



AGENDA

Golden Hills School Division No. 75

Vision: *Inspiring confident, connected, caring citizens of the world*

Mission: *Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment.*

Regular Meeting of The Board of Trustees

Tuesday, March 22, 2016

Start time 10:00 AM

Boardroom of the Golden Hills School Division No. 75

*** Please note start time is 10:00 a.m. not 9:30 a.m.**

AGENDA

1. **Attendance**
2. **Call to Order**
3. **In Camera**
4. **Approval Of Agenda**
5. **Welcome Public, Vision and Mission Statements**
6. **Presentation of Minutes**
 - 6.1 **Special Meeting of The Board of Trustees (2016/03/08)**
 - 6.2 **Regular Meeting of The Board of Trustees (2016/03/03)**
7. **REPORTS**
 - 7.1. **Chair's Report**
 - 7.2. **Board Committees**
 - 7.3. **Board Representatives to External Organizations**
 - 7.4. **Administration Reports**
8. **NEW BUSINESS**
 - 8.1. **Action Items**
 - 8.1.1. **Capital Planning**
 - 8.1.2. **Calendar 2016-17 and 2017-18**

T. Sabir

B. Daverne

- 8.1.3. **School Closures (Hussar/Standard/Rockyford/Central Bow Valley)** B. Daverne
- 8.1.4. **Policy 20 - Disposition of Property** B. Daverne
- 8.1.5. **ASBA Bylaw Amendment** B. Daverne

8.2. Information Items

- 8.2.1. **Monthly Enrolment Monitoring Report (Feb 2016)** T. Sabir
- 8.2.2. **Budget Process Update** T. Sabir
- 8.2.3. **K to 9 New Strathmore School** B. Daverne
- 8.2.4. **AP - 350 - Safe and Caring Environments, Student Conduct and Discipline** B. Daverne

9. School Monitoring Reports

- 9.1. **Rockyford/Standard/Hussar (K. Smith/G. Lendvay)**
- 9.2. **Brentwood/Central Bow Valley (L. Huntley/E. Friesen)**

10. ADJOURNMENT

Draft



MINUTES

Golden Hills School Division No. 75

Regular Meeting of The Board of Trustees

Meeting Type : REGULAR BOARD MEETING

Date : Thursday, March 03, 2016

Start time : 9:30 AM

Location : Boardroom of the Golden Hills School Division No. 75

Minutes

Attendance

Present were:

a) Chair

- David Price

b) Vice-Chair

- Larry Tucker

c) Trustee

- Barry Kletke
- Sherri Nielsen
- Alan Larsen
- Joyce Bazant

d) Superintendent

- Bevan Daverne

e) Associate Superintendent

- Wes Miskiman

f) Deputy Superintendent

- Dr. Kandace Jordan

g) Secretary - Treasurer

- Tahra Sabir

h) Recording Secretary

- Kristy Polet

Call to Order

Chair Price called the meeting to order at 9:35 a.m.

In Camera

Resolution #BD20160303.1001

MOVED by Trustee Nielsen that the Board of Trustees go In Camera at 9:36 a.m. to discuss legal matters.

Carried

Trustee Tucker excused himself from the meeting at 9:37 a.m. due to conflict of interest.

Trustee Tucker returned to meeting at 10:04 a.m.

Resolution #BD20160303.1002

MOVED by Trustee Bazant that the Board of Trustees rise from In Camera at 10:30 a.m.

Carried

BREAK

Recessed at 10:30 a.m.

Reconvene at 10:45 a.m.

Approval Of Agenda

Resolution #BD20160303.1003

MOVED by Trustee Tucker that the Board of Trustees approve the agenda as amended:

- add to Action Items; 8.1.3 TEBA

Carried

Presentation of Minutes

Resolution #BD20160303.1004

MOVED by Trustee Bazant that the Board of Trustees approve minutes of January 26, 2016 as presented.

Carried

Resolution #BD20160303.1005

MOVED by Trustee Nielsen that the Board of Trustees approve of February 8, 2016 as presented.

Carried

Chair's Report
(REPORTS)

Chair Price reported on the following items:

- Discussed the volume of emails being received from local parents in respect to Education Minister David Eggen's guidelines related to Bill 10.
- Reported on Teacher's Employer Bargaining Association (TEBA) Meeting that was held in Edmonton on February 24, 2016. Chair Price attended as the current Golden Hills School Division No. 75 Representative.
- Informed Trustees of the content of the newly approved Regulations and Bylaws for Bill 8, The Public Education Collective Bargaining Act. The Regulations and Bylaws of Bill 8 set out the powers of Teachers' Employer Bargaining Association (TEBA) and its' Board of Directors and other operational details for TEBA.
 - The central points around TEBA authorities are as follows:
 - The Board of Directors are made up of eight government representatives appointed by Education Minister David Eggen and six representative Trustees elected by 61 Trustees designated to TEBA.
 - The Chairman for TEBA is Assistant Deputy Minister Gene Williams, appointed by Education Minister David Eggen. In the event that there is a tie vote on a decision at a Board of Directors meeting, the Chair has a second, tie breaking vote.
 - The quorum established for Board of Director's meetings are that the majority of members present must be made up from the government representatives.
 - Link for Alberta Government website for further knowledge on Bill 8 - TEBA Regulations and Bylaws.
http://www.assembly.ab.ca/ISYS/LADDAR_files/docs/bills/bill/legislature
- Expressed concerns about structure and recommendations from school boards' were not represented in the final Bylaws and Regulations.
- Limited opportunity for local influence by school boards or local teachers.
- The next meeting of the 61 Trustee designates and the government representatives is not expected to be called until there is vote to consider ratification of a Provincial Agreement.
- Chair Price and Superintendent Daverne will draft a letter for Education Minister David Eggen and will forward it to Golden Hills School Division Trustees prior to

sending to Minister.

Board Committees
(REPORTS)

No information to be presented at this time.

**Board
Representatives to
External
Organizations**
(REPORTS)

Trustee Kletke presented information on the Public School Boards' Association of Alberta. (PSBAA)

- Discussion on Bill 10, similar Policy as Golden Hills School Division No. 75.
- Informed the Board as to several highlights from the February 2016 Council Meeting.
 - The PSBAA formed an Ad Hoc Committee to provide Member Boards with initiatives in support of and a clearer understanding to advance the meaning and use of the phrase Public Education.
 - Elected Members of the Ad Hoc Committee:
 - Gerry Steinke, Northern Gateway Public Schools
 - Rod Soholt, Northern Lights School Division
 - Cheryl MacIsaac, Buffalo Trail Public Schools
 - Catherine Wilson-Fraser, Medicine Hat School District

Trustee Nielsen presented information from the Alberta School Boards' Association (ASBA) Zone 5 meeting held on February 5, 2016.

- Hosting a Networking Event on July 7, 2016. The event will be based on approximately 60 people.
- Edwin Parr - nothing to report on.
- Discussed reason as to go *In Camera* for a portion of the meeting.
- Guest speaker, Dr. Andrew Bulloch, Professor (University of Calgary) and Deputy Director, Mathison Centre for Mental health research & Education - Hotchkiss Brain Institute.
 - Dr. Bulloch provided an in depth Power Point Presentation, with questions and answer throughout the presentation.
- Bill 10 - Parental Rights was discussed.
- Second Language Caucus, held a teleconference, awaiting ASBA review.
- Next Zone 5 meeting is on March 4, 2016.

**Administration
Reports**
(REPORTS)

Associate Superintendent Miskiman presented information on the following topics:

- HR Update:
 - Edwin Parr nomination for Golden Hills School Division No. 75 is:
 - Kyle Leinweber at Acme School
- Staffing Report:
 - Wheatland Crossing staff will be as follows; existing contracted teachers will be placed at the new school, office staff will apply for job positions.
- Program Enhancement:
 - Drumheller Valley Secondary School (DVSS) is pleased to offer students, Northwest Aide Health Certificate - 16 to 18 students, theory will be done online, one to one and half days lab work will be done at the campus site.

Deputy Superintendent Jordan presented information on the following topics:

- Approximately 1,300 students are taking part in "Reading Give it a Shot".
- Discussed Leadership Training, final one will be held on Wednesday, March 2, 2016. Golden Hills School Division (GHSD) No. 75 is pleased to announce that attendance has grown to 120 people (60 GHSD staff, remainder from Calgary and other Divisions).

Superintendent Daverne presented information on the following topics:

- Discussed Golden Hills School Division No. 75 Mission, Vision and Values Statement. Time was spent with A. Rose, brainstorming beliefs, what type of

language to use.

- Informed Trustees about the ongoing Community Meetings in regards to Alberta Human Rights Act and Bill 10.
 - Golden Hills School Division No. 75 number one priority is safety and to support all students.
 - Non gender specific rooms will be provided for students, staff, volunteers and or guests (for increased privacy).
 - There are three community meetings remaining.
- K-9 Recreation Facility design meeting is being held tonight at the Division Office, March 3, 2016 at 5:00 p.m.
- Informed Trustees of the upcoming Principal interviews happening on March 7 and 8, 2016. Trustee Tucker and Trustee Bazant will be present during the interviews.
- Three Hills School will be hosting the Community "Speak Out" Forum on March 8, 2016 at 1:00 p.m, where the students are the facilitators.

Secretary-Treasurer Sabir presented information on the following topics:

- Prairie Christian Academy (PCA) - five modulars have been installed on site, video of the installation was shown and presented pictures of the millwork at PCA.
- New modular granted by Alberta Education for Greentree School.

BREAK

Recessed at 12:20 p.m.

Reconvene at 1:02 p.m.

**Prairie Christian
Academy (R.
Wood/D. Lockhart)**
(School Monitoring
Report)

Superintendent Daverne welcomed R. Wood, Principal (Prairie Christian Academy/Northstar Academy), who presented the School's' education plan and results achieved. Superintendent Daverne and Chair Price thanked him for his presentation.

**Trochu Valley
School (L.
Howard/C. Boese)**
(School Monitoring
Report)

Superintendent Daverne welcomed L. Howard, Principal and C. Boese, Associate Principal (Trochu Valley School), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked them for their presentation.

**Carseland
Elementary School
(D. Seabrook)**
(School Monitoring
Report)

Superintendent Daverne welcomed D. Seabrook, Principal (Carseland Elementary School), who presented the Schools' education plan and results achieved. Superintendent Daverne and Chair Price thanked him for his presentation.

BREAK

Recessed at 2:15 p.m.

Reconvene at 2:20 p.m.

**Teachers Employee
Bargaining
Association (TEBA)**
(Action Items)

Resolution #BD20160303.1006

MOVED by Trustee Larsen that the Board of Trustees nominate Trustee Nielsen to replace Chair Price on the Teachers Employee Bargaining Association (TEBA) Committee.

Carried

Budget Process
(Action Items)

Resolution #BD20160303.1007

MOVED by Trustee Kletke that the Board of Trustees adopts the Budgeting Principles and timeline for the 2016-2017 fiscal year subject to a potential review following a provincial budget announcement, anticipated April 10, 2016.

Carried

**Delegation of
Authority (Capital
Projects)**
(Action Items)

Resolution #BD20160303.1008

MOVED by Trustee Tucker that the Board of Trustees authorizes the Superintendent to do any act or thing or exercise any power that the Board may do, or is required to do or exercise, except those matters which, in accordance with section 61(1) of the School Act, cannot be delegated.

1. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial and Golden Hills School Division No. 75 policies and procedures for the following areas:
 - a) Planning and establishing school building upgrades
 - b) Awarding of contracts for the design and construction of Capital and IMR Projects

Carried

**Monthly Enrolment
Monitoring Report
(February 2016)**
(Information Items)

Secretary-Treasurer Sabir presented information on the monthly Enrolment Monitoring Report (February 2016).

**Transportation
Monitoring Report**
(Information Items)

Secretary-Treasurer Sabir presented information on the Transportation Monitoring Report.

ADJOURNMENT

Resolution #BD20160303.1009

MOVED by Trustee Nielsen the meeting adjourn at 3:35 p.m.

Carried

Chair

Secretary-Treasurer



MINUTES

Golden Hills School Division No. 75

Special Meeting of The Board of Trustees

Meeting Type : SPECIAL BOARD MEETING

Date : Tuesday, March 08, 2016

Start time : 2:00 PM

Location : Golden Hills School Division No. 75 - Superintendents Office

Minutes

Attendance

Present were:

a) Chair

- David Price (via conference call)

b) Vice-Chair

- Larry Tucker (via conference call)

c) Trustees

- Joyce Bazant
- Barry Kletke (via conference call)
- Alan Larsen
- Sherri Nielsen (via conference call)

d) Superintendent

- Bevan Daverne

g) Secretary - Treasurer

- Tahra Sabir

Call to Order

Chair Price called the meeting to order at 2:14 p.m.

In Camera

Resolution #SM20160308.1001

MOVED by Trustee Bazant that the Board of Trustees go *In Camera* at 2:15 p.m. to discuss legal matters.

Carried

Resolution #SM20160308.1002

MOVED by Trustee Larsen that the Board of Trustees rise from *In Camera* at 2:57 p.m.

Carried

ADJOURNMENT

Resolution #SM20160308.1003

MOVED by Trustee Larsen that the meeting adjourn at 3:00 p.m.

Carried

Chair

Secretary-Treasurer

Draft



CAPITAL PLANNING

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

Alberta Education and Alberta Infrastructure require boards to submit annual capital planning priorities by April 1, 2016.

Capital planning considers the following needs: leases, modular classrooms, modernizations, new schools and replacement (new) schools. Alberta Education evaluates all requests according to factors such as utilization rates, facility condition, and enrolment patterns in order to establish the provincial priorities which may receive funding approval.

The Board approved the following modular requests at the October 27, 2015 meeting:

School	Request
Strathmore High School (Strathmore)	Relocation Funds to move large Atco modular classroom (185 m2) from Trochu Campus 2 to SHS for band program Unit has proper acoustical treatment, a large band room with 3 practice rooms at ground level
Crowther Memorial Junior High School (Strathmore)	One New Modular with washroom
Greentree School (Drumheller)	One New Modular classroom to add to existing modular installed in 2014
Trinity Christian Academy (Strathmore)	Relocation funds to move the surplus modular from Trochu (Used for Trochu decanting) to TCA

On January 18, 2016, the Minister of Education approved one modular classroom for Greentree School.

Currently, Golden Hills has several Capital Projects underway throughout the jurisdiction:

- East Wheatland - New School (April 30, 2013 announcement)
- PCA – Modernization and Addition (April 30, 2013 announcement)
- Strathmore – K-9 School (January 23, 2015 announcement)

There are continuing challenges with the aging schools in South Kneehill County, with Greentree School in Drumheller and with Westmount School in Strathmore. These schools will require modernizing so they will be able to facilitate 21st Century learning opportunities.

Recommendation:

That the Board of Trustees approves the request for the modernizations in order of priority:

1. Westmount School (\$3,543,863 deferred revenue)
2. Greentree School (\$3,995,548 deferred revenue)

That the Board approve the following lease requests:

1. Trinity Christian Academy (Strathmore)

That the Board of Trustees approves the request for continued support for the following:

1. Conversion of existing Acme gym to high school gym and flex space with opportunity for potential community partnerships.



Bevan Daverne
Superintendent



Tahra Sabir
Secretary-Treasurer



CALENDAR 2016-2017

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board shall approve all school year calendars. The criteria for the development of this calendar is established through the same Administrative Procedure.

Over the past number of years parents have suggested changes to the school year calendar. As a district we have also experienced increased pressure to provide more collaborative time for staff in order to facilitate work towards our Educational Plan goals. After a series of consultations with school administration, staff and school council, a pilot calendar for the 2016-2017 school year has been developed for the Board's consideration and has previously been approved.

We are requesting the Board's consideration for a small change involving a switch between two non-instructional days to better facilitate district professional development.

Recommendation:

That the Board of Trustees approves the proposed amendment to the 2016-2017 School Year Calendar as a pilot for the school year.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is written over a horizontal line.

Bevan Daverne
Superintendent of Schools

Golden Hills School Division No. 75
2016 - 2017 SCHOOL YEAR Division Office Use Only

AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1→	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23+	24	16	17	18	19	20	21	22
28	29♠	30♥	31♠				25	26	27	28	29	30		23	24	25	26	27	28♥	29
														30	31					

NOVEMBER 2016							DECEMBER 2016							JANUARY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14)	15	16	17	18	19	11	12	13	14	15	16	17	15	16T	17T	18T	19T	20T	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23T	24T	25T	26T	27T	28
27	28	29	30				25	26	27	28	29	30	31	29	30T	31+				

FEBRUARY 2017							MARCH 2017							APRIL 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3)	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5T	6T	7T	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10T	11T	12T	13T	14	15
19	20	21	22♥	23♦	24♦	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31♥		23/30	24	25	26	27	28	29

MAY 2017							JUNE 2017							JULY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5+	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12T	13T	14T	15	16T	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19T	20T	21	22T	23T	24	16	17	18	19	20	21	22
28	29	30	31				25	26T	27T	28T	29	30♠		23/30	24/31	25	26	27	28	29

Student Instructional Days				Instructional 177				Day in lieu of Parent/Teacher Interview			
Aug	0	Feb.	14	Non-Instructional 14				Organizational Professional			
Sept	20	March	20	School Instructional Time: Elementary – Minimum - 960 hours (Provincial Requirement – 950 hours)				Teachers' Convention			
Oct.	18	April	14					Professional Development			
Nov.	19	May	20					Collaborative P.D			
Dec.	16	June	20					School Closure			
Jan.	16			Senior High – Minimum – 1010 hours (Provincial Requirement – 1000 hours)							
								Diploma Exam Days (draft)			
								First Day of Semester			
Total	89	Total	88								

****Recommended Parent/Teacher Interview Day – Alternate day may be designated**

**2016-2017 Calendar -DRAFT Office Use Only –
Presented at the March 31 2015 Board of Trustees meeting**

Note: Diploma Examination Dates are shown as draft until the Nov 2015 schedule is set.



CALENDAR 2017-2018

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

In accordance with Administrative Procedure 130, *School Year and School Day*, the Board shall approve all school year calendars. The criteria for the development of this calendar is established through the same Administrative Procedure.

This calendar represents the third year of a pilot calendar involving the integration of four collaborative teacher work days throughout the school year.

As in the past, this calendar has been developed with the input of school councils, school staff and school and district administration.

The criteria for the proposed pilot calendar is as follows:

- This is a continued pilot calendar for the 2017-2018 school year
- No reduction in annual instructional hours for students
- Students do not start school before September 1
- Same Christmas vacation
- Family day week is now a week off for students
- Easter holiday is still scheduled but may be under consideration to look at a spring break in future years based on additional feedback
- Continue a maximum of 177 Instructional Days and have 4 collaborative days (all still work days for staff)
- We will continue to add about 8-10 minutes on to the instructional day.

Recommendation:

That the Board of Trustees approves the proposed 2017-2018 School Year Calendar as a pilot for the school year.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent of Schools

AUGUST 2017

SEPTEMBER 2017

OCTOBER 2017

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5 →	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22+	23	22	23	24	25	26	27♥	28
27	28	29♠	30♥	31♠			24	25	26	27	28	29	30	29	30	31				

NOVEMBER 2017

DECEMBER 2017

JANUARY 2018

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13)	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16T	17 T	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22 T	23 T	24T	25T	26T	27
26	27	28	29	30		24/31	25	26	27	28	29	30	28	29	30	31+				

FEBRUARY 2018

MARCH 2018

APRIL 2018

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1 →	2	3					1	2)	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	11	12	13	14	15	16♥	17	15	16	17	18	19	20	21
18	19	20	21♥	22♦	23♦	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28			25/31	26	27	28	29	30	31	29	30						

MAY 2018

JUNE 2018

JULY 2018

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11+	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14T	15T	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20T	21	22T	23	22	23	24	25	26	27	28
27	28	29	30	31		24/30	25T	26T	27T	28T	29♠	30	29	30	31					

Student Instructional Days

Aug.	0	Feb.	14
Sept.	17	March	19
Oct.	19	April	15
Nov.	20	May	21
Dec.	15	June	19
Jan.	17		

Total 88 Total 88

Instructional

Non-Instructional

177

10

School Instructional Time:

Elementary – Minimum - 960 hours
(Provincial Requirement – 950 hours)
Junior High – Minimum – 1010 hours
(Provincial Requirement – 950 hours)
Senior High – Minimum – 1010 hours
(Provincial Requirement – 1000 hours)

Day in lieu of Parent/Teacher Interview

Organizational Professional

Teachers' Convention

Professional Development

Non-Instructional Days

School Closure

Collaborative day

Diploma Exam Days

First Day of Semester

) 2

♠ 3

♦ 2

+

10

8

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The Regular Board of Trustees meetings are normally held on the second Tuesday of each month except for July and August.

**Recommended Parent/Teacher Interview Day – Alternate day may be designated

Students start classes

Semester break

Draft exam dates –S/B updated by Ab Ed in Nov 2016



SCHOOL CLOSURE HUSSAR, ROCKYFORD, CENTRAL BOW VALLEY AND STANDARD

"Inspiring confident, caring citizens of the world"

March 22, 2016

Background:

Golden Hills School Division has undertaken a significant and involved process of consultation with the school and broader communities for Central Bow Valley, Hussar, Rockyford and Standard. Over the course of the 2011/2012 school year dozens of meetings were held with the parents, the school communities, students and staff. During that process, a number of community and parent surveys were undertaken. A working group of parents from all four communities was formed with the express purpose of identifying and evaluating potential solutions and sharing possibilities in consultation with the broader communities. Coming out of this broad and lengthy process of consultation and engagement, the working group's recommendation to the Golden Hills Board of Trustees was to close the four community schools in the area and consolidate all students in the area to a single, new K-12 school. This recommendation was supported by a large majority of parents from each of the four communities and was subsequently supported by motion of our Board during that school year. The Government of Alberta and Alberta Education also supported parents in those four communities with the announcement to build this consolidated school.

After much additional work and planning with parents and other municipal partners, construction of the new school is well underway and we expect to open in September of 2016.

Recommendation:

Pursuant to Alberta Regulation 238/1997, and the Board Policy 15, that the Board of Trustees considers closure of Central Bow Valley, Hussar, Rockyford and Standard.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary-Treasurer



POLICY 20 – DISPOSITION OF PROPERTY

"Inspiring confident, caring citizens of the world"

March 22, 2016

Background:

In accordance with the School Act and accompanying Regulations, the Board of Trustees is responsible for the use of school facilities. The Board of Trustees may make recommendations or set priorities of replacement, modernization or new capital investment for submission to the Ministry of Education. Further, the Board of Trustees may make decisions regarding closure of schools or programs and disposition of property

Golden Hills School Division No. 75 will be disposing of property in the near future. The Policy Committee reviewed and updated information to the existing Policy 20 – Disposition of Property.

Recommendation:

That the Board of Trustees approves Policy 20 – *Disposition of Property*, which has been reviewed and changes made by the Policy Committee.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary-Treasurer

Policy 20

DISPOSITION OF PROPERTY

When land and buildings or other property become surplus to needs, the Board of Trustees shall arrange for the effective disposal of these items.

In accordance with the School Act and accompanying Regulations, the Board of Trustees is responsible for the use of school facilities. The Board of Trustees may make recommendations or set priorities of replacement, modernization or new capital investment for submission to the Ministry of Education. Further, the Board of Trustees may make decisions regarding closure of schools or programs and disposition of property.

Procedures:

1. The Board of Trustees shall dispose of land and buildings in the best interest of the community and of the students in the District, pursuant to existing government legislation and regulation.
2. Disposal of surplus land and buildings requires the approval of the Board of Trustees.

Board policy respecting use of school buildings (AR 181/2010 – section 2)

3. The following criteria shall be used to determine whether the Board of Trustees has use for a school building that has been closed pursuant to the Closure of Schools Regulation:
 - a. Demographic factors and enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve.
 - b. Consultation with other publicly funded school boards with respect to their needs for the school building.
 - c. Any other criteria the Board of Trustees considers necessary.

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Board policy respecting surplus reserve land (AR 181/2010 – section 4)

4. The following criteria shall be used to determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Board of Trustees' needs:
 - a. Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve.
 - b. Student accommodation and transportation issues.
 - c. Whether a school on the school reserve, municipal and school reserve or municipal reserve is included in the Board of Trustees' capital plan.
 - d. Consultation with other publicly funded school boards with respect to their needs for the school reserve, municipal and school reserve or municipal reserve.
 - e. Any other criteria the Board of Trustees considers necessary.

Declaration of surplus reserve land (AR 181/2010 – section 6)

5. If the Board of Trustees is of the opinion that a school reserve, municipal and school reserve or municipal reserve in which the Board of Trustees has an interest is surplus to its needs, the Board of Trustees shall provide the Minister with a declaration to that effect.

Municipal Government Act

6. Where interest in a school reserve, municipal and school reserve or municipal reserve is determined to be surplus, the Board of Trustees will transfer its interest in the land to the municipality where the reserve land is located, for consideration mutually agreed upon between the Board of Trustees and the municipality, as prescribed in the section 672 of the Municipal Government Act.

Lease of Real Property (AR 181/2010 – Section 8)

7. Notwithstanding section 200(2) of the School Act, the board may, without approval of the Minister;
 - a. Lease any real property that is neither a school building nor a portion of a school building,
 - b. Lease a school building or portion of it for less than 12 months, and
 - c. Lease a school building or portion of it for 12 months or more if the lease contains a termination provision allowing the board to terminate the lease on 12 months' notice.

Method of Sale (AR 181/2010 – section 9)

8. If the board intends to sell real property that has a value of more than \$50,000, the board must conduct the sale in accordance with the *Disposition of Property Regulation, School Act*.

GOLDEN HILLS SCHOOL DIVISION NO. 75				
REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 2 of 2
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9. If the Board of Trustees intends to sell personal property that has a value of more than \$10,000, it shall:
 - a. Obtain two or more current independent appraisals of the market value of the property,
 - b. Conduct the sale by tender or public auction, and
 - c. Advertise the sale at least twice in a newspaper circulating in the District prior to the sale.
10. If the Board of Trustees intends to sell personal property that has a value of less than \$10,000, it shall:
 - a. Follow the procedures outline in Regulation 12 above or,
 - b. Follow such other procedures as may be approved by the Superintendent of Schools or designate.

Sale of Real Property (AR 181/2010 – Section 10)

11. If the board sells real property, the board must repay all outstanding debt relating to that real property and any proceeds remaining must be distributed as prescribed in the *Disposition of Property Regulation, School Act*.

Legal Reference: School Act R.S.A. 2000

- Disposition of Property s.200,
 Alberta Regulation Disposition of Property Regulation 181/2010
 Alberta Regulation Closure of Schools Regulation 238/1997
 Policy 15, Program Reduction and/or School Closure
 Municipal Government Act 672

GOLDEN HILLS SCHOOL DIVISION NO. 75				
REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 3 of 2
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Alberta School Boards Association (ASBA)

Bylaw Amendments

"Inspiring confident, caring citizens of the world"

March 22, 2016

Background:

ASBA Bylaws were reviewed in 2013 by the Bylaws Review Committee. Currently Boards may submit any proposed amendments to the bylaws by March 23, 2016. The proposed amendments to the bylaws will be included in the Budget & Bylaws Bulletin which will be sent to the Boards on or before April 6, 2016.

Below is a timeline of ASBA Budget Bylaws Process:

ASBA Budget, Bylaws and Policy Processes – 2016

SPRING GENERAL MEETING (Budget and Bylaws)		FALL GENERAL MEETING (Policy Positions)	
January 2016	ASBA call for bylaw amendments letter sent to all Board Chairs, Zone Chairs	January 2016	ASBA call for proposed policy positions letter sent to all Board Chairs, Zone Chairs
<u>March 23, 2016</u>	Deadline for Boards to submit proposed bylaw amendments to ASBA <i>Please submit via e-mail to: btkachuk@asba.ab.ca</i>	March-April 2016	Boards submit proposed policy positions for FGM 2015 to zones; timelines and process at zones' discretion
April 6, 2016	Budget and Bylaws Bulletin sent to all member boards <i>As per bylaw requirement of 60 days prior to SGM</i>	April-May 2016	Zones to identify a maximum of three proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the FGM (Zone 2/3 – maximum of six)
April-May 2016	ASBA budget presented to zones	<u>May 27, 2016</u>	Deadline for Zones to submit a maximum of three proposed policy positions to ASBA for FGM (Zone 2/3 – maximum of six) <i>Please submit via e-mail to: btkachuk@asba.ab.ca</i>
<u>May 1, 2016</u>	Deadline for Boards to submit any proposed emergent policies to ASBA for SGM <i>Please submit via e-mail to: btkachuk@asba.ab.ca</i>	June 2016	ASBA Policy Development Advisory Committee (PDAC) reviews proposed policy positions submitted and determines wording of proposed policy positions to be presented to the Board of Directors
June 6, 2016	Call to order SGM: ASBA business session	Summer 2016	ASBA staff review proposed policy positions
		September 2016	ASBA circulates draft proposed policy positions to boards/zones to ensure intent reflected and background sufficient and clear
		Fall 2016	Zones discuss proposed policy positions and submit any suggested wording changes or further background information required <i>Please submit via e-mail to: btkachuk@asba.ab.ca</i>

Current Bylaw

Bylaw 8

8. Board of Directors Powers and Duties

- 8.1 The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by these Bylaws, to be exercised by the Association in a General Meeting.
- 8.2 Without limiting the generality of the foregoing, the Board of Directors:
 - 8.2.1 Shall appoint an Executive Director as Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;
 - 8.2.2 May delegate any or all of its powers to the Executive Director, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;
 - 8.2.3 May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - 8.2.4 Shall pay the reasonable expenses of its members and others;
 - 8.2.5 Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;
 - 8.2.6 Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
 - 8.2.7 May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;

Golden Hills Suggested Amendments:

Proposed Amendment - the complete replacement of 8.2.7 with two parts, .1 and .2 as follows:

8.2.7.1 Shall operate and strictly adhere to, and advocate in accordance with, existing ASBA Policy positions established by the membership at a General Meeting;

8.2.7.2 When the Board of Directors feels there is an immediate need for a new policy or a policy revision prior to the next scheduled General Meeting, the Board of Directors shall call a Special General Meeting for the Members to consider any policy revisions and/or additions.

Current Policy

There also is a similar clause in Governance Policy 2

3. Leadership

3.1 Policy

- 3.1.1 Establish a well-defined process for the determination of Association policies and the handling of directives for action.
- 3.1.2 Adopt interim Association policy between General Meetings, as and when required.
- 3.1.3 Identify how the Board is to function through the adoption of Board governance policies.
- 3.1.4 Define in Board governance policies the role of individual Board members, including executive offices of President and Vice-President.
- 3.1.5 Establish Board governance policy which will clearly outline actions, behaviours or methods to be used in order to achieve the goals that the Board expects.
- 3.1.6 Monitor Association and Board governance policy effectiveness.
- 3.1.7 Appoint committees and provide terms of reference.
- 3.1.8 Appoint representatives to category A and B external committees as per Policy 9 and provide direction to those representatives.

Proposed Amendment – replacement reads as follows:

3.1.2. Operate and strictly adhere to, and advocate in accordance with, existing ASBA Policy positions established by the membership at a General Meeting.

Current Bylaw

5.4 Director Elections

- 5.4.1 Election of the Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.
- 5.4.2 If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.

Proposed Amendment

5.4.1 The Zone, at its annual meeting (as referred to in Bylaw A3.1), and thereafter at any time during the term, as determined by the Zone, shall elect one of its members to serve as Director. This election shall be confirmed in writing to the Executive Director of the Association. Members will so elected shall take office at the next General Meeting or the next Board of Directors Meeting of the Association, whichever is the earlier.

Current Bylaw 1

Definitions and Interpretation

1.1.14 “Special General Meeting” means a meeting of the Association called by the Board of Directors pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.

Proposed Amendment

1.1.14 “Special General Meeting” means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.

Current Bylaw 11

11. Special General Meetings

11.1 Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards may be held:

- 11.1.1 following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors; or
- 11.1.2 at the call of the President.

Proposed Amendment

11.1 Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards shall be held:

11.1.1 following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors; or

11.1.2 at the call of the President, either on their own determination of such a need, or as the result of the President being notified of by a group of Members representing not less than 20 percent of the current number of non-Metro Full Member Boards and not less than 20 percent of the current number of Metro Boards. This Special General Meeting to be called in accordance with the time frame indicated by the requesting Boards while remaining in compliance with Bylaw 11.2 below.

Recommendation:

That the Board of Trustees approves the submission of the proposed amendments to ASBA to meet their March 23, 2016 deadline.

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Bevan Daverne
Superintendent



ENROLMENT BACKGROUNDER

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven and monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on September 30, 2015 enrolment of provincially funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to Grade 9 based on the full-time equivalent student count as of September 30, 2015. High school funding is based on the Credit Enrolment Units earned per student.

Recommendation:

That the Board of Trustees receives the Enrolment Monitoring Report for information and for the record.

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Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary-Treasurer

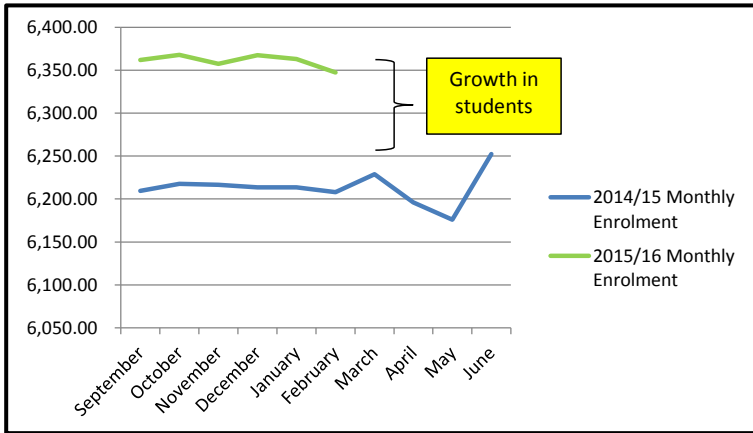
Golden Hills School Division No. 75 Enrolment

Summary of Totals - Year to Year Comparison

January 31, 2016 & February 29, 2016

Funded Total Enrolment	29-Feb-16 Enrolment	31-Jan-16 Enrolment	Difference	% Change
Provincially Funded Students	6,060.00	6,075.50	-15.50	-0.26%
Siksika Students	154.00	154.00	0.00	0.0%
International Students	133.60	133.60	0.00	0.0%
Total	6,347.60	6,363.10	-15.50	-0.2%

Last Year Monthly Enrolment & Comparison to September 2014



Grade Figure Analysis Comparison of Sept 2015 and Sept 2014

Provincially Funded	30-Sep-15	30-Sep-14	Difference	% Change
Kindergarten	215.50	234.00	-18.50	-7.9%
Grades 1-3	1,414.00	1,426.00	-12.00	-0.8%
Grades 4-6	1,445.00	1,414.00	31.00	2.2%
Grades 7-9	1,458.00	1,347.00	111.00	8.2%
Grades 10-12	1,533.50	1,493.00	40.50	2.7%
Total	6,066.00	5,914.00	152.00	2.6%

Schools - Year to Year Comparison

Configuration	SCHOOL	February 29, 2016 Provincially Funded	January 31, 2016 Provincially Funded	Difference	% Change
K-6, 10-12	Acme School	198.00	197.00	1.00	0.5%
K-6	Brentwood Elementary School	354.00	352.50	1.50	0.4%
K-9	Carbon School	93.00	94.00	-1.00	-1.1%
K-6	Carseland School	60.00	60.00	0.00	0.0%
K-8	Central Bow Valley School	26.50	26.00	0.50	1.9%
7-9	Crowther Memorial Jr. High School	562.00	563.00	-1.00	-0.2%
K-9	Dr. Elliott Community School	168.50	168.50	0.00	0.0%
7-12	Drumheller Valley Secondary School	402.00	401.00	1.00	0.2%
K-6	Greentree School	417.50	421.00	-3.50	-0.8%
K-6	Hussar School	37.50	37.50	0.00	0.0%
K-12	Prairie Christian Academy School	248.00	251.00	-3.00	-1.2%
K-6	Rockyford School	30.50	33.50	-3.00	-9.0%
K-12	Standard School	240.00	235.00	5.00	2.1%
10-12	Strathmore High School	602.00	610.00	-8.00	-1.3%
K-12	Three Hills School	465.00	463.50	1.50	0.3%
K-9	Trinity Christian Academy	148.00	148.00	0.00	0.0%
K-12	Trochu Valley School	301.50	306.50	-5.00	-1.6%
K-6	Westmount School	449.50	449.00	0.50	0.1%
K-6	Wheatland Elementary School	370.50	368.50	2.00	0.5%
	Totals	5,174.00	5,185.50	-11.50	-0.2%
Configuration	SCHOOL	Provincially Funded	Provincially Funded	Difference	% Change
7-9	Anchors II Outreach	10.00	10.00	0.00	0.0%
7-12	Drumheller Outreach	18.00	18.00	0.00	0.0%
1-12	Golden Hills Learning Academy	109.00	109.00	0.00	0.0%
1-12	NorthStar Academy	380.50	380.50	0.00	0.0%
7-12	Strathmore StoreFront	32.00	32.00	0.00	0.0%
10-12	Trochu Valley Outreach	0.00	0.00	0.00	0.0%
	Totals	549.50	549.50	0.00	0.0%
Configuration	COLONY SCHOOLS	Provincially Funded	Provincially Funded	Difference	% Change
K-9	Colonies	336.50	340.50	-4.00	-1.2%



BUDGET PROCESS UPDATE

"Inspiring confident, caring citizens of the world"

March 22, 2016

Background:

To date there has been no budget announcement. In the past the budget is usually announced in late February or early March. Our understanding, based on media reports, is that the budget will be announced April 14, 2016. Our assumption is that the budget deadline will remain May 31, 2016.

As a result, we will continue to follow our normal budgeting processes and have advised all our principals and managers to do the same.

As per our normal process, budget is driven by enrolment. There are various ways enrolment is projected as follows:

1. Straight-line enrolment – moving students to the next grade.
2. Baragar information - Custom Planning Software.
3. Local knowledge of the landscape.

Golden Hills has been experiencing deficits in both Plant Operations & Maintenance and Transportation and as a result reserves are used to offset the deficits. We continue to try and reduce expenditures while increasing efficiencies so we do not jeopardize service.

Golden Hills will continue to pursue program initiatives and system improvements to ensure that students receive the best education in Golden Hills Schools. The challenges will continue and administration will work through the details and ensure decisions align with the vision and mission for Golden Hills and Inspiring Education.

Recommendation:

That the Board of Trustees receives the Budget for information and for the record.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary-Treasurer



INFORMATION UPDATE K TO 9 WITH RECREATION FACILITY PLANNING

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

Alberta Education announced funding for a 500 student, kindergarten to grade 9 school in the town of Strathmore. Planning and discussions with the Town of Strathmore and the County of Wheatland have been underway for some time in works towards a school and combined recreation facility.

The following items have been updated for Board information:

1. Construction Delivery Model
2. Joint use agreement
3. Composite designs
4. Other School planning

Recommendation:

That the Board of Trustees receives the updated documents in regards to the kindergarten to grade 9 school in the Town of Strathmore as information.

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Bevan Daverne
Superintendent of Schools



AP 350 – *Safe and Caring Environments, Student Conduct and Discipline*

"Inspiring confident, connected, caring citizens of the world"

March 22, 2016

Background:

Administrative Procedure 350 was developed by Golden Hills School Division No. 75 Policy Committee in response to the Alberta Government recommended guidelines as per Bill 10.

The procedure will provide Administrators with a guideline to diversify their supportive and encouraging role for all students.

Recommendation:

That the Board of Trustees receives Administrative Procedure 350 – *Safe and Caring Environments, Student Conduct and Discipline* as information and for the record.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Wes Miskiman".

Wes Miskiman
Associate Superintendent

SAFE AND CARING ENVIRONMENTS, STUDENT CONDUCT AND DISCIPLINE

Background

A welcoming, caring, respectful and safe learning environment is of primary importance in all our schools, and exists with the full support and assistance of all members of the school community. We seek to develop a just, peaceful and democratic society in our schools, in accordance with the Charter of Rights and Freedoms, Alberta Human Rights Act (AHRA) and the Alberta School Act. The Division commits to ensure that all are treated with respect and dignity. The Division expects employees, students, volunteers, parents, and community members who visit Division facilities to conduct themselves in a manner which promotes and protects the best interests of students, staff and colleagues.

Procedures

1. Students, as a partner in education, have the responsibility to:
 - 1.1 Attend school regularly and punctually
 - 1.2 Be ready to learn, actively engage in and diligently pursue their education
 - 1.3 Respect the rights of others in the school
 - 1.4 Positively contribute to a welcoming, caring, respectful and safe learning environment that respects diversity of all school and community members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and/or ability
 - 1.5 Refrain from, report and discourage bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
 - 1.6 Comply with the rules of the school and the policies of the Board
 - 1.7 Co-operate and be accountable to the teachers, school staff and those authorized by the Board to provide education programs and other services in regards to conduct
2. Staff members, as a partner in education, have the responsibility to:
 - 2.1 Establish, maintain and contribute to a welcoming, caring, respectful and safe learning environment that respects diversity of all school and community members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and/or ability
 - 2.2 Subscribe to the policies of Golden Hills School Division 75 Public Schools and the tenets of the Alberta Teachers' Association Code of Professional Conduct
 - 2.3 Treat parents, students and fellow staff with respect at all times
 - 2.4 Support parents and other school staff in the development and implementation of plans to address the needs of students
 - 2.5 Communicate information about student behaviour to parents and administration as appropriate
 - 2.6 Support establishment of student leadership or support groups intended to promote welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging when students express an interest in such groups
 - 2.7 Provide an environment that promotes self-esteem and self-regulation

3. Principals, as a partner in education, have the responsibility in accordance with the School Act S.20 to:
 - 3.1 Establish, maintain and contribute to a welcoming, caring, respectful and safe learning environment that respects diversity of all school and community members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and/or ability
 - 3.2 Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the school/board
 - 3.3 Treat parents, students and fellow staff with respect at all times
 - 3.4 Support staff and parents in the development and implementation of plans to address the learning needs of students
 - 3.5 Assign supervision as required to ensure a safe, orderly environment.
 - 3.6 Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the Board
4. Parents/Guardians, as a partner in education, have the responsibility to:
 - 4.1 Positively contribute to a welcoming, caring, respectful and safe learning environment that respects diversity of all school and community members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and/or ability
 - 4.2 Treat all adults and students with respect at all times
 - 4.3 Advocate for their children and work co-operatively with the school in the best interests of their children
 - 4.4 Participate and co-operate with school staff in the development and implementation of plans to address the learning needs of students
 - 4.5 Ensure their children come to school prepared to learn
5. Students and staff are entitled to an environment free of discrimination as described in the AHRA. The AHRA prohibits discrimination on the basis of an individual's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation. Diversity and privacy will be respected by the school. A non-gender specific washroom or change room will be provided for students, staff, volunteers or guests to the school who desire increased privacy, regardless of the reason (medical, religious, cultural, gender identity or gender expression).
6. Students are entitled to establish voluntary student organizations and student led-activities that promote equality and non-discrimination. The students are also entitled to select a respectful and inclusive name for their organization. Examples of such organizations might include Me to We, Gay-Straight Alliance, Diversity Clubs, Gender Sexuality Alliance, Anti-bullying Clubs or Student Support Clubs. If the school is unable to find a staff member to act as a support for such an organization, they must inform the superintendent.
7. Schools shall publish the expectations for student conduct and discipline procedures. These expectations and procedures must also include information about the protocol and procedures used when incidents involving violence or threats of violence occur.
8. Discipline problems include, but are not limited to, disrespectful, abusive, and/or violent behaviour toward school personnel or other students, damage to property, lack of proper attendance, improper conduct on school buses, any behaviour which is disruptive to the learning process, involvement with drugs or alcohol during school hours and at all school sponsored functions, or possession of a weapon or instrument that can be termed dangerous to students or staff, on school property, and/or at a school sponsored event.

9. In the interest of supporting a safe and caring learning community, schools will respond to situations that threaten or violate the physical and emotional safety of those in its care. Students are entitled to procedural fairness, due process, and respectful, dignified treatment. Improving student conduct relies on effective communication and co-operation between home and school. The school will respond with intervention that is logical, restorative (where appropriate and possible) and take into account a student's stage of development and range of special needs when determining responses. A risk/threat assessment may be undertaken to collect additional information to make decisions on next steps. The following are examples of responses that may be considered in addressing inappropriate behaviour:
- 9.1 Discussion with those involved
 - 9.2 Conference that may involve students, staff, parents and/or divisional personnel
 - 9.3 A plan that may include counselling, mentoring, mediation, or outside agency involvement (Child and Family Services, Mental Health, RCMP, etc.)
 - 9.4 Time out: a "cooling off" period
 - 9.5 Student orientation
 - 9.6 Withdrawal of privileges (school areas, transportation services, and/or school-related activities)
 - 9.7 Development and implementation of a behavioural or performance contract
 - 9.8 Suspension from class or from school (GHSD AP 351)
 - 9.9 Expulsion: involvement of school administration, Superintendent and Board is required (GHSD AP 351)
10. A teacher or a principal may suspend a student, if in the opinion of the teacher or principal, (a) the student has failed to comply with School Act S. 12, or (b) the student's conduct is injurious to the physical or mental well-being of others in the school. A teacher may suspend for one class period. A principal may suspend a student from school, from one or more class periods, courses or education programs, or from riding a school bus. A principal may suspend a student for up to five school days.
11. The principal may discipline a student for conduct or behaviour that occurs at or outside the school, during or outside of school hours and days, on line or in person, if that behaviour impacts the safe and orderly environment of the school.
12. Corporal punishment is not permitted.

References:

Charter of Rights and Freedoms
The Province of Alberta Human Rights Act
The Province of Alberta Education Act
The Province of Alberta School Act S. 12 *Students*
The Province of Alberta School Act S. 13 *Compulsory Education*
The Province of Alberta School Act S. 20 *Principals*
The Province of Alberta School Act S. 24 *Suspension*
The Province of Alberta School Act S. 25 *Expulsion*
Golden Hills School Division No. 75 *Administrative Procedure 351: Suspension and Expulsion*