to have the position filled by the end of November.
- The Horizon Tech Team is coordinating and hosting a gathering of technology professionals from zone 6 in December. In addition to general collaboration, the goals will be to build capacity, share best practices, network and strengthen relationships between technology professionals. The use of technology in schools continues to grow and the ability to support that use of technology is becoming more and more complex.



From: **Alberta News** <alberta.news@gov.ab.ca>
Date: Fri, Oct 21, 2022 at 11:48 AM
Subject: News Release: Premier announces new cabinet

Premier announces new cabinet

October 21, 2022 [Media inquiries](#)

Alberta's Premier has announced her new cabinet, with a focus on ensuring Albertans' interests and priorities are well represented.

Twenty-four members of the Government of Alberta's cabinet are being introduced to Albertans in advance of their taking the oath of office.

The new cabinet represents a strong mix of rural and urban MLAs from every geographic region of the province, each of whom the Premier recognizes as a strong advocate for their community and province. They are committed to standing up for Albertans, growing our economy and addressing affordability.

Joining the Premier and Minister of Intergovernmental Affairs in cabinet are:

- Deputy Premier and Minister of Skilled Trades and Professions – Kaycee Madu
- Deputy Premier and Minister of Infrastructure – Nathan Neudorf
- President of Treasury Board and Minister of Finance – Travis Toews
- Minister of Jobs, Economy and Northern Development – Brian Jean
- Minister of Justice – Tyler Shandro
- Minister of Health – Jason Copping
- Minister of Energy – Pete Guthrie
- Minister of Environment and Protected Areas – Sonya Savage
- Minister of Technology and Innovation – Nate Glubish
- Minister of Affordability and Utilities – Matt Jones
- Minister of Municipal Affairs – Rebecca Schulz
- Minister of Transportation and Economic Corridors – Devin Dreesen
- Minister of Public Safety – Mike Ellis
- Minister of Agriculture and Irrigation – Nate Horner

- Minister of Forestry, Parks and Tourism – Todd Loewen
- Minister of Trade, Immigration and Multiculturalism – Rajan Sawhney
- Minister of Education – Adriana LaGrange
- Minister of Advanced Education – Demetrios Nicolaides
- Minister of Service Alberta and Red Tape Reduction – Dale Nally
- Minister of Indigenous Relations – Rick Wilson
- Minister of Seniors, Community and Social Services – Jeremy Nixon
- Minister of Children’s Services – Mickey Amery
- Minister of Mental Health and Addictions – Nicholas Milliken
- Minister of Culture – Jason Luan

“I am thrilled to be working with this strong, determined, united group of MLAs. Alberta’s future is bright – but there’s a lot of work to be done. Our team will work every day to gain your trust, make bold changes and continue to build the most innovative, entrepreneurial and welcoming province in the world. I want to thank our entire team for their tireless dedication to Albertans and we’re looking forward to the days ahead.”

Premier of Alberta

Caucus leadership positions will include:

- Whip (Minister without portfolio) – Brad Rutherford
- House Leader (Minister without portfolio) – Joseph Schow
- Deputy House Leaders – Kaycee Madu, Mickey Amery, David Hanson

Ministers will be assisted in their work by the following parliamentary secretaries:

- Parliamentary Secretary for Ukrainian Refugee Settlement – Jackie Armstrong-Homeniuk
- Parliamentary Secretary for EMS Reform – RJ Sigurdson
- Parliamentary Secretary for Rural Health – Tany Yao
- Parliamentary Secretary for Economic Corridors – Shane Getson
- Parliamentary Secretary for Tourism – Miranda Rosin
- Parliamentary Secretary for Agrifood Development – Glenn van Dijken
- Parliamentary Secretary for Multiculturalism – Devinder Toor
- Parliamentary Secretary for Status of Women – Tanya Fir
- Parliamentary Secretary for Community Outreach – Muhammad Yaseen

- Parliamentary Secretary for Procurement Transformation – David Hanson
- Parliamentary Secretary for Small Business – Martin Long

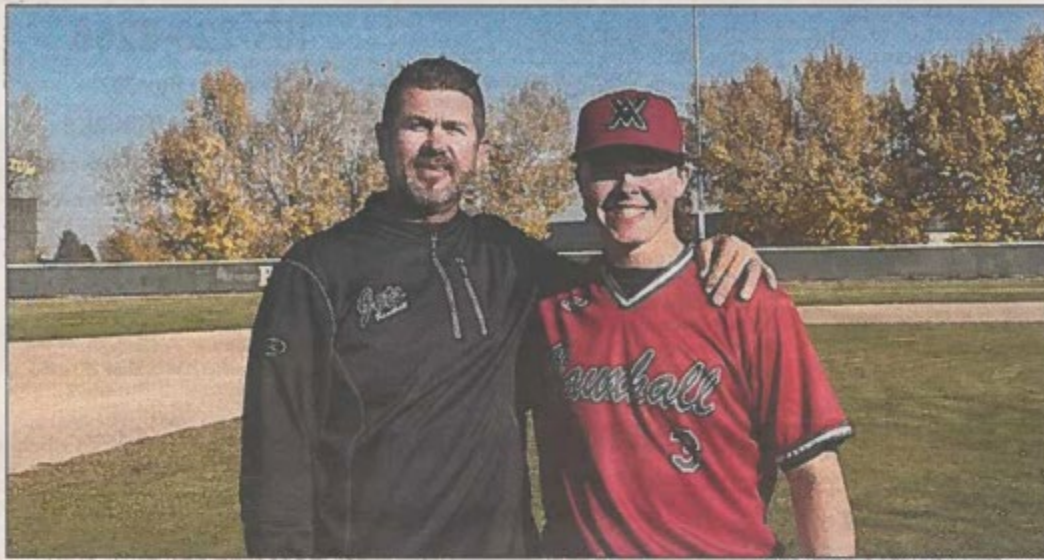
New government committees will be chaired by:

- Economy and Affordability Cabinet Policy Committee – Jason Nixon
- Alberta First Cabinet Policy Committee – Garth Rowswell
- Social Services Cabinet Policy Committee – Searle Turton
- Building Communities Cabinet Policy Committee – Pat Rehn
- Legislative Review Committee Chair – Jason Stephan

Treasury Board members will include:

- Travis Toews
- Matt Jones
- Nate Glubish
- Rebecca Schulz
- Devin Dreeshen
- Jordan Walker
- Rick Wilson
- Nathan Neudorf
- Pete Guthrie

Cabinet members will be sworn in on the morning of Monday, Oct. 24 at 11 a.m. and will then begin receiving briefings from their departments.



ADVANCE PHOTO SUBMITTED BY LES MCTAVISH

TRAVEL DAYS: VAB head coach Les McTavish (left) and player Cardel Dick (right) departed to Toronto last Saturday as the two prepare for the Canadian Junior U18 National team's trip to the Dominican Republic and Mexico.

McTavish and Dick depart for Canadian Junior U18 National team

By Cole Parkinson
Vauxhall Advance
cparkinson@tabertimes.com

It may not look or feel like baseball weather outside, but Vauxhall Academy of Baseball's head coach Les McTavish and player Cardel Dick are a part of this year's Canadian Junior U18 National team. The pair departed this past weekend for Toronto before the team heads down to the Dominican Republic for the WBSC Americas U18 Baseball World Cup Qualifier.

"I coached Team Canada from 2003 to 2006 and then took 2007 off and then 2008. I did a quick trip with the national team last year and I'll be part of the coaching staff again this year," explained McTavish.

"We'll play games until November 1 against all of the Dominican pro teams, we'll then leave the Dominican to La Pez, Mexico for the Americas qualifier. It'll be 12 countries vying for three spots

in next year's world championship. The Americas is certainly a challenging area — you've got the U.S., Canada, Mexico, Puerto Rico, Dominican Republic, Columbia, Venezuela, Nicaragua, and Cuba — all of the perennial really good baseball countries."

With one Jet on the roster, it's an exciting time around VAB. McTavish explained what Dick brings to this year's squad.

"It's exciting that Cardel Dick is a part of that as well. There are a couple of final cuts that need to be made because you take a little heavier roster down to the Dominican to ensure health. But it's exciting for Cardel, he's had a great two-and-a-half career with us now and he's been one of our best and most consistent players. He has a shot to be the valedictorian of the high school — he's kind of your all-around great baseball player and a super person. He's been a captain the last two years and one of the best students in our high school,"

he said. "I think you have to be yourself and that's the first thing that needs to happen. Be who you are and not try to be somebody that you aren't. When you put Canada across your chest, there's a tremendous amount of pride that comes with that and there is a lot of expectation but you get to play the best players in all of the Americas."

In his own words, Dick explained he's going to bring a worker mentality to the team and his effort will be full steam ahead when he gets into the game.

"I think I bring a lot of hard work and each day I'm going to put my best foot forward and let things play out as they will. But I'll do my best to do the things that I can control with the best of my abilities each and every day," he said. "(I'm) very excited. Having that dream come true is awesome and I'm super pumped for it."

■ Continued on CANADA, 2

From: **Alberta News** <alberta.news@gov.ab.ca>
Date: Mon, Nov 7, 2022 at 11:03 AM
Subject: News Release: Listening to Albertans: Budget 2023

Listening to Albertans: Budget 2023

November 07, 2022 [Media inquiries](#)

Alberta's government wants to hear from Albertans as Budget 2023 is prepared.

Alberta continues to lead the country in economic growth and Budget 2023 will continue to position the province for investment attraction, economic diversification and job creation. Budget 2023 will further our commitment to make life more affordable, improve our health-care system, create jobs and stand up for Albertans.

“Alberta is the best place to live, work and raise our families. Budget 2023 will put Albertans first by supporting our communities, businesses and families with strategic investments to position us for a prosperous future. I look forward to hearing your priorities and perspectives for Budget 2023. Please take the time to complete the survey or participate however you can.”

Travis Toews, President of Treasury Board and Minister of Finance

Listening to Albertans through public consultations is a valuable part of the process to develop Alberta's budget. In addition, the government will also receive input from groups including community and business leaders.

Albertans can share their views and ideas for the next budget by filling out an online survey and joining telephone town halls with Finance Minister Travis Toews. Businesses, municipalities, industry associations, community organizations and other groups can send budget submissions through an online portal on behalf of their organizations.

The survey and online submission portal are open now. For more information on these and other engagement methods, please visit alberta.ca/BudgetConsultation.

Quick facts

- As of the 2022-23 first quarter fiscal update on Aug. 31:
 - The revenue forecast for 2022-23 is \$75.9 billion, while the expense forecast is \$62.7 billion.
 - That leaves a forecast surplus of \$13.2 billion for 2022-23, in large part due to record-breaking non-renewable resource revenue and higher than anticipated corporate income taxes.

- Following a debt repayment of \$13.4 billion, taxpayer-supported debt is forecast at \$79.8 billion on March 31, 2023.
- The net debt-to-GDP ratio is estimated at 10.3 per cent at the end of the fiscal year, which is in line with the province's goal of keeping it well below 30 per cent, ensuring Alberta is in a strong position to pay its debt.
- Alberta's economy (as measured by real gross domestic product or GDP) is expected to grow by 4.9 per cent this year.

Related information

- [Budget 2023 consultation](#)
- [2022-23 first quarter fiscal update and economic statement](#)

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

Date: Mon, Nov 14, 2022 at 1:19 PM

Subject: News Release: Supporting Ukrainian students in schools | Soutenir les élèves ukrainiens dans les écoles

To: <wilco.tymensen@horizon.ab.ca>

Supporting Ukrainian students in schools | Soutenir les élèves ukrainiens dans les écoles

November 14, 2022

School authorities will receive more than \$12 million in additional funding to support newly enrolled students from Ukraine.

Millions of people have fled Ukraine, making it one of the fastest-growing displaced citizen crises since the Second World War.

Alberta's government is proud to continue supporting Ukrainian evacuees who have fled a hostile war instigated by Russia, and is taking steps to ensure that new Ukrainian students feel supported and welcomed.

Schools identified more than 2,200 registered students as Ukrainian evacuees in September. As a result, the government is contributing \$12.3 million towards language, social, and educational supports for the new students.

“Since the Russian invasion of Ukraine, Albertans have stepped up to support Albertans of Ukrainian descent and Ukrainian evacuees. This new funding will help each new student from Ukraine receive the supports they need to be successful in their studies.”

Danielle Smith, Premier

“Schools play an important role in the growth and well-being of youth, which is why Ukrainian children need our help to feel supported and welcomed. The funding we are providing to school authorities will help ensure schools can provide additional language, programming, and mental health supports to new Ukrainian students.”

Adriana LaGrange, Minister of Education

This funding will help the students adjust to Alberta's education system and the community. Additional funding will be provided in March 2023 to ensure Ukrainian children and students who arrive midway through the school year are also supported.

"I am happy that Ukrainian students are getting the support they need to succeed in Alberta classrooms. I look forward to continuing my work in identifying ideas on how our government can continue to assist Ukrainian evacuees."

Jackie Armstrong-Homeniuk, parliamentary secretary for Ukrainian Refugee Settlement

"We are very grateful for the additional funding. Since March 2022, Edmonton Catholic Schools has welcomed 672 students who have been displaced from Ukraine. Our division continues to be highly responsive to their needs. We have added language, educational and mental health supports to ease their transition, and this funding will go so far in helping us continue to create a welcoming, caring and safe learning experience for these vulnerable children."

Sandra Palazzo, board chair, Edmonton Catholic Schools

"The CBE has welcomed 740 students from Ukraine, with more arriving every week. We are grateful for additional funding to support the needs of these students."

Susan Vukadinovic, vice chair, Calgary Board of Education

"Elk Island Catholic Schools has welcomed over 40 Ukrainian national students into our schools in Sherwood Park/Strathcona County, Fort Saskatchewan, Camrose and Vegreville since September. We are pleased to hear that there will be additional funding to support Ukrainian students in our schools and across the province. We are very proud of our schools, staff, parishes and greater community for welcoming families from Ukraine and helping them feel at home here. Our communities have been enriched by the opportunity to support these brave and resilient families in their time of need."

Le-Ann Ewaskiw, board chair, Elk Island Catholic Schools

Alberta Education is also providing additional funding to school authorities experiencing significant growth through a new supplemental enrolment growth grant. This grant, announced in August, will provide additional per student funding for school authority growth of more than two

per cent (\$1,500 per student) and more than five per cent (\$3,000 per student). Ukrainian students are also included within this grant.

Quick facts

- For the 2022-23 school year, more than 2,200 funded students have been identified as Ukrainian evacuees.
- A rate similar to the refugee grant (\$5,500 per student) will be allocated for Ukrainian students to provide language, social and educational supports.
- Across the province, Ukrainian students are attending 612 schools in 58 different school authorities.
- Seventy-five per cent of Ukrainian students are enrolled in the four metro school boards (Edmonton Catholic Schools, Edmonton Public Schools, Calgary Board of Education and Calgary Catholic School District).
- As Ukrainian newcomers may be learning English as an additional language, schools are prepared to provide students with English language instruction and programming supports.
- Schools play an important role in supporting the mental health and well-being of all students. Given the circumstances under which families are arriving, schools are prepared to provide Ukrainian students with mental health supports through existing school authority resources.
- Based on September 2022 count date enrolments, more than 2,200 students will cost about \$12.3 million for the 2022-23 school year. Funding will be provided to school authorities in November.
- Ukrainian students who are enrolled after the September 2022 count date and are identified to Alberta Education by the March 2023 count will be eligible for 50 per cent of the grant.

Multimedia

- [Watch the news conference](#)

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

Date: Wed, Nov 16, 2022 at 1:32 PM

Subject: News Release: Expanding mental health, learning supports for school

Expanding mental health, learning supports for schools | Davantage d'appuis à la santé mentale et à l'apprentissage dans les écoles

November 16, 2022

Alberta's government is doubling its previous commitment for student mental health pilot projects while also extending funding to close learning gaps.

Positive mental health is a critical component of academic success. As part of Alberta's recovery-oriented system of mental health and addiction care, it is essential that student mental health is supported. To enhance existing efforts, Alberta Education is doubling the funding previously announced to support mental health pilots in schools to \$40 million.

“We are aware that as students continue to recover from learning disruptions, additional mental health supports are needed to ensure each individual is able to move forward and reach their fullest potential within the school system. This investment ensures that students across Alberta have adequate access to mental health resources and supports, which will result in a better chance of participating in meaningful learning and relationship building. Additionally, targeted programming for early elementary learners will support the objective of maintaining on-track development, which may have been previously lost due to interferences in school.”

Adriana LaGrange, Minister of Education

This investment over the next two years will support close to 60 mental health pilot projects to improve K-12 students' well-being. Because learning success plays a role in students' mental health, Alberta's government is also providing school authorities with \$10 million this year to help struggling students get back on track after the pandemic.

“Students deserve to feel supported and have access to mental health supports as they complete their K-12 studies. Through our province's recovery-oriented system of care, we are taking action to improve the mental health of children and youth and make a difference in their lives.”

Nicholas Milliken, Minister of Mental Health and Addiction

Mental health

School authorities across the province will collaborate with mental health service providers to carry out their pilot projects until December 2024. The projects will explore new and innovative approaches to providing supports and services including counselling, social and emotional learning, student assessment and training for school staff. The goal is to drive local solutions while gathering information to inform a broader approach to supporting students across the province.

Examples of the kinds of activities being piloted include:

- Having a registered psychiatric nurse, a teacher with additional training in supporting mental health and behaviour, and a social worker readily available to classrooms;
- Appointing a mental health navigator to become a point person for families seeking mental health information, supports or resources.
- Giving students time and space to regulate, with the help of certified staff, when they are having difficulty managing their feelings.

An open and competitive call for mental health pilot proposals ran from July 12 to Sept. 15. These pilot projects are in addition to Alberta's [recent investment of \\$42 million](#) over three years to improve access to mental health supports in schools and develop an integrated school-based services model, establishing CASA mental health classroom teams and expanding the Integrated School Support Program.

Starting in early 2023, CASA mental health classroom teams will support students with intensive or specialized treatment needs who require more help to succeed than a regular classroom with added mental health supports can provide. Expanding integrated school support programming, which provides school-based prevention supports for children and youth in elementary schools, including access to a mental health professional, is already underway. More schools will add programming in the new year.

“FrancoSud is thankful that the Government of Alberta is recognizing learning disruptions and the need for new mental health supports for students. This funding will allow us to pursue the targeted literacy and numeracy work that began last year, as well as put in place innovative mental health initiatives that will have a direct positive impact on the well-being and global success of our students.”

Chantal Desjardins, vice-chair, Conseil scolaire FrancoSud

“Educators and local school communities play an essential role in providing prevention and early intervention mental health services for children, youth and their families. Increased access to evidence-based mental health supports that are responsive to local community context are needed. Funding to support collaboration between education, health and local community agencies are necessary to provide timely, targeted and easily accessible wraparound mental health services.”

Dr. Jennifer Turner, director, Centre for Wellbeing in Education, Werklund School of Education, University of Calgary

"The Alberta School Boards Association appreciates government’s announcement of additional funding that will assist school boards in providing supports and services for students who continue to recover from mental health challenges and learning loss. This will allow for timely and accessible mitigation of long-term effects of the pandemic for our students.”

Marilyn Dennis, president, Alberta School Boards Association

“Enhancing well-being for students is critical to their success in learning and pursuit of a hopeful and rewarding future. The CASS board of directors is supportive of this timely and enhanced investment in the needs of students.”

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

Learning disruption

Almost 50,000 students across the province will benefit from additional help at school. School authorities will use the \$10 million to design their own programs to meet each student’s specific needs. For example, they may hire additional teachers and educational assistants, provide additional training to their staff or purchase resources like books and videos.

This is an extension of provisional funding from last year. In 2021-22, school authorities received \$45 million to help students in grades 1-3 catch up from the pandemic. These students regained an average of five to eight months of literacy and numeracy development. This year’s funding will go towards the same students, who are now in grades 2-4.

Early literacy and early numeracy skills are strong predictors of a child’s long-term academic achievement. Research has shown that if educators can identify and help struggling learners

early, those students can catch up to grade level relatively quickly. By providing extra supports to Alberta's youngest learners now, the government will prevent pandemic learning disruptions from having a lasting impact on students' development.

Quick facts:

- This funding announcement is included in the \$113 million previously announced by Alberta's government [in June](#).
- Alberta's government spends more than \$1 billion annually on addiction and mental health programs, services and supports.
- Budget 2022 also includes \$1.4 billion for Learning Supports funding to meet students' specialized learning needs. Existing in-school programs help provide students with psychological and social-emotional supports, access to mental health workers and other wellness supports and services as needed.
- As a result of the learning disruption programming in 2021-22, students in grades 1-3 regained an average of 6.7 months of literacy skills development and 6.7 months of numeracy skills development.
- Other available mental health resources available to youth include:
 - The Kids Help Phone is available 24-7 and offers professional counselling, information and referrals and volunteer-led, text-based support to young people by texting CONNECT to 686868.
 - For young people with cell phones, Kickstand offers the MoreGoodDays text messaging service. This service offers daily inspiration and advice via text to boost mental health. This program is similar to AHS's Text4Hope, but geared specifically to young people. Young people can get started by texting "MoreGoodDays" to 393939.
 - Indigenous students and staff may wish to contact the toll-free Hope for Wellness Help Line at 1-855-242-3310 or the online chat at hopeforwellness.ca (open 24 hours a day, seven days a week). This line offers immediate mental health counselling and crisis intervention to all Indigenous Peoples across Canada in Cree, Ojibwa and Inuktitut.
 - Alberta 211 provides information, referrals and resources.
 - Professionally trained specialists are available by texting INFO to 211, by live chat through the website at ab.211.ca or by calling 2-1-1.

Related information

- [Moving forward in K-12 schools](#)

- [Mental health in schools](#)
- [COVID-19 learning disruption targeted support](#)
- [Child and Youth Well-being Action Plan](#)

From: **Alberta News** <alberta.news@gov.ab.ca>
Date: Wed, Nov 16, 2022 at 1:21 PM
Subject: News Release: Better outcomes for Albertans

Better outcomes for Albertans

November 16, 2022 [Media inquiries](#)

A final set of mandate letters from Premier Danielle Smith directs government ministers to prioritize access to health care and skilled labour, when and where Albertans need it.

Letters to the ministers of Health, Mental Health and Addiction, Indigenous Relations, Infrastructure, Advanced Education, and Skilled Trades and Professions outline actions the Alberta government will take to improve access to health care and mental health services, promote careers in the skilled trades, continue building strong relationships with Indigenous Peoples and deliver on key infrastructure projects for Albertans.

“Alberta has the best front-line health workers in the world, but the challenges facing our health-care system mean Albertans aren’t getting the care they need when and where they need it. That changes now. From recruiting more front-line staff to improving emergency services and clearing surgical backlogs, our government will work to ensure Albertans in all communities receive the prompt and efficient health care they expect and deserve.”

Danielle Smith, Premier

Key actions outlined in the letters include:

- Improving the delivery of health care to Albertans by improving emergency medical services response times, decreasing surgical wait times and addressing staffing shortages so that Albertans can access the health care they need when and where they need it.
- Further developing Alberta’s recovery-oriented system of care for mental health and addiction, and expanding access for young people struggling with severe mental illness.
- Advocating and championing the skilled trades and professions, and working to increase spaces in high-demand programs at Alberta’s colleges and universities.

- Continuing to strengthen relationships between Alberta’s government and Indigenous Peoples in Alberta and work toward reconciliation.

“Highly trained health-care workers and access to skilled labour is essential to Albertans’ well-being and to our ability to build our economy today and for the future. That is why I have directed our ministers to focus on expanding education in medical programs and other high-demand areas, and to actively promote careers in the skilled trades. By focusing on these areas, we can train and attract top-tier talent to our health system and our workforce, and build on our growing economic momentum.”

Danielle Smith, Premier

Each minister has now received their mandate letter, aligned with the four key areas that are most important to Albertans: addressing the affordability crisis, standing up for Alberta’s interests, continuing to grow and diversify the economy, and ensuring health care is there for Albertans when and where they need it.

Related information

- [Mandate letters to ministers](#)