

Welcome to Horizon School Division

Thank you for your interest in The Horizon School Division. The information below is required before we can place your name on our **Substitute Teacher List and activate you in Payroll**:

- Your resume
- This Application Package - **completed**
- Photocopy of Alberta Teaching Certificate
- Photo copy of Statement of Qualifications of the Teacher Qualifications Service (TQS)
- Original (as per policy)** Criminal Record Check to include the Vulnerable Sector Check*
- Original (as per policy)** Child Intervention Check – **separate fillable form must be used**
- TD1 AB Tax Form–Provincial (included in this package)
- TD1 Tax Form–Federal (included in this package)
- Verification of previous teaching employment, if any
- Void cheque for Direct Deposit Payment form (from your bank)
- Staff/Adult Acceptable Use Agreement - signed (included in this package)
- Self-Declaration - signed (in this package)

*Please take the Criminal Record Check to include the Vulnerable Sector Check form (last page of this package) with you to the Police Detachment when requesting a Police Security Check.

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As an employee of Horizon School Division I acknowledge that Horizon School Division has the right to recover overpayment of salary, wages, or other remuneration made to an employee, regardless of the cause, and/or amount, both on a regular basis and at the termination of the employment relationship. In the event of an overpayment of three or more working days, the Payroll Department shall notify the Employee that an overpayment has been made and discuss repayment options. If an Employee terminates before the recovery is complete, the remainder of the monies owing shall be recovered from the final pay.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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All documentation is to be returned to the attention of the Human Services Department at:

Horizon School Division
6302 – 56 Street
Taber, AB T1G 1Z9

For Your Information:

The Horizon School Division policy regarding Substitute Teachers is included in this package.

As a Substitute Teacher you are eligible to join the Alberta School Employee Benefit Plan (ASEBP). To obtain further information and/or apply for benefits please go to www.asebp.ab.ca.

Office use only:

- | | | |
|---|--|--------------|
| <input type="checkbox"/> Application complete and processed | <input type="checkbox"/> Email account | Need: |
| <input type="checkbox"/> Added to Active Directory | <input type="checkbox"/> Added to email list | |
| <input type="checkbox"/> Health & Safety Training | <input type="checkbox"/> Employee notified | |

<u>SCHOOL</u>	<u>LOCATION</u>	<u>GRADE LEVEL</u>	<u>SCHOOL DAYS</u> <u>PER WEEK</u>
Ace Place (45)	Taber	7-12	4.5
Barnwell (01)	Barnwell (10 km W of Taber)	Pre-K -9	4.5 to Dec./4.0 in Jan.
Central (07)	Taber	Pre-K - 5	4.5
Chamberlain (02)//ATL (27)	Grassy Lake (34 km E of Taber)	Pre-K -9/ 10-12	5
D.A. Ferguson (14)	Taber	6-8	4.5
Dr. Hamman (08)	Taber	Pre-K -5	4.5
Enchant (03)*	Enchant (67.5 km NW of Taber)	Pre-K - 9	4.5
Erle Rivers (33)* / Milk River Elem (35)*	Milk River (80 km SE of Taber)	6-12/Pre-K - 5	4.5
Hays (04)*	Hays (64.5 km NE of Taber)	Pre-K - 9	4
Horizon M.A.P. (47)	Vauxhall (35 km N of Taber)	6-11	4.5
L.T. Westlake (07)	Taber	Pre-K - 5	4.5
Lomond (30)*	Lomond (105 km NW of Taber)	1-12	4
Taber Christian School (10)	Taber	Pre-K - 8	5
Taber Christian High School (81)	Taber	9-12	4.5
Vauxhall Elementary (12)	Vauxhall (35 km N of Taber)	Pre-K - 6	4.5
Vauxhall High (11)	Vauxhall (35 km N of Taber)	7-12	4.5
W.R. Myers High (06)	Taber	9-12	4.5
Warner (36)*	Warner (63 km S of Taber)	Pre-K - 12	4.5

<u>COLONY SCHOOLS *</u>	<u>LOCATION</u>	<u>GRADE LEVEL</u>	<u>SCHOOL DAYS</u> <u>PER WEEK</u>
Armada (34)*	12.8 km NW of Lomond	Pre-K - 9	4.5
Bluegrass (43)*	20.8 km E of New Dayton	Pre-K - 9	4.5
Cameron Farms (05)*	32 km NW of Taber	Pre-K - 12	4.5
Copperfield (28)*	27.5 km NE of Taber	Pre-K - 12	4.5
Delco (44)*	40 km S of Taber	Pre-K - 12	4.5
Elmspring (38)*	11.2 km NE of Warner	Pre-K - 9	4.5
Enchant (19)*	76 km NW of Taber	Pre-K - 12	4.5
Evergreen(15)*	35 km SE of Taber	Pre-K - 12	4.5
Fairlane (39)*	27.2 km SE of Wrentham	Pre-K - 9	4.5
Gold Spring (80)*	40 km E of Warner	Pre-K - 9	4.5
Hillridge (20)*	22.5 km SW of Taber	Pre-K - 12	4.5
Kingsland (16)*	18 km NW of Warner	Pre-K - 9	4.5
Lomond (31)*	105 km NW of Taber	Pre-K - 12	4.5
Midland (13)*	32 km SE of Taber	Pre-K - 10	4.5
Miltow (40)*	35.2 km E of Warner	Pre-K - 9	4.5
Oaklane (21)*	21 km S of Taber	Pre-K - 10	4.5
Prairiehome (37)*	16 km E of Wrentham	Pre-K - 9	4.5
River Road (41)*	24 km SE of Milk River	Pre-K - 9	4.5
Sunnysite (42)*	14.4 km W of Warner	Pre-K - 9	4.5

Please note that Fridays at all 4.5 day schools is a .5 sub teacher day.

* Sub Teachers shall be paid a travel allowance of \$30.00/day.

horizon⁺ school division



Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2024, see "More than one employer or payer at the same time" on page 2

21,885

2. Age amount – If you will be 65 or older on December 31, 2024, and your net income from all sources will be \$45,400 or less, enter \$6,099. You may enter a partial amount if your net income for the year will be between \$45,400 and \$86,060. To calculate a partial amount, fill out the line 2 section of Form TD1AB-WS, Worksheet for the Alberta 2024 Personal Tax Credits Return.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), **enter whichever is less:** \$1,685 or your estimated annual pension.

4. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$16,882.

5. Spouse or common-law partner amount – Enter the difference between the amount on line 1 and your spouse's or common-law partner's estimated net income for the year if **all** of the following conditions apply:

- You are supporting your spouse or common-law partner
- Your spouse or common-law partner lives with you
- Your spouse's or common-law partner's net income for the year will be less than the amount on line 1

6. Amount for an eligible dependant – Enter the difference between the amount on line 1 and your eligible dependant's estimated net income for the year if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- The dependant is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1

7. Caregiver amount – Enter \$12,669 if you are taking care of a dependant and **all** of the following conditions apply:

- The dependant is your or your spouse's or common-law partner's parent or grandparent (aged 65 or older) or an infirm relative (aged 18 or older)
- The dependant lives with you
- The dependant has a net income of \$20,142 or less for the year

You may enter a partial amount if the dependant's net income for the year will be between \$20,142 and \$32,811. To calculate a partial amount, fill out the line 7 section of Form TD1AB-WS.

8. Amount for infirm dependants age 18 or older – Enter \$12,669 if you are supporting an **infirm** dependant and **all** of the following conditions apply:

- The dependant lives in Canada and is related to you or your spouse or common-law partner
- The dependant is 18 years or older
- The dependant has a net income of \$8,369 or less for the year

You may enter a partial amount if the infirm dependant's net income for the year will be between \$8,369 and \$21,038. To calculate a partial amount, fill out the line 8 section of Form TD1AB-WS. You **cannot** claim an amount for a dependant you claimed on line 7.

9. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, or disability amount on their income tax and benefit return, enter the unused amount.

10. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount.

11. TOTAL CLAIM AMOUNT – Add lines 1 to 10.

Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Filling out Form TD1AB

Fill out this form if you have income in Alberta and **any** of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2024, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1AB, check this box, enter "0" on line 11 and do not fill in lines 2 to 10

Total income is less than the total claim amount

Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 11. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you want to have more tax deducted at source, fill out section "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.



2024 Personal Tax Credits Return

TD1

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address		Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$15,705. However, if your net income from all sources will be greater than \$173,205 and you enter \$15,705, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$173,205 you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2024 Personal Tax Credits Return, and enter the calculated amount here.

15,705

2. Canada caregiver amount for infirm children under age 18 – Only one parent may claim \$2,616 for each infirm child born in 2007 or later who lives with both parents throughout the year. If the child does not live with both parents throughout the year, the parent who has the right to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for the child.

3. Age amount – If you will be 65 or older on December 31, 2024, and your net income for the year from all sources will be \$44,325 or less, enter \$8,790. You may enter a partial amount if your net income for the year will be between \$44,325 and \$102,925. To calculate a partial amount, fill out the line 3 section of Form TD1-WS.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (not including Canada Pension Plan, Quebec Pension Plan, old age security, or guaranteed income supplement payments), enter **whichever is less**: \$2,000 or your estimated annual pension income.

5. Tuition (full-time and part-time) – Fill in this section if you are a student at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees. Enter the total tuition fees that you will pay if you are a full-time or part-time student.

6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,872.

7. Spouse or common-law partner amount – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is **infirm**) and your spouse's or common-law partner's estimated net income for the year if **two** of the following conditions apply:

- You are supporting your spouse or common-law partner who lives with you
- Your spouse or common-law partner's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your spouse or common-law partner is **infirm**)

In all cases, go to line 9 if your spouse or common-law partner is **infirm** and has a net income for the year of \$28,041 or less.

8. Amount for an eligible dependant – Enter the difference between the amount on line 1 (line 1 plus \$2,616 if your eligible dependant is **infirm**) and your eligible dependant's estimated net income for the year if **all** of the following conditions apply:

- You do **not** have a spouse or common-law partner, or you **have** a spouse or common-law partner who does not live with you and who you are not supporting or being supported by
- You are supporting the dependant who is related to you and lives with you
- The dependant's net income for the year will be less than the amount on line 1 (line 1 plus \$2,616 if your dependant is **infirm** and you **cannot** claim the **Canada caregiver amount for infirm children under 18 years of age** for this dependant)

In all cases, go to line 9 if your dependant is **18 years or older, infirm**, and has a net income for the year of \$28,041 or less.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – Fill out this section if, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) or an **infirm** spouse or common-law partner whose net income for the year will be \$28,041 or less. To calculate the amount you may enter here, fill out the line 9 section of Form TD1-WS.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than** the spouse or common-law partner or eligible dependant you claimed an amount for on line 9 or could have claimed an amount for if their net income were under \$15,705) whose net income for the year will be \$19,666 or less, enter \$8,375. You may enter a partial amount if their net income for the year will be between \$19,666 and \$28,041. To calculate a partial amount, fill out the line 10 section of Form TD1-WS. This worksheet may also be used to calculate your part of the amount if you are sharing it with another caregiver who supports the same dependant. You may claim this amount for more than one infirm dependant age 18 or older.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their tuition amount on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer, and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change the amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2024, you **cannot** claim them again. If your total income from all sources will be more than the personal tax credits you claimed on another Form TD1, check this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income is less than the total claim amount

Tick this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

For non-resident only (Tick the box that applies to you.)

As a non-resident, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2024?

Yes (Fill out the previous page.)

No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

Call the international tax and non-resident enquiries line at **1-800-959-8281** if you are unsure of your residency status.

Provincial or territorial personal tax credits return

You also have to fill out a provincial or territorial TD1 form if your claim amount on line 13 is more than \$15,000. Use the Form TD1 for your province or territory of **employment** if you are an employee. Use the Form TD1 for your province or territory of **residence** if you are a pensioner. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

Your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount if you are claiming the basic personal amount **only**.

Note: You may be able to claim the child amount on Form TD1SK, 2024 Saskatchewan Personal Tax Credits Return if you are a Saskatchewan resident supporting children under 18 at any time during 2024. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

You may claim **any** of the following amounts if you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2024:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

Employees living in a prescribed **intermediate** zone may claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

\$

Additional tax to be deducted

You may want to have more tax deducted from each payment if you receive other income such as non-employment income from CPP or QPP benefits, or old age security pension. You may have less tax to pay when you file your income tax and benefit return by doing this. Enter the additional tax amount you want deducted from each payment to choose this option. You may fill out a new Form TD1 to change this deduction later.

\$

Reduction in tax deductions

You may ask to have less tax deducted at source if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

Staff/Adult Acceptable Use Agreement

Horizon School Division believes in the use of technology to develop the competencies students need to be contributing global citizens and for the creation of student-centred learning environments. Users are provided access to Horizon's G Suite Domain (Google Apps for Education), the digital network, and a variety of devices and services.

Throughout this document "**Horizon School Division**" is used to represent the Board of Trustees of Horizon School Division.

1. Privileges

Staff who deliberately use jurisdictional technology inappropriately will be subject to disciplinary or legal action, which may include termination of employment. Appropriate personal use of technology is permitted provided the use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of Horizon School Division.

2. Supervision

The division has the right to supervise the use of electronic technology resources. All users of such property should expect only limited privacy in the contents of any personal files or record of web research activities on the network. Horizon reserves the right to monitor, log, and search any and all aspects of its digital environment including e-mail communications when required for operational needs or where there are reasonable grounds to suspect abuse, misuse, or noncompliance with Horizon School Division policies and regulations or improper or illegal activity.

3. Acceptable Use

The use of your account and the division's devices/network must be in support of education and research and consistent with the educational objectives of the Horizon School Division. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes but is not limited to the following:

Staff/Adult user will not engage in:

- (a) Illegal or unethical acts, including attempts to damage or destroy computer based information or information sources, involvement in plans to defraud, and downloading or transmission of unlawful information.
- (b) Downloading or transmission of pornographic, obscene or other socially unacceptable materials including profanity; vulgarities; sexual, racial, religious, or ethnic slurs
- (c) Gaining access to or revealing the personal data of others without authorization
- (d) Installation or transfer of commercial software, materials protected by trade secret or other copyright protected material where a registration fee is required by the author.
- (e) Sending messages or files containing any form of electronic information that is likely to result in loss or disruption of the recipient's work or system.
- (f) Activities that are wasteful of, degrade, or disrupt network resources or performance
- (g) Theft of time activities: online activities not in alignment with roles, responsibilities, and or duties
- (h) On-line gambling services.
- (i) Business or financial transactions for personal financial gain
- (j) Accessing, collecting, using, or disclosing information they do not need for their duties

CRIMINAL AND CIVIL LAW IMPLICATIONS

Inappropriate use of electronic communication and social media can also result in an employee being criminally charged and convicted or facing civil action. Examples of actions and resulting charges are:

- making inappropriate online comments that lead to civil actions, such as defamation

- disclosing confidential information about the school, students and colleagues, thus breaching workplace privacy policies and provisions of the School Act
- posting the work of others without proper attribution, raising copyright-violation issues
- breaching a court-ordered publication ban
- inciting hatred against an identifiable group
- disclosing information about a minor, contrary to the Youth Criminal Justice Act
- using technology to harass a student, colleague or others, contrary to the Criminal Code
- using a computer to lure a child or for juvenile prostitution under the Criminal Code
- exchanging or forwarding compromising photos, videos or audio recordings of students leading to charges of possession or distribution

Electronic communication and social media can also be used as evidence in criminal and civil proceedings.

4. Responsible Use

The Horizon School Division provides ongoing student instruction that develops citizenship in a digital age over time. Technology also complements teaching and learning as outlined in Alberta Education's Learning and Technology Policy Framework and the Ministerial Order on Student Learning (#001/2013).

Respect and Protect Yourself: Digital Well-being

- A. Staff demonstrate a sound understanding of technology concepts, systems, and operations.
 - I will understand, select, and use technology systems and application purposefully.
 - I will transfer current knowledge to learning of new technologies.
- B. Staff employ strategies to protect personal security and identity.
 - I will protect personal username and password information.
 - I will protect all data related to personal identity.
 - I will protect personal reputation in all digital interactions.
 - I will self-monitor appropriate access and use of digital assets.
- C. Staff model digital well-being in the course of all actions.

Respect and Protect Others: Digital Interactions

- A. Staff understand human, cultural and societal issues related to technology and practice legal, ethical behaviour.
 - I will promote and model digital etiquette and responsible social interactions related to the use of technology and information.
 - I will develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools.
- B. Staff exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.
 - I will demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
 - I will collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation.
 - I will communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats.
 - I will model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.
- C. Staff ensure a welcoming, caring, respectful and safe learning environment free from bullying and harassment.

- I will ensure all students comply with expectations for a welcoming, caring, respectful and safe learning environment in all digital interactions and uses of technology.
- D. Staff conduct all digital interactions and uses of technology in a manner reflective of the values of the school and the school division.

Respect and Protect Intellectual Property and Other Types of Property: Digital Preparedness

- A. Staff demonstrate responsibility for safety and security of technology, including data, software, and hardware.
- I will teach and model safe, legal and responsible use of technologies, including understanding and compliance with Terms of Service agreements.
 - I will demonstrate safe and responsible use of networks, servers, computers and devices.
 - I will immediately report any detection of malware or threat of ransomware to the technology department.
- B. Staff follow legal and ethical guidelines for attribution of all sources to avoid plagiarism of content or images.
- C. Staff follow legal guidelines for all copyright materials.

5. Warranties

The Horizon School Division makes no warranties of any kind, whether expressed or implied, for the service it is providing. Horizon School Division will not be responsible for any damages or losses of data or property a user may suffer. Use of the internet is at your own risk. Horizon School Division specifically denies any responsibility for the accuracy of or quality of information obtained through this service.

6. Earnings and T4 Statements

As an employee of Horizon School Division I recognize and agree to the electronic distribution of earnings and T4 statements. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

I, the undersigned, understand and will abide by the above **Terms and Conditions** for the Internet and network use. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action including dismissal and/or appropriate legal action may be taken.

NAME (PLEASE PRINT)

SIGNATURE

DATE

HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCE
Policy Title: Substitute Teachers
Cross Reference: GCAG
Legal Reference:
Adoption Date: February 26, 1997
**Amendment or Re-
affirmation Date:** September 28, 2020

POLICY

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVE THAT COMPETENT AND QUALIFIED TEACHERS SHOULD BE EMPLOYED TO PERFORM THE DUTIES OF A SUBSTITUTE TEACHER IN SCHOOLS. WHEN CERTIFIED TEACHERS ARE NOT AVAILABLE FOR SUBSTITUTE TEACHING, COMPETENT AND QUALIFIED CLASSROOM SUPERVISORS MAY BE EMPLOYED TO PERFORM THE DUTIES OF THE SUBSTITUTE TEACHER.

DEFINITIONS

Substitute Teachers: certificated teachers

Classroom Supervisors: a non-certified individual assigned to supervise students when a certified teacher is not available for services. Described by Type A-B

- 1.1. Type A – Individuals must hold a minimum of two (2) years of post-secondary education from a recognized college and/or university, and/or five (5) years of experience working in the school/classroom setting (with a minimum fifty (50) day worked per year), within the last ten (10) years.
- 1.2. Type B - Individuals must have a high school diploma (GED does not qualify).

GUIDELINES

1. The school administration is responsible to ensure that suitable teachers are hired to replace an absent teacher and make every effort to see that the Substitute Teachers have been fairly selected.
2. The continuous learning and well-being of students, in the absence of the regular teacher, is the main criteria in substitute teacher selection.
 - 2.1. Classroom Supervisors (Types A - B) may be hired when Substitute Teachers are unavailable that day.
 - 2.1.1. Classroom Supervisors may not be offered multi-day assignments.
 - 2.1.2. Type B replacement Classroom Supervisors may be utilized when Type A are unavailable.
 - 2.1.3. Type B replacement Classroom Supervisors shall not be used in Grades 10-12.
 - 2.2. A Classroom Supervisor must be supervised by a school administrator, or designate, on a regular basis throughout the day and not placed in learning environments where the activity poses increased risk to student safety.
3. Substitute Teachers and Classroom Supervisors are encouraged to attend division professional development activities at their own expense.
4. Schools are encouraged to develop a handbook for Substitute Teachers and Classroom Supervisors.

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REGULATIONS

1. The school administration is responsible for:
 - 1.1. ensuring Substitute Teachers and Classroom Supervisors have been approved by Division Office;
 - 1.2. ensuring teachers prepare adequate lesson plans and classroom instructions for Substitute Teachers;
 - 1.3. ensuring teachers report their absence and identify their replacement as per jurisdiction procedures;
 - 1.4. ensuring Substitute Teachers and Classroom Supervisors are given proper orientation to the school including its policies and procedures.
 - 1.5. notifying central office if there are concerns about Substitute Teacher or Classroom Supervisor competence;
2. Substitute Teachers and Classroom Supervisors are responsible for:
 - 2.1. signing up on the Substitute Teacher or Classroom Supervisor list at central office and providing necessary documentation as requested
 - 2.2. reaching the school at least 15 minutes before their duties commence;
 - 2.3. reporting directly to the school administration who will provide information regarding the day's assignment;
 - 2.4. recording student attendance;
 - 2.5. completing recess, noon-hour, and after school supervision as assigned by school administration;
 - 2.6. providing notes on the plan about progress of the students and other observations;
 - 2.7. reporting back to the school administration at the conclusion of the day;
 - 2.8. Assume other duties as assigned by the Principal.
3. Classroom Supervisors shall:
 - 3.1. Review the substitute plans and discuss their role in the office with the principal, or designate;
 - 3.2. Provide the instructions left to students from the classroom teacher and use the examples and processes provided;
 - 3.3. Seek assistance/advice from the School Administrator(s) about student disciplinary action;
4. Classroom Supervisors shall not
 - 4.1. instruct curriculum;

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- 4.2. plan lessons;
 - 4.3. alter the teachers lesson plans;
 - 4.4. supplement the teacher's lesson plans with additional resources;
 - 4.5. assess student learning;
 - 4.6. provide information to parents;
5. The absent teacher shall be responsible to:
- 5.1. provide suitable daily plans for the substitute teacher; and
 - 5.2. provide information such as class lists, seating plans, classroom rules and regulations and specialized instructions for specific students. (eg. Diverse Needs, Medical Conditions).
 - 5.3. follow up with the Substitute Teacher or Classroom Supervisor as required.
6. Central office will be responsible for:
- 6.1. keeping current files for individual Substitute Teacher and Classroom Supervisor; and
 - 6.2. providing schools with up-to-date Substitute Teacher and Classroom Supervisor lists.
7. Applying for Substitute Teacher or Classroom Supervisor
- 7.1. All individuals wishing to apply for Substitute Teacher and Classroom Supervisor positions should consult the Horizon Substitute Employee Guide, contact the Human Resource department and must complete and submit the appropriate Substitute Teacher or Classroom Supervisor application and required documentation (available online at www.horizon.ab.ca).
 - 4.1.1. All applicants must submit a recent Criminal Record and Child Welfare Check.
 - 4.1.2. All applicants must submit proper academic credentials.
 - 4.1.3. Substitute teacher applicants must submit evidence that they have the proper teaching credentials for the Province of Alberta.
 - 7.2. Successful applicants will be notified upon being approved by Division Office.
 - 7.3. Classroom Supervisors are required to complete a paid orientation program and may be asked to shadow a classroom teacher for a period of time.



HORIZON SCHOOL DIVISION

CONFIDENTIAL

SELF-DECLARATION

of a CRIMINAL RECORD and/or VULNERABLE SECTOR CHECK

(Please refer to the information sheet that accompanies this self-declaration)

Last Name: _____ First Name: _____

Address: _____

Phone (H): _____ Phone (C): _____ E-mail: _____

I am: _____ a Teacher _____ Support Staff _____ Volunteer

Please check [x] off the following statements that apply: **Everyone respond to the 3 statements/questions below; Support Staff remember to review, sign and date the back of the document.**

NOTE: in Canada, any statute includes, but is not limited to the Criminal Code and the Controlled Drugs and Substance Act

I have had an adult conviction (found guilty of any statute, whether in Canada or in any other country). YES [] NO []
 If yes: Where? _____ When: _____
 Nature of offense(s): _____

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

I have outstanding charges (currently under investigation or charged with any offense under any statute, whether in Canada or in another country). YES [] NO []
 If yes: Where? _____ When: _____
 Nature of offense(s): _____

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

I am registered on the Vulnerable Sector Check or have been notified of the intent to be registered. YES [] NO []
 If yes: Where? _____ When: _____
 Nature of offense(s): _____

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether the requirements of the sentence have been fulfilled: _____

IF YOU INDICATED YOU ARE A TEACHER, PLEASE ALSO COMPLETE THE FOLLOWING FOUR QUESTIONS: If you are not a teacher proceed to page 2, review, sign and date.

Have you ever agreed to a settlement or resignation to avoid any proceedings or disciplinary action with respect to your professional conduct, competence, or capacity to teach? YES [] NO []
 If yes: Where? _____ When: _____
 Nature of offense(s): _____

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

Has your credential, certificate, or license to teach, whether in Canada or another country, ever been under investigation or is currently under investigation? YES [] NO []
 If yes: Where? _____ When: _____
 Nature of offense(s): _____

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

POLICY GAB – Police Information Checks, Cont’d.

	YES	NO
Has your credential, certificate, or license to teach, whether in Canada or another country, ever been denied, suspended, or cancelled?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

	YES	NO
Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit, or license to teach in another jurisdiction?	[]	[]
If yes: Where? _____ When: _____		
Nature of offense(s): _____		

The nature of any sentence (including time spent in prison, probation, community service, etc.) and whether you are still fulfilling the requirements of your sentence: _____

Review

I certify that the information provided on this form is TRUE and COMPLETE and that NO relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way.

I understand that any false or misleading information in this self-declaration or willful omission, or submission of altered, tampered, or forged documentation may result in rejection of my application or withdraw of any offer of employment, volunteering, or, where I have already commenced employment or volunteering with the division, termination of my employment or volunteering.

I further understand that the Horizon School Division reserves the right to reject my application or withdraw any offer of employment or volunteering made or, where I have already commenced employment or volunteering with the division, terminate my employment or volunteering if I fail to submit this self-declaration form within a two month period or provide any information in this self-declaration which, in the reasonable opinion of the division, renders me unsuitable for employment or volunteering in the position I wish to be or am employed or volunteer in.

Sign

Signature: _____ Date: _____

Review

The presence of a record of charges or conviction does not necessarily exclude you from employment or volunteering with the Horizon School Division. Each case will be reviewed on an individual basis, to determine its relevance to the requirements of the teaching profession, support, or volunteer position.

Persons with a yes to any of the questions on page 1 are required to provide additional information and submit an original criminal record check.

If you are a volunteer complete and return this form to your principal or designate.

If you are an employee, complete and return this form to:

Human Resources
Horizon School Division
6302 56 St., Taber, AB T1G 1Z9
Horizon School Division
CONFIDENTIAL

Criminal Record Check to include The Vulnerable Sector Check

Employment

Date: _____

Applicant Name: _____
(Print)

The above individual has applied for employment with Horizon School Division.

A requirement of employment includes a clear Criminal Record Check to include the Vulnerable Sector Check, as the prospective employee **may** be working with school aged children.

Any costs incurred for this security check will be the responsibility of the prospective employee.

Regards,

The Human Services Department for
The Horizon School Division
Ph: 403-223-3547 ext. 10123 or 10162