



# Valhalla School Foundation

Operating Valhalla Community School, Northern Alberta's First Rural Leadership Charter School

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## Policy Manual

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## **A. Foundations and Basic Commitments Policy**

### **A-101: Vision and Purpose Policy**

The Valhalla Community School (VCS) aims to instill a readiness for leadership by equipping its rural students with both knowledge and skills that will enable them to make positive contributions at their future places of employment as well as in the communities or groups with which they choose to associate.

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*Due for Revision:*         *September 2018*

*Legal Reference:*         *Valhalla School Foundation Charter; September, 2008, p. 1*



**A. Foundations and Basic Commitments**  
**Policy A-102: Guiding Philosophies and Principles**  
**Policy**

1. The Valhalla School Foundation (VSF) views rural education as possessing unique and beneficial characteristics with the potential to maximize student learning. In general, rural students approach life from an entrepreneurial perspective and have close, personal ties to members of their family and community. According to the work of Gordon Neufeld (*Hold On to Your Kids: Why Parents Need to Matter More Than Peers*, Vintage Canada, 2005) the connectedness of a community has a significant impact on the “parent-orientation” of a child and, by extension, contributes to their success in school. Similarly, multi-grade groupings contribute to an environment that encourages this same sense of community connection.
2. The VSF believes the unique aspects of rural education that distinguish it from its urban cousin, call for a diligent focus on structured teaching practices that maximize opportunities for all students in the rural classroom. In addition, direct community involvement will underscore the importance of civic commitment and participation for the students of VCS.
3. The VSF holds strongly to the belief that rural schools must provide students with the opportunity to develop the knowledge, skills and attitudes necessary for success in both urban and rural settings.
4. The VSF recognizes the central role of parent and guardian in the life of a child and therefore sees itself as a partner commissioned to foster academic success as part of the overall process of child development. In keeping with this, it is a priority that parents form a majority of the Foundation’s representatives.
5. The VSF recognizes that it is in the students’ best interest for the Foundation to support its educators by clearly defining all goals and expectations and in turn providing the means necessary for them to be carried out.
6. The VSF views self-confidence as a product of competence. With this in mind, it commits to student success in academics and leadership in an atmosphere of supportive encouragement.
7. The VSF holds in high regard for its students the skills of memorization of both prose and arithmetic, mental calculation and dignified visual presentation of written work in the form of excellent penmanship and recognizes the role of diligent drill and practice in fostering regular, automatic presentation of said mastered skills.
8. The VSF strongly upholds the skill of critical thinking as an important part of child development. It is a crucial tool for developing logic and the Foundation purports it is through the mastery of skills and the acquiring of knowledge that one formulates a basis for such critical analysis. As students advance, the focus on skills and knowledge can naturally lead to more opportunities for abstract reasoning, logic, and self-reliant thought processes.

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*Revised:* September 30, 2013  
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*Legal References:* Valhalla School Foundation Charter, page 1-2



**A. Foundations and Basic Commitments**  
**Policy A-303: Communication of Charter School Outcomes**  
**Policy**

It is the responsibility of the charter board to ensure that the school's effective practices and innovative approaches are communicated to stakeholders in order that Alberta's entire education system can benefit from its experience. Stakeholders include the Minister of Education, parents, staff, other educators, sponsors, and the general public.

**Guidelines**

Communication strategies include:

1. publishing relevant documents on the school's website
2. the use of the school's newsletters
3. advertisements and feature stories in local newspapers
4. The Three-year Education plan and the Annual Education Results Report will be available in print and on the school's website. School Council will be informed specifically by disseminating information during their meetings.

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*Legal Reference:* Valhalla School Foundation Charter; September 2008, page 6



**A. Foundations and Basic Commitments Policy**  
**A-401: Student Selection Criteria**  
**Policy**

If enrolment applications by students exceed the maximum student capacity of the school the following criteria will be used for selection purposes.

Priority will be given to:

1. Students within the designated Valhalla Community School boundary.
2. Siblings of students already attending the VCS.
3. Children of staff members.
4. First come first served to all other students.

**Guidelines**

1. Before the end of the school year, parents of students currently attending Valhalla Community School will be given the opportunity to register their children for the next school year.
2. New students will be admitted if there are spaces available in the following order of priority:
  - a. Students living within the designated Valhalla Community School boundary.
  - b. Siblings of students already attending Valhalla Community School.
  - c. Children of staff members.
  - d. First come first served to all other students.
3. With the exception of students whose family has relocated during the school year to a residence within the designated Valhalla Community School boundary, no new students will be accepted after September 30 of the school year.
4. A 'New Student' is defined as a student who is not registered at Valhalla Community School by September 30 of the given school year.
5. The Board may consider exceptional circumstances.

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*Legal Reference:* Valhalla School Foundation Charter; September 2008, Appendix B



## **B. Charter Board Governance and Operation**

### **Policy B-101: Roles and Responsibilities of the Charter Board**

#### **Policy**

The Valhalla School Foundation (VSF) Board will hold itself responsible for:

1. Governing Valhalla Community School (VCS) in support of the goals and obligations of the Valhalla School Foundation (the Society).
2. Representing stakeholders in matters concerning the educational and operational goals, plans and directions of VCS.
3. Ensuring the mission and goals of VSF are met and the philosophy of VSF is considered in all matters.
4. Establishing, maintaining and monitoring policies concerning educational and associated services and programs provided by VCS.
5. Ensuring that the policies of the Charter Board and the practices of VCS are consistent with relevant federal and provincial statutes, the Charter, Board policies, and contractual obligations.
6. Monitoring, through the Superintendent, the general quality of student learning experiences and student achievement.
7. Evaluating the levels of confidence and satisfaction held by parents and Charter Board members in the results achieved by the students of VCS.
8. Stewarding the physical assets of VSF.
9. Directing and monitoring the finances of VSF.
10. Helping to foster a positive and productive culture.

#### **Background**

The authority of the Valhalla School Foundation is derived from the province, and the Charter Board is accountable to Alberta Education.

#### **Guidelines**

1. To engage stakeholders in its decision-making processes, the Charter Board will collaborate with, consult with, and inform parents, Society members, other governing bodies, and/or staff.
2. The Charter Board believes that, to govern effectively, its members will commit to thinking and acting in ways that are:
  - Realistic
  - Adaptable
  - Optimistic
  - Responsible
  - Accountable
  - Focused on the future
3. The Charter Board expects that its values will be reflected in the ways in which it meets its responsibilities. Its values include:
  - a) Holding the interests of students as paramount.
  - b) Communicating openly, honestly, and with a corporate voice.
  - c) Using decision-making processes of collaborating, consulting and informing in appropriate contexts.
  - d) Supporting, encouraging and recognizing the efforts undertaken by its staff.
  - e) Improving the governance of the Charter Board through organized learning activities.



## **Administrative Procedures**

To meet its responsibilities, the Charter Board will:

1. Recruit, employ and review the performance of a Superintendent.
2. Support student learning by speaking with an informed voice on behalf of public education.
3. Support VSF speaking with an informed voice on the Charter School movement.
4. Establish a clear sense of vision and mission through consultation on the values and aspirations of stakeholders.
5. Establish Charter Board goals, plans and policies that enable others to meet these common purposes.
6. Develop policy, allocate resources, build relationships and sustain initiatives in a manner that supports innovation.
7. Assure the equitable distribution of human, material and fiscal resources.
8. Monitor the implementation of its policies, goals and plans.
9. Ensure that appropriate systems of evaluation and reporting exist.
10. Monitor, evaluate and report on its own performance.

*Approved (B-101):*                      *December 11, 2014*  
*Revised:*  
*Due for Revision:*                      *December 2019*  
*Legal Reference:*                      *The School Act (3. 2. 60)*  
    *The Societies Act (2000)*  
    *The Trustees Act*  
    *The Alberta Education Guide to Education*



**B. Charter Board Governance and Operation**  
**Policy B-102: Role of the Charter Board Chair/Co-Chairs**  
**Policy**

The role of the Valhalla School Foundation (VSF) Charter Board Chair (or Co-Chair) is to:

1. Ensure the integrity of the Charter Board's operations.
2. Ensure that the conduct of the Charter Board is consistent with its own policies, bylaws and those requirements imposed on it by legislation.
3. Chair Charter Board meetings in accordance with the responsibilities and accountabilities outlined in the bylaws and Charter.
4. Ensure that decisions of the Charter Board pertain only to those matters which, according to Charter Board policy, are clearly governance related and will direct matters of an operational nature to administration.
5. Ensure that Charter Board discussions are timely, fair, orderly and thorough, but also efficient, limited to time, and to the point.
6. Ensure that good meeting processes, which support the thoughtful discussion of issues, are observed.
7. Act as official spokesperson for the Charter Board with the media and the public.

**Guidelines**

1. The Charter Board Chair or Co-Chair will have no authority or responsibility to supervise or direct the work of the Superintendent or staff members.
2. In all matters pertaining to Charter Board business, the Charter Board Chair or Co-Chair will act at the direction of the Charter Board.

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*Revised:*  
*Due for Revision:*        *December 2019*  
*Legal Reference:*        *The School Act (3.2.65)*



## **B. Charter Board Governance and Operation**

### **Policy B-103: Duties of the Treasurer**

#### **Background**

In accordance with the Valhalla School Foundations Bylaws, the Board must elect a Treasurer at its organizational meeting.

#### **Policy**

The Treasurer will oversee the financial affairs of the Valhalla School Foundation, and act as the Chair of the Finance Committee.

#### **Guidelines**

Given that the Valhalla School Foundation employs a Secretary-Treasurer, the responsibilities of the Treasurer may be delegated to this individual.

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*Revised:*  
*Due for Revision:*            *December 2019*  
*Legal Reference:*              *The School Act (116)*  
   *Valhalla School Foundation By-Laws*



## **B. Charter Board Governance and Operation**

### **Policy B-104: Duties of the Secretary**

#### **Background**

In accordance with the Valhalla School Foundations Bylaws, the Board must elect a Secretary at its organizational meeting.

#### **Policy**

The Secretary of the Valhalla School Foundation will be responsible to the Charter Board for the integrity of all Board documents including the Charter, Bylaws, policies, minutes, correspondence, and reports, and will act as Chair of the Human Resources Committee.

#### **Guidelines**

With the approval of the Charter Board, the duties of the Secretary may be delegated.

#### **Administrative Procedures**

1. The Secretary of the Board will attend all meetings of the Charter Board and cause minutes to be kept, recording all the motions and votes undertaken during the meetings. The Secretary will ensure the minutes are available within fourteen (14) days after the Minutes of public meetings have been approved by the Board at their next scheduled meeting.
2. The Secretary will see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law, and will perform such other duties as may be assigned by the Chair or by the Charter Board.

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*Due for Revision:*                      *December 2019*  
*Legal References:*                      *The School Act (116)*  
    *Valhalla School Foundation By-Laws*



**B. Charter Board Governance and Operation**  
**Policy B–201: Charter Board Member Code of Conduct**  
**Policy**

Individual Valhalla Community School (VSF) Charter Board members will maintain a standard of conduct as established in this policy.

**Guidelines**

The Code of Conduct stipulates that Charter Board members of VSF will:

1. Recognize and respect each member of the school community.
2. Work with fellow Charter Board members in a spirit of harmony and cooperation.
3. Encourage a positive atmosphere where individual contributions and diverse points of view are encouraged and valued.
4. Accept that the Charter Board expresses its will only through a majority decision taken by the Charter Board and will speak corporately as one voice.
5. Hold the interest of all students as paramount in decision-making.
6. Declare actual and potential conflicts of interest and excuse themselves from Charter Board deliberations when appropriate.
7. Respect and maintain the confidentiality of information deemed confidential by the Charter Board.
8. Value and encourage parental participation in their child’s education.
9. Recognize and accept that each Charter Board member has no authority or responsibility to direct the Superintendent or staff except as explicitly directed by the Charter Board.
10. Recognize and accept established Charter Board protocols for communication and problem-solving.
11. Practice and promote within the school community the highest standards of respect, responsibility, integrity, self-discipline and compassion.
12. Accept that their role as Charter Board members does not provide them or members of their family with any rights or privileges, as a parent, beyond those of any other parent within the Valhalla Community School community.
13. Abide by the policies and bylaws of VSF.
14. Concentrate on functions related to governing and representing the membership, and not on the administrative, day-to-day operational activities of the school.
15. Commit to thinking and acting in ways that are:
  - Respectful
  - Realistic
  - Adaptable
  - Optimistic
  - Responsible
  - Accountable
  - Focused on improvement

**Administrative Procedures**

1. Charter Board members will accept that when their actions are perceived to be in contravention of this Code of Conduct, the following process will be implemented:
  - a) Charter Board members will attempt to resolve any issue or concern with another Charter Board member one-on-one. Be specific, describe the problem and your concern, be practical, and have positive suggestions for resolution.



- b) It is anticipated that Step A will produce a positive resolution in most cases. However, if the behavior persists, the issue may be brought, in turn, to the Charter Board Chair or a Vice Chair, then to the Executive Committee of the Charter Board, and then to the entire Charter Board in closed session. At this point, the Charter Board may choose to prepare a “Letter of Censure” to the member in question, outlining the specific expectations of the Charter Board for resolution of the issue.
- c) If the processes in Step B fail to produce a satisfactory resolution, the Charter Board may ask for the resignation of the Charter Board member. In the event that the Charter Board member does not agree to step down, the Charter Board may require the resignation of the member in accordance with Section 7 of the VSF By-laws.

*Approved (B-201):*            *August 10, 2010*  
*Revised:*                    *March 08, 2015*  
*Due for Revision:*        *March 2020*  
*Legal Reference:*         *The School Act*  
                                      *The Alberta Societies Act*  
                                      *Valhalla School Foundation By-Laws*



**B. Charter Board Governance and Operation**  
**Policy B-202: Conflict of Interest**  
**Policy**

Members of the board of directors shall act at all times in the best interests of the society rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transacting the affairs of the corporation in a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the board. Members of the board shall serve without remuneration. No director shall directly or indirectly receive any profit from his or her position as such, provided that directors may be reimbursed, in accordance with the bylaws, reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a director are considered to be the pecuniary interests of the director.

**Definition of conflict of interest**

- Board members are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.
- A conflict of interest may be “real”, “potential” or “perceived”; the same duty to disclose applies to each.
- Board directors of the charter school will annually complete the disclosure form to disclose real, potential or perceived conflicts of interest.
- Full disclosure in itself, does not remove a conflict of interest.

**Principles for dealing with conflict of interest**

- The board member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the matter at issue.
- If the board member is not certain he/she is in a conflict of interest position, the matter must be brought before the chair, executive committee or board for advice and guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the board will determine, by vote, if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
- It is the responsibility of other board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow board member to raise the issue for clarification, first with the board member and, if still unresolved, with the board chair.
- The board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter, and unless otherwise decided by the board, must leave the meeting room for the duration of any such discussion or vote.
- The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

*Approved (B-202): June 19,2014*

*Revised:*

*Due for Revision: June 2019*

*Legal Reference:*



**B. Charter Board Governance and Operations**  
**Policy B-301: Appeals to the Charter Board**  
**Policy**

The Valhalla School Foundation is committed to fair and orderly processes in which to resolve disputes or concerns arising from its Student policies and the decisions made there under.

Parents and the student, if 16 years of age or older, have the right to appeal decisions which significantly affect the education of the student.

The Charter Board expects that this policy will come into effect after the parent and/or student has followed the School's stated protocol for relating concerns, namely addressing concerns first with the teacher, where appropriate, then the Principal and ultimately the Superintendent.

**Guidelines**

1. Appeals shall be heard by the Charter Board (the "Board"). Directors of the Board who are in conflict of interest or who believe that their judgment is unduly biased (such that they shall not be able to make a fair decision), shall withdraw from the appeal process.
2. Appeals to the Board are made through the Superintendent, who will arrange for a hearing with the Board (or its appeal committee).
3. Appeals to the Board will be in writing, stating the basis for the appeal and will include a copy of the written decision giving rise to the appeal.
4. Appeals of decisions made by the Superintendent must be made within 30 days of the written decision provided to the parent or student.
5. The grounds for an appeal to the Board will include one of the following:
  - a) a decision affecting the education of a student,
  - b) a suspension of a student (if expulsion is being considered),
  - c) accuracy and completeness of a student record
  - d) a fee or cost levied on a parent for instructional supplies or materials, transportation, damage to school or personal property.
6. Board Appeal hearings will be held and a written decision rendered, stating reasons for the decision, within 10 days of receipt of the request for an appeal.
7. The appeal hearing will provide an opportunity for all parties to speak to the issue(s) in dispute and to present pertinent documents. The appeal process is designed so that disputing parties will not require legal counsel; however, a person making an appeal may choose to be represented by legal counsel. If any party is to be represented by legal counsel, all parties will be notified in advance of the hearing.
8. Hearings will proceed with the following steps in place:
  - a) All parties are present and consent to proceed.
  - b) Chair of the appeal hearing will introduce all parties, and begin by stating the purpose of the hearing as follows,

*The hearing will:*

- a) *ensure that all parties to the hearing understand the decision under review and the reason(s) for the review,*
- b) *provide an opportunity for both parties to make representation to support their position before the decision on the appeal is made,*



- c) provide opportunity for each party to respond to statements made by the other,*
- d) allow Board members to ask appropriate questions of clarification.*
- 9. Board members will discuss the merits of the case in the absence of both parties, make a decision, advise both parties in writing of their decision and provide reason(s).
- 10. Where appropriate, the Board will inform both parties when the decision related to the matter being heard is appealable to the Minister of Education (pursuant to School Act S.124).

*Approved (B-301):*            *January 20,2015*  
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*Due for Revision:*        *January 2020*  
*Legal Reference:*        *The School Act (s. 23, 123, 124)*



**B. Charter Board Governance and Operations**  
**Policy B-401: Presentations to the Charter Board**  
**Policy**

The Charter Board believes that the School Partners and employees of the Charter Board should have the opportunity to make presentations to the Charter Board, and further recognizes the value of such information.

**Guidelines**

1. A request to make a presentation shall be to the Charter Board Chairperson, at least five working days before the next Charter Board meeting.
2. The Chairperson may consult with the Executive Committee to determine whether the petitioner has followed Charter Board policy, the potential to prejudice the Charter Board's ability to hear an appeal, and whether or not it is repetitious.
3. Matters pertaining to personnel and legal and property issues shall be considered in a closed session.
4. Relevant background information to the delegate's submission shall accompany the agenda.
5. The spokesperson for the delegation shall be identified.
6. The spokesperson shall be notified of the time the item has been placed on the agenda.
7. Where a delegation requests action from the Charter Board, the Charter Board will usually respond at a subsequent meeting.
8. In emergent situations where the above procedure cannot be followed, the Chairperson shall justify the emergency, then outline the subject and background prior to the delegation appearing before the Charter Board.

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*August 26, 2008*

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*September 30, 2013*

*Approved(B-401)*

*January 20, 2015*

*Due for Revision:*

*January 2020*

*Legal Reference:*

*Valhalla School Foundation By-Laws*



**B. Charter Board Governance and Operation**  
**Policy B-501: Grievance Committee**  
**Policy**

The Valhalla School Foundation Board of Directors shall establish a Grievance Committee comprised of both parents and teachers to make non-binding recommendations to the Board of Directors concerning the disposition of complaints. The Grievance Committee shall have four members who will serve one year terms, with one member designated as chairperson by the other committee members. Committee members shall be appointed each year at the first Board of Directors meeting following the start of the school year. Grievance Committee members may serve no more than two consecutive terms on the committee.

**Guidelines**

The advisory grievance committee hears complaints on the part of individuals or groups who allege a violation of the provisions of the school's Charter. This grievance committee is a standing committee of the Board of Directors, including parents and teachers as members. The grievance and complaint review process includes:

1. written description of the grievance, along with any supporting documentation, to be presented by the aggrieved party to the grievance committee no later than one month after the fact;
2. committee review of the grievance and all supporting materials along with interview of the aggrieved and other relevant parties within one month's time;
3. committee decision within one week's time or a call for more information, in which case the process starts again with 2);
4. the advisory grievance committee makes its decision and nonbinding recommendations concerning the disposition of the complaint known to the school's Board of Directors;
5. the Board of Directors considers the recommendations of the grievance committee at its next regularly scheduled meeting and renders a decision;
6. if the Board decides wholly or partially for the aggrieved, any remedial action is to be taken as expeditiously as possible;
7. if the aggrieved is dissatisfied with the Board's decision, an appeal may be made to the Minister of Education.

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*Due for Revision:*                *January 2020*  
*Legal Reference:*                    *Valhalla School Foundation By-Laws*



**B. Charter Board Governance and Operation**  
**Policy B-601: Executive Committee of the Board**  
**Policy**

The executive committee is commissioned by and responsible to the board of directors to function on behalf of the board of directors in matters of emergency and in interim periods between regularly scheduled board meetings. The executive committee shall have and exercise the authority of the board of directors provided that such authority shall not operate to circumvent the responsibility and authority vested in the board of directors by the by-laws, and any action taken is to be ratified by the board of directors at its first subsequent meeting.

**Guidelines:**

**Appointments and Composition**

1. The executive committee shall be composed of the chair or co-chairs, vice-chair, secretary, and treasurer of the board, as well as the Superintendent as a non-voting member.
2. The chair of the executive committee shall be the chair of the board of directors.
3. The chair, vice-chair, secretary, and treasurer shall be elected in accordance with procedures set forth in the by-laws of the charter school.

**Responsibilities**

1. Make decisions on behalf of the full board as needed which cannot wait for the full board or on matters delegated to the Executive Committee by the board of directors.
2. Maintain effective communication with the committees of the charter school board.
3. Lead strategic planning. Coordinate the annual planning and budget process of the charter school in conjunction with the finance committee and the superintendent. Developing an annual work plan for the board.
4. Respond to the call of the board chair or Superintendent for emergency meetings to deal with special problems between regular board meetings.
5. Annually submit objectives as part of the planning and budgeting process.
6. Make recommendations to the governance committee regarding structure and functioning of the board.
7. Coordinate the recruitment and selection of the Superintendent; review the compensation of the Superintendent.
8. Provide guidance and coordinate the annual review of the performance of the Superintendent in accordance with the process, criteria and timelines outlined in the Superintendent Description of Services.
9. Assist chair in managing conflicts among and complaints concerning directors.
10. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
11. Report to the board of directors at regular meetings of the board in a manner determined by the board.



*Approved (B-601):*            *March 08, 2015*  
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*Due for Revision:*           *January 2020*  
*Legal Reference:*



**B. Charter Board Governance and Operation**  
**Policy B-602: Governance Committee of the Board**  
**Policy**

The governance committee is responsible for board development. It is commissioned by and responsible to the board of directors to assume the primary responsibility for matters pertaining to board of director's recruitment, nominations, orientation, training, and evaluation in accordance with the by-laws of the charter school as well as established policies and practices approved by the board of directors.

**Guidelines:**

**Appointments and Composition**

1. Appointments of the chair and members of the governance committee shall be made annually by the Board in accordance with the By-laws.
2. The chair of this committee shall be the past or vice chair of the board of directors.
3. Other members of this committee shall be the board chair who shall serve as an ex-officio member, together with one director annually appointed by the board and, when available, members of the general membership, subject to the conditions stated in the by-laws. It includes the Superintendent, ex officio, in a non-voting capacity.
4. When this committee functions primarily as a *Nominating Committee*, as below, it will seek to ensure that additional members of the general membership are included, to have a majority of general members if they are available.

**Responsibilities**

1. Provide orientation of potential and new board directors. Develop an orientation and training plan for new board directors and assist in the planning of an annual board retreat. Provide support, training and continuing education for all board directors.
2. Develop and coordinate an annual evaluation of the board and the directors.
3. Monitor board member attendance.
4. Review bylaws and governance policies and audit compliance with them.
5. Provide regular recognition to board directors.
6. Annually submit objectives as part of the planning and budgeting process.
7. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
8. Report to the board of directors at regular meetings of the board in a manner determined by the board.



## **Nominating Committee**

The Nominating Committee will be the members of the governance Committee along with additional members of the general membership as above.

### **Nominating Committee Responsibilities**

Study the current composition of the board of directors to determine current skills and experience; identify skills and experience needed on the board; seek a diversity of thoughts and opinions in board composition. Develop and recommend to the board criteria for new board recruits that express the priorities in terms of skills, knowledge, contacts and resources sought after by the charter board.

Recruit potential board directors and develop a slate of directors for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the by-laws. Review annually the procedures for board recruitment.

Screen prospective candidates for vacant positions on the board, including interviews and references if necessary, and when screening prospective candidates, be vigilant for potential conflicts of interest.

Solicit CEO input to nominations, but retain board control over final decisions.

*Approved (B-602):*                      *March 08, 2015*

*Revised:*

*Due for Revision:*                      *January 2020*

*Legal Reference:*



**B. Charter Board Governance and Operation**  
**Policy B-603: Program Committee of the Board**  
**Policy**

The program committee is commissioned by and responsible to the board of Directors. It has the responsibility for working with the Superintendent to review the education plan and the education results; presenting program recommendations to the board; monitor implementation of the program on a regular basis and recommend proposed revisions; recommend to the board appropriate policies for the management of the charter school's programs. The program committee shall be assisted by the Superintendent and the Principal.

**Guidelines:**

**Appointments and Composition**

1. Appointments of the chair and members of the program committee shall be made annually by the board in accordance with the by-laws.
2. The chair of this committee shall be the vice chair of the board of directors.
3. Other members of this committee shall be one director annually appointed by the board, subject to the conditions stated in the by-laws. The board chair shall serve as an ex officio member. It includes both the Superintendent and Principal, ex officio, in a non-voting capacity and, if available, a representative of the teaching staff.

**Responsibilities**

1. Provide general oversight of the charter school's programs. In collaboration with the Superintendent, reviews and recommends Annual Education Results Report.
2. Ensure the establishment of program standards. Also in collaboration with the Superintendent, develop and annually revise the three-year education plan.
3. Monitor compliance with such program standards.
4. Ensure that adequate systems exist to measure program performance and evaluate effectiveness in meeting approved objectives.
5. Generally monitor the performance of programs against approved objectives. Review Provincial Achievement Test results.
6. Review complaints to ensure that approved procedures and standards have been followed.
7. Make recommendations to the board or management in regard to these matters.
8. Annually submit objectives as part of the planning and budgeting process.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
10. Report to the board of directors at regular meetings of the board in a manner determined by the board.



*Approved (B-603):*            *March 08, 2015*  
*Revised:*  
*Due for Revision:*           *January 2020*  
*Legal Reference:*



**B. Charter Board Governance and Operation**  
**Policy B-604: Human Resources Committee of the Board**  
**Policy**

The human resources committee is commissioned by, and responsible to, the board of directors to assume the responsibility for advising it on matters pertaining to personnel administration and staffing and for overseeing the establishment of general policies in accordance with the policy development plan. This responsibility shall, in no way, interfere with the authority of the Superintendent to hire, supervise and, in accordance with the personnel policies, terminate, the remaining staff of the charter school. The board of directors hires the Superintendent.

**Guidelines:**

**Appointments and Composition**

1. Appointments of the members of the human resources committee shall be made annually by the Board in accordance with the by-laws.
2. The chair of this committee shall be the secretary of the board of directors.
3. Other members of this committee shall be one director annually appointed by the board, subject to the conditions stated in the by-laws. The board chair shall serve as an ex officio member. It includes the Superintendent ex officio, in a non-voting capacity.
4. In accordance with the Policy Development Plan, these same members will served as the Policy Advisory Committee (PAC) with the addition of the principal (or a member of the teaching staff appointed by the principal and the superintendent) and, if available, a community member and/or a representative of the support staff who will be annually appointed by the board.

**Responsibilities**

1. In accordance with the policy development plan, the (PAC) will provide overall policy guidance for the establishment of general policies for the management of the staff and volunteers in the charter school and for monitoring compliance with those policies. Specifically, review existing policy, and ensure and document that all policy is reviewed over a five year cycle; draft amendments to current policy and submit them for board approval; and draft new policy or review requests for policy development.
2. Provide recommendations to the board of directors in the areas of training, employee benefits, employee relations, legal issues relating to employees, recruitment, interviewing, selection procedures, and the like. Members of this committee will comprise the negotiating committee, if required, to settle staff compensation agreements.
3. Annually submit objectives as part of the planning and budgeting process.
4. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
5. Report to the board of directors on a regular basis in a manner determined by the Board.



## Policy Development Plan

Section 60 (1) (a) of the *School Act* outlines the board's responsibility to "establish policies respecting the provision of educational services and programs". The Valhalla Community School Charter Board recognizes appropriate policy development as a key part of their ability to provide an excellent education to the students of the Valhalla Community School, as well as creating an excellent work environment for employees - both teachers and support staff. To make sure the goals of an excellent education environment and excellent work environment are met, the Valhalla Community School Board would strive to seek input from sources to which the policies would be applicable.

### Administrative Procedures

- 1) All Board policy shall conform to the *School Act* and be within the scope of the board's authority.
- 2) Statements of policy shall be limited to a single topic written in clear terms such that interpretation is unambiguous.
- 3) Policy decisions shall be made only in regular public Board meetings.
- 4) The Board will appoint a Policy Advisory Committee (PAC) annually. Their role will be:
  - a) to review existing policy, and ensure and document that all policy is reviewed over a five year cycle;
  - b) to draft amendments to current policy and submit them for board approval;
  - c) to draft new policy or review requests for policy development.

### Procedure

- 1) The Policy Advisory Committee shall consist of:
  - a) The Superintendent;
  - b) At least two Charter Board Directors;
  - c) The Principal or a member of the teaching staff appointed by the Principal and Superintendent;
  - d) If available, a community/non voting Member of the Board;
  - e) If available, a representative of the support staff.
- 2) Process for development of policy:
  - a) Anyone may make a recommendation or express the requirement of a policy.
  - b) After the expression of a policy requirement, the Policy Advisory Committee, Principal, or Superintendent will draft a policy.
  - c) The PAC, when appropriate, will seek the input of the various parties affected by the policy being drafted and consider their input when developing the draft of the new policy.
  - d) The PAC will study and review the drafted policy.
  - e) The PAC will present the Drafted policy to the Charter Board who will;
    - i) accept the policy as written; or
    - ii) suggest amendments to the policy; or
    - iii) reject the policy.
  - f) If the Charter Board accepts the policy as written, the policy may be referred to the following for review and input, when appropriate:
    - i) teachers
    - ii) support staff



- iii) parent council
  - iv) members of the board
  - g) The PAC will review any suggestions.
  - h) Once the PAC has made revisions, the policy will be presented to the Charter Board for a final reading and a motion to approve amendments. If amendments are approved the Charter Board will move to adopt the policy.
  - l) If the amendments are not approved by the Charter Board they may:
    - i) return to the PAC for reconsideration; or
    - ii) amend the policy and return to PAC for review with input from affected parties.
  - j) After a second attempts to collaborate with affected parties the PAC will bring the amended bill back to the Charter Board. The Charter Board may then:
    - i) approve the second amended policy; or
    - ii) amend and approve the policy.
- 3) Policy Review will be conducted on an ongoing basis with each policy being reviewed once within a five year cycle. The policies will be reviewed and acted on based on their relevance;
- a) if deemed irrelevant, the PAC will recommend the policy be deleted.
  - b) if deemed applicable, the PAC will recommend the policy continue as is.
  - c) if the PAC decides the policy needs amending they will follow the same procedures as for developing a new policy.

*Approved (B-604):*                    *March 08, 2015*

*Revised:*

*Due for Revision:*                    *January 2020*

*Legal Reference:*



**B. Charter Board Governance and Operation**  
**Policy B-605: Finance Committee of the Board**  
**Policy**

The finance committee is commissioned by and responsible to the board of Directors. It has the responsibility for working with the Superintendent to review the upcoming fiscal year budget; presenting budget recommendations to the board; monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions; recommend to the board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the Superintendent and the Secretary-Treasurer.

**Guidelines**

**Appointments and Composition**

1. Appointments of the members of the finance committee shall be made annually by the Board in accordance with the by-laws.
2. The chair of this committee shall be the treasurer of the board of directors.
3. Other members of this committee shall be one director annually appointed by the board, subject to the conditions stated in the by-laws. The board chair shall serve as an ex officio member. It includes both the Superintendent and the chief financial officer of the corporation (Secretary-Treasurer), ex officio, in a non-voting capacity.

**Responsibilities**

1. In collaboration with the Superintendent, reviews and recommends annual operating budgets presented by management including items related to staff compensation.
2. Also in collaboration with the Superintendent, develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
3. Review all non-budgeted expenditures over a set dollar amount to be determined by the Board of Directors and recommend action to the board.
4. Review annual audit statements with the financial auditors independent of management and recommend their approval to the Annual General Meeting. Recommend appointment of the corporate auditor at the Annual General Meeting.
5. Review financial practices. Monitor compliance with legislation requirements relevant to human resources. Recommend policies for financial administration.
6. Monitor trends in revenue and expenditures.
7. Ensure the development and implementation of a comprehensive risk management program. Review and recommend risk management systems, policies and techniques.
8. Annually submit objectives as part of the planning and budgeting process.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
10. Report to the board of directors at regular meetings of the board in a manner determined by the board.



*Approved (B-605):*            *March 08, 2015*  
*Revised:*  
*Due for Revision:*        *January 2020*  
*Legal Reference:*



## **B. Charter Board Governance and Operation**

### **Policy B-606: Fund Development Committee of the Board**

#### **Policy**

The fund development committee is commissioned by and responsible to the board of directors to assume the primary responsibility for raising non-grant funds to meet the budget of the charter school. The board of directors, in consultation with the fund development committee, finance committee and Superintendent, will determine the fund development goal for the fund development committee.

#### **Guidelines:**

#### **Appointments and Composition**

1. Appointments of the chair and members of the fund development committee shall be made annually by the board in accordance with the by-laws.
2. The chair of this committee shall be a member of the board of directors.
3. Members of this committee shall be members of the board of directors, subject to the conditions stated in the by-laws. It includes both the Superintendent and the chief financial officer of the corporation (Secretary-Treasurer), ex officio, in a non-voting capacity. Additional committee members may be appointed and need not be members of the board of directors, subject to the conditions stated in the by-laws.

#### **Responsibilities**

1. Develop an annual fund development plan that will generate the funds needed to meet the non-public and non-grant fund development goal.
2. Develop the necessary sub-committee systems to successfully carry out the fund development events and activities that are part of the annual fund development plan; supervise the functions of the sub-committees; develop a plan for involving board directors in the fund development activities of the charter school.
3. Investigate new fund development projects, activities, and ideas for possible use in the future.
4. Annually submit objectives as part of the planning and budgeting process.
5. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the board of directors.
6. Report to the board regarding the financial statements of fund development accounts and activities.
7. Report to the board of directors at regular meetings of the board in a manner determined by the board.

*Approved (B-606):*                      *March 08, 2015*

*Revised:*

*Due for Revision:*                      *January 2020*

*Legal Reference:*



**C. General School Administration**  
**Policy C-101: School Based Decision Making**  
**Policy**

The Charter Board recognizes the concept of school-based decision making and shall ensure that the strength of the learning process for the students is the primary focus. The school shall be the focus for the improvement of learning and teaching and the authority at the school shall be sufficient to match the responsibility.

**Guidelines**

1. The Principal is the key educational leader at the School and will provide leadership in school-based decisions.
2. The Charter Board acknowledges that the degree of self-sufficiency exercised by the school is a function of many interconnected factors including the readiness of staff to engage in school development, growth and success.
3. The Charter Board acknowledges that school-based decisions are made by formal structures, such as School Council and by less formal structures, such as staff meetings and special committees.
4. The responsibility entrusted to the school is done so according to the School Act, the Charter and the Policies and Plans of Alberta Education and the Charter Board.
5. The primary responsibilities assigned to the Principal include but are not limited to:
  - a) Developing and implementing plans, policies and priorities for the school programs, services and expectations for student performance.
  - b) Ensuring that students are provided with quality programs.
  - c) Supervising, guiding and evaluating staff.
  - d) Developing budget plans and managing and accounting for expenditures and material resources.
  - e) Seek community participation with programs and services.
  - f) Planning and implementing staff development programs.
  - g) Administering a code of conduct for students and teachers to maintain high standards of safety and comfort.
  - h) Coordinating services to students in cooperation with other community agencies.

*Approved (C-101):*                    *August 26, 2008*  
*Revised:*                                *September 30, 2013*  
*Due for Revision:*                *September 2018*  
*Legal Reference:*                 *Alberta Education Policy 1.8.2*



**C. General School Administration**  
**Policy C-201: Access to Information**  
**Policy**

The Charter Board will manage information in such a way that supports providing the public with open access while, at the same time protecting the personal privacy of the individual. The superintendent and principal are responsible for the administration of this policy.

**Guidelines**

1. The Principal will ensure that student records are complete, properly secured and stored in the student record file.
2. The Student record file must be updated annually.
3. The Student record file is a confidential document. It may be reviewed by:
  - a. The parent or guardian
  - b. The child's teacher and school administrators.
  - c. External consultants or third party service providers (eg: FCSS liaison workers or AHS counselors) working with the child by written permission of parents or guardians.
4. The Superintendent is designated as the Head for the purpose of the Freedom of Information and Protections of Privacy Act and is responsible for ensuring the Charter Board complies with the provisions of the Act.
5. The Principal is designated as the FOIP Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.

*Approved (C-201): August 26, 2008*  
*Revised: September 30, 2013*  
*Due for Revision: September 2018*  
*Legal Reference: Freedom of Information and Protection of Privacy Act*



## **C. General School Administration**

### **Policy C-301: General School Administration Safety Program**

#### **Rationale**

The Board is committed to providing a safe environment for its employees and students.

#### **Policy**

All reasonable efforts are to be made to establish practices and maintain equipment to support the Board's commitment to safety. Employees are to be well informed regarding safe workplace practices and are responsible for personal compliance and compliances of those in their care.

#### **Principles**

1. School staff should be constant and thorough in their attention to equipment and the condition of the building and grounds, so that unsafe equipment is not used, and unsafe conditions are reported immediately.
2. Each teacher shall carry out a documented program of instruction in the safe operation of equipment handling of substances as they apply to the areas of instruction; i.e. science lab, technology, gymnasium, etc.
3. If an incident occurs, the injured person should be treated in accordance with proper principles of first aide.
4. Each incident is to be reported promptly and investigated. Any identified hazard is to be investigated.
5. Hazardous materials as defined by Workplace Hazard Materials Information System (WHMIS) shall be appropriately identified and handled by staff.
6. Emergency plans shall be maintained and reviewed to address health and safety issues in the event of a fire, gas leak, armed threat, severe weather, or other situations posing a threat to the school population

*Approved (C-301):*

*November 25, 2010*

*Revised:*

*Due for revision:*

*November, 2015*

*Legal References:*

*Alberta OH&S legislation*

*Valhalla School Foundation Charter*



**D: Business Administration**  
**Policy D-101 Financial Management**

**POLICY**

Valhalla School Foundation will be operated in a responsible fiscal manner.

**BACKGROUND**

Valhalla School Foundation receives funding from a number of government agencies and private sources. Controls will be in place to ensure that all revenue is accounted for properly.

**AP-D-101 Financial Management Administrative Procedures**

Valhalla School Foundation receives revenue from the Government of Alberta, parents, and other sources. Appropriate procedures must be in place to ensure that all revenue is accounted for and used in support of student learning. The Superintendent is accountable for the financial management of VSF and may delegate this authority as necessary.

**SECTION 1 SIGNING AUTHORITIES AND SPENDING LIMITS**

The Superintendent may delegate the authority to purchase goods and services to designated staff positions.

**PROCEDURES**

The Superintendent has delegated the responsibility to the Secretary Treasurer to ensure that financial controls for purchases are in place and followed. All purchases must be supported by invoices or receipts. The purchase of goods and/or services of over \$10,000 require competitive quotes.

**Approval Authorities**

Approval authorities are delegated to particular staff positions as follows:

- a) The Principal (or designate) has authority to approve all school based expenditures, including all Plant, Operation & Maintenance (PO&M) expenditures.
- b) The Director of Transportation has authority to approve all transportation related expenditure.
- c) The Superintendent has authority to approve any VSF related expenditure.
- d) Any expenditure where the term of the purchase or lease extends beyond the end of the current school year must be authorized by the Board of Directors.

**Signing Authorities for bank account transactions (Cheques)**

The following positions are granted signing for payments made from the VS bank accounts, with any two of the following to sign:

- a) Board Chair
- b) Board Vice – Chair
- c) Board Treasurer

**Payment Authority for EFT Transfers**

The Secretary Treasurer is authorized to pay any expenses by EFT if proper authorization for expense is in place.



**Petty Cash:**

The school will maintain a petty cash fund that will be replenished after verification of expenditures (receipts).

**Purchasing**

There are three methods of purchasing goods and services at VSF They are:

- a. Vendors issuing an invoice
- b. VSF Issued Credit Card – See SECTION 3
- c. Employee reimbursement

**SECTION 2 COMPANY CREDIT CARDS**

The use of a credit card as a payment instrument is an acceptable method of making purchases. The authority to purchase by credit card is delegated to Secretary/Treasurer, who may make purchases with credit card as long as expense is under \$2000 and with authorization of department in place. Any purchase over \$2000, must have board approval.

In addition to regular purchases the following are also acceptable uses of the credit card:

- a. To pay invoices for a one-time invoice where credit cannot be established
- b. Payment for a U.S. currency invoice

The following are unacceptable uses of the credit card:

- a. To pay personal expenses
- b. To obtain cash advances
- c. To make contributions to political entities, including registered parties, constituency associations and candidates

**Cardholder responsibilities:**

- a. Use the card only for authorized purchases within the authority limit of the individual approving the purchase.
- b. Acknowledge that intentional misuse of the card may result in disciplinary action, including dismissal.
- c. Take reasonable action to ensure the card is appropriately safeguarded.
- d. Retain documentation of purchases and receipt of goods. Original receipts (detailed and credit card) are required to support all claims, including meals.
- e. Ensure that statements, once received, are reconciled and submitted with documentation to spending authorities for verification as soon as possible.
- f. Report any discrepancies or errors to the merchant.
- g. Take extreme care to only quote the credit card number over the phone to trustworthy, reliable merchants.
- h. Return the credit card to VSF upon termination of employment or when requested.
- i. Internet purchases:
- j.   Deal with well-known/well-established vendors.



- k. Use only secure sites and browsers. To determine if a merchant site is secure, look for an unbroken lock or key symbol, a URL that begins with http://, or the words Secure Sockets Layer (SSL).
- l. Never send your credit card number out via e-mail.
- m. Read delivery and return policies and privacy statements.
- n. Keep a record of the transaction. Back up the transaction by saving and printing the online confirmation of your order. Ensure that the web site (URL) is identified. Attach the printed online confirmation to your statement.

### **SECTION 3 SUPERINTENDENT CONTRACT**

In all matters relating to a perceived conflict of interest including, without limitation, in relation to the interpretation and application of clauses appearing in the Superintendent's Contract of Employment, the Secretary Treasurer will notify the Board Chair and Vice Chair of such perceived conflict and the Board Chair and Vice Chair shall work with the Superintendent to resolve such conflict of interest.

### **SECTION 4 EXPENSE REIMBURSEMENT**

VSF expects that all individuals will make reasonable efforts to minimize expenses incurred while conducting VSF business.

The Secretary Treasurer shall be responsible for the actual financial reimbursement of claims.

### **PROCEDURES**

Expenses will be reimbursed as per D: 600 in the Policy manual

*Approved (D-101) May 1, 2014  
Due for Revision May 2019*



**D. Business Administration**  
**Policy D-600: Expense Reimbursement**  
**Policy**

The Charter Board believes that Board Members and employees of the Valhalla School Foundation and Valhalla Community School may be required or offered the opportunity to attend business and professional development activities, and that these individuals are entitled to reasonable reimbursement for their expenses while attending any such authorized activities.

**Guidelines**

1. Rates of reimbursement
  - a. Reimbursement for meals, accommodation and transportation shall be at rates as established by the Alberta Government (as published by Corporate Human Resources [www.chr.alberta.ca](http://www.chr.alberta.ca)).
  - b. Registration fees will be reimbursed at actual reasonable costs with original receipts.
2. If travel to the activity is by automobile and other Board Members or employees are attending, it is expected that, whenever possible, they will travel together.
3. Claims shall be reviewed as follows:
  - a. The Board of Directors shall authorize claims made by members of the Charter Board. (ref: By-Laws Article 2 Section 10)
  - b. The Superintendent shall authorize claims made by the Principal, Director of Transportation and Secretary Treasurer.
  - c. The Principal shall authorize claims made by school-based personnel.
  - d. The Transportation Director shall authorize claims made by bus drivers.

*Approved (D-600) May 1, 2014*

*Revised:*

*Due for Revision: May 2019*

*Legal Reference:*



**D. Business Administration**  
**Policy D-701: Protection of Valuables**  
**Policy**

The Charter Board believes that employees, visitors/volunteers and student must respect all property within the school. The Charter Board does not accept responsibility for lost, damaged or stolen property. The Charter Board also believes that employees hold a position of trust in respect to all property within the school.

**Guidelines**

1. The School shall be responsible for student possessions that are taken from a student as a result of a breach of school rules.
2. The Principal is responsible for establishing school rules respecting the disposal of unclaimed items.
3. Students shall be informed at the beginning of the year that should the student need to bring valuable possessions to school they should be left at the school office for safekeeping and picked up after classes. Valuables should not be left in or on desks.
4. Electronic communication devices are not allowed in hallways during school hours. Grande K-2 may leave them in the office or with their teacher for safekeeping. Grades 3-9 devices must stay in lockers; may be permitted for use in classrooms by the classroom teacher for specific educational purposes.

*Approved (D-701):*            *August 26, 2008*  
*Revised:*                    *September 30, 2013*  
*Due for Revision:*        *September 2018*  
*Legal Reference:*         *n/a*



**D. Business Administration**  
**Policy D-702: Record & Information Management**  
**Background**

The retention and disposition of records falls under the Freedom of Information and Protection of Privacy Act (FOIPP). Part 1 of FOIPP deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of individual personal information that is held by public bodies.

**Policy**

Any record in the custody of, or under the control of, Valhalla School Foundation (VSF), including any record containing personal information, will be maintained, retained and, where applicable, disposed of in a manner consistent with the Freedom of Information and Protection of Privacy Act and the provisions of the regulations to this policy.

**Guidelines**

n/a

**Administrative Procedures**

The Secretary-Treasurer will be responsible for administering this policy.

*Approved (D-701-20111215):*      *December 15, 2011*

*Revised:*

*Due for Revision:*                      *December 2016*

*Legal Reference:*                      *Freedom of Information and Protection of Privacy Act (1994)*  
*and the associated Regulation, Chapter F.18.5*



**D. Business Administration**  
**Policy D-801 Freedom of Information and Protection of Privacy**  
**Background**

The Freedom of Information and Protection of Privacy Act (FOIP) was proclaimed in force in September 1998. Part 1 of the Act deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of personal information about individuals that is held by public bodies.

**Policy**

As a public organization, Valhalla School Foundation (VSF), will manage information in a manner that supports a commitment to providing the public with open access while, at the same time, protecting the personal privacy of the individual.

**Guidelines**

1. VSF will only allow any person the right of access to the records in VSF's custody or control, subject only to the limited and specific exceptions stated in the FOIP Act.
2. VSF will control:
  - a. the manner in which VSF collects personal information from an individual,
  - b. the use that VSF may make of that information, and
  - c. disclosure by VSF of that information.
3. VSF will allow individuals, subject to limited and specific exceptions, the right to have access to the information about them that VSF holds.
4. VSF will allow individuals the right to request changes to information held about them by VSF.
5. VSF will provide, upon request, an independent review of decisions made by VSF pursuant to the Freedom of Information and Protection of Privacy Act.

**Administrative Procedures**

The Secretary-Treasurer will be responsible for administering this policy.

*Approved (D-801):*                    *December 15, 2011*  
*Revised:*  
*Due for Revision:*                *December, 2016*  
*Legal References:*                *Freedom of Information and Protection of Privacy Act (1994)*  
   *and the associated Regulation, Chapter F.18.5*  
   *Alberta Education Policy 3.2.5*  
*Cross-Reference*                    *Valhalla School Foundation By-Laws*  
   *Valhalla School Foundation Administrative Procedures Manual: AP-D-801.1*



## E. Support Services

### Policy E-102: Bus and School Operations During Inclement Weather Policy

The responsibility for the safety of children who are required to travel on school buses or other school provided transportation is shared by the board, its staff, parents and students. The safety of students shall not be placed at risk by requiring the operation of school buses during inclement weather.

#### Guidelines

1. The Superintendent or designate shall direct the suspension of school bus operations on all days on which the temperature is equal to, or colder than  $-40^{\circ}$  Celsius excluding wind chill, as determined by the supervisor in consultation with key areas drivers.
2. The Superintendent or designate may cancel buses either individually or collectively when weather conditions are so inclement or road conditions are so hazardous as to constitute a safety risk to the students being transported.
3. When the Superintendent or designate determines that weather or road conditions are such that it is in the interest of the safety of students to cancel or change the normal operation of buses, he/she may do so as appropriate, and shall notify the parties concerned by direct communication and/or by local radio station announcements and by posting on the Valhalla Community School website. Where the decision to cancel or change the normal morning operation of buses is made, that decision shall be made before the bus drivers commence their runs (by 7 AM at the latest).
4. When buses are cancelled, it is the responsibility of each driver to inform the parents of students affected.
5. The individual bus driver, after making a reasonable attempt that morning, is granted discretionary power to cancel or alter his/her route in consultation with the Transportation Director to ensure the safety of students being transported. Where routes are cancelled or altered in this instance, it is the responsibility of that bus driver to advise the parents of the students or to ensure, along with the Transportation Director, that parents are notified if the driver is on the road when the decision is made.
6. In circumstances of inclement weather, schools will remain open to students even if any or all school buses are not operating. When attendance on these days is low, appropriate alternative education experiences will be provided rather than the regular curriculum. These may include enrichment and remediation.
7. Students absent when buses are not running will be marked excusable absent and will not suffer any penalties for school attendance award programs.
8. If blizzard conditions exist when bus drivers are returning students from school to their home, and circumstances make it impossible to safely deliver the student at their stop, the driver shall keep the student in the vehicle and inform the parents at the first reasonable opportunity to make appropriate arrangements for the safety and well-being of the student.
9. Under extreme conditions, the Superintendent may close the school
10. All students riding on school buses must wear, which is preferable, or carry with them, proper clothing appropriate for the weather conditions. All students riding on school buses during the winter months shall be required to wear winter footwear and outer wear and to carry with them winter headgear and gloves or mitts, effective Nov 1 to Mar 31. It is the responsibility of the parents to ensure that their children comply with the requirements. If a student is not wearing, or



does not have in their possession, appropriate clothing suitable for the weather conditions the bus driver shall advise the parent, principal and document the discussion. In a situation that the Principal determines to be of significant risk to the student he/she may decide to keep the student at the school until they have appropriate clothing or the parent picks them up.

11. Extreme road conditions: If the school bus driver cannot stop due to extremely poor visibility (e.g., fog, blowing snow, freezing rain), the driver may just keep driving, without stopping. Parents must be notified at the first reasonable opportunity (after a safe stop or arrival at the school).

### **E-102: Appendix A**

Radio stations to be contacted in case of bus cancellations or changes:

93.1 (CJXX)	780-538-0841
97.7 (Sun-FM)	780-539-9797
98.9 (Q99)	780-882-6612
104.7 (Free-FM)	780-351-1047

<i>Approved (E-102):</i>	<i>November 10, 2008</i>
<i>Revised:</i>	<i>March 08,2015</i>
<i>Due for Revision:</i>	<i>March 2020</i>
<i>Legal References:</i>	<i>The School Act, 3.1.57</i>



## **E. Support Services**

### **Policy E-201: Critical Response Plans**

#### **Background**

VSF is committed to the maintenance of safe and caring school environments.

#### **Policy**

Valhalla School Foundation (VSF) administration and staff will respond to all situations affecting the safety of students and/or staff members to ensure that every threat receives a reasoned and timely response.

#### **Guidelines**

Use the Valhalla School Foundation Crisis Response Manual

#### **Administrative Procedures**

1. Principal Educators and Superintendents will be responsible for administration of this policy.
2. A critical response team and critical response plans will be established for each campus for three main purposes:
  - a. Assessing threats
  - b. Managing in-school threats
  - c. Supporting staff and students through trauma crisis.

*Approval (E-201): December 15, 2011*

*Revised:*

*Due for Revision: December, 2016*

*Cross Reference: VSF Critical Response Manual*



## **F. Facilities**

### **Policy F-201: Community Use of School Facilities Policy**

The primary purpose of school facilities is to support mandated educational activities and Board-approved events. School facilities may be made available for community use, and a user fee may be assessed.

#### **Guidelines**

1. The Superintendent in collaboration with the Principal will establish practices and procedures for granting approval of and governing community use of school facilities.
2. The Superintendent in collaboration with the Principal will review requests for use of school facilities and determine the merit and appropriateness of the request within the context of regular school use. The review will include a determination of costs that may be incurred and the willingness of the sponsoring group to assume such costs.
3. If it is determined that the use of the school by an outside organization can be supported, the Superintendent will review the school's lease agreement to determine compliance with the lease. Where uncertainty exists as to the use of the school facility by an outside organization, the Superintendent will review the lease agreement with
  - a. The Heritage Society, and
  - b. if prudent, a lawyer for advice.
4. All groups must present evidence of facility user's group insurance.
5. The use of alcohol, tobacco products and illegal substances will not be tolerated under any circumstances.

*Approved (F-201): Jan, 2014*

*Revised:*

*Due for Revision: Jan, 2019*

*Legal Reference:*



**G. Human Resources**  
**Policy G-101: Teacher Growth, Supervision and Evaluation**  
**Policy**

The Charter Board believes that the professional growth, supervision and evaluation of Teachers contributes to continuous improvement in the quality of education for Valhalla Community School students.

**Guidelines**

All certificated education staff shall become familiar with the requirements of Alberta Education Policy 2.1.5, Teacher Growth, Supervision and Evaluation and Ministerial Order #016/97, Teacher Quality Standard Applicable to the Provision of Basic Education in Alberta. These documents may be accessed on the Alberta Learning website at: <http://www.learning.gov.ab.ca>

**A. Growth**

Each Teacher will create and submit an Annual Professional Growth Plan to the Principal on or before September 30th of each school year. Plans must:

1. reflect goals and objectives based on an assessment of learning needs by the individual teacher,
2. demonstrate linkage to The Teaching Quality Standard, and
3. demonstrate linkage to the education plans of the school, the Charter Board and Alberta Education.

Teacher Professional Growth Plans will be reviewed by the Principal and discussed with the individual Teacher by October 31 of each school year.

**B. Supervision**

The supervision of members of the teaching staff is an ongoing process and shall be guided by the following:

1. Supervision shall be conducted on a continuous basis in order to ensure that a Teacher's teaching meets the requirements of the Teaching Quality Standard.
2. Relevant information obtained by the Principal or Superintendent regarding the quality of teaching that the Teacher provides shall be shared with the Teacher.
3. The Principal or Superintendent will provide guidance and support to the Teacher in order to improve the quality of instruction that meets the Teacher's learning needs and educational circumstances.
4. Supervision is developmental and Teachers should be willing to receive collegial advice and assistance in order to improve professional performance, identify areas of strength and provide opportunities for further growth.
5. When the Principal or the Superintendent believes that a Teacher's teaching may not meet the requirements of the Teaching Quality Standard, the following steps may be undertaken:
  - a. The Principal or the Superintendent may work directly with the Teacher to provide assistance in order to change behaviors or practices that may be problematic, or a summative evaluation may be initiated.

**C. Evaluation**

Teachers who hold an Interim Professional Certificate must demonstrate the Knowledge, Skills and Attributes (KSA's) Related to Interim Certification, and Teachers who hold a Permanent Professional



Certificate must demonstrate the KSA's Related to Permanent Certification as detailed in the Teaching Quality Standard.

The Principal is primarily responsible for evaluating Teachers.

The Superintendent may evaluate Teachers.

1. The evaluation of a Teacher shall be conducted under the following circumstances:
  - a. Within 60 days of a written request of a Teacher who holds a continuing contract and a permanent professional teaching certificate.
  - b. For the purposes of gathering information related to a specific employment decision regarding a Teacher who does not hold a continuing contract or a permanent professional teaching certificate. During evaluation observations the evaluator will observe the Teacher's teaching and, if appropriate, other activities relating to the Teacher's assignment.
  - c. For purposes of assessing the growth of a Teacher in specific areas of practice.
  - d. When, on the basis of information received through supervision, the Principal or Superintendent has reason to believe that the teaching of a Teacher may not meet the Teaching Quality Standard.
2. There shall be a minimum of three evaluation observation visits during the evaluation process.
3. As soon as possible after each evaluation observation, the evaluator will meet with the Teacher to discuss the evaluation observation and will provide the teacher with a copy of an evaluation report. The evaluator will indicate whether the teacher meets or does not meet each of the KSA's. If any of the KSA's are not being met, the Teacher will be informed that remediation is required and a program of assistance, consistent with the necessary remediation, will be offered to the Teacher.
4. If, after an evaluation observation, remediation is required, the subsequent evaluation observation must be conducted within 100 school days to determine if the remediation has resulted in the meeting of the Teaching Quality Standard.
5. The Teacher shall be given an opportunity to appeal any written comments on the report and the evaluation, together with the Teacher's comments, shall be placed in the Teacher's personnel file.
6. The evaluator shall be knowledgeable in evaluation procedures, have an acceptable record of teaching and have an ability to relate professionally to the Teacher being evaluated.
7. Before proceeding with the evaluation, the evaluator shall meet with the Teacher to communicate information about the nature of the evaluation and to obtain information about the teacher's teaching assignment and professional context.
8. Whenever possible, a teacher shall be involved in the development of the process, including data collection procedures, criteria, standards and timelines.
9. Upon completion of the final evaluation observation the evaluator shall draft a final report and shall include the evaluator's recommendations pertaining to the Teacher's employment, certification or remediation. The final evaluation report must be received by the Teacher a minimum of 30 days prior to the last day of school.
10. Should it be determined that the Teacher's behavior or practice at the end of an evaluation process still does not meet the Teaching Quality Standard, one of the following actions shall be undertaken:
  - a) An additional period of remediation is offered the Teacher.
  - b) A change of assignment is given.
  - c) A combination of additional remediation and change of assignment is offered.
  - d) A recommendation is made to the Board to terminate the Teacher's contract of employment.



11. Where a Teacher's contract of employment has not been terminated as above, then additional evaluations will be conducted as provided for under these procedures.
12. A Teacher may appeal a final evaluation report:
  - a) To the Superintendent in writing not later than 30 calendar days after the receipt of the final evaluation report.
  - b) The appeal shall outline the basis for upon which the appeal is being made.
  - c) Upon receipt of the appeal, the Superintendent shall appoint an individual acceptable to both the Teacher and the Superintendent to conduct a re-evaluation.
  - d) The re-evaluation shall be conducted in the manner outlined in these procedures.

*Approved (G-101):*

*September 30, 2013*

*Revised:*

*September 2018*

*Due for Revision:*

*Legal Reference:*

*The School Act (s. 18, 20, 43)*

*Alberta Education Policy 2.1.5,*

*Teacher Growth, Supervision and Evaluation*

*Ministerial Order #016/97, Teacher Quality Standard Applicable to the Provision of Basic Education in Alberta*



## **G. Human Resources**

### **Policy G-201: Support Staff Growth, Supervision and Evaluation Policy**

The Charter Board believes that the professional growth, supervision and evaluation of Support Staff contribute to continuous improvement in the quality of education for Valhalla Community School students.

#### **Procedures**

##### **A. Growth**

Each Support Staff will create and submit an Annual Professional Growth Plan to the Principal on or before September 30th of each school year. Plans must:

- a) reflect goals and objectives based on an assessment of learning needs by the individual staff member, and
- b) demonstrate linkage to the education plans of the school, the Charter Board and Alberta Education.

Professional Growth Plans will be reviewed by the Principal and discussed with the individual staff member by October 31 of each school year.

##### **B. Supervision**

The supervision of support staff is an ongoing process and shall be conducted on a continuous basis in order to ensure continuous improvement in the learning environment, to assist support staff in their professional growth and to assist in making staffing decisions.

##### **C. Evaluation**

Evaluation is the process of formalizing supervision through documentation. The process is interactive and therefore presumes active employee involvement. The process leads to a written report. The report is used as a basis for planning on-going supervision and for decision making relative to ongoing employment.

Evaluation focuses on the quality of an employee's job performance and employee's contribution to the school as a whole. Evaluation processes should be pre-planned with the employee. The process will include frequent oral and written communication, and the final report will be summative.

The Principal is primarily responsible for evaluating Support Staff. The Superintendent may evaluate Support Staff.

Evaluation of Support Staff shall be conducted for the following reasons:

1. Employees new to the School shall receive a summative evaluation report prior to the end of their probationary period. An employee will be informed, in writing, if there are concerns with the employee's performance within three (3) months of the date of hiring.
2. An evaluation will be conducted for employees whose job performance is of concern to the Principal, Superintendent or Charter Board.

Evaluation practices should include but not be limited to the following:



1. Creating an evaluation plan prior to a formal evaluation through a meeting between the evaluator and the employee. The plan, which will be documented and shared with the employee will include:
  - a. discussion, clarification and, where appropriate, adaptation of the employee's role description;
  - b. determination of the evaluation practices to be used,
  - c. establishment of the proposed timeline for the evaluation.
2. There shall be a minimum of three evaluation observation visits during the evaluation process.
3. Upon completion of the final evaluation observation the evaluator shall draft a final report and shall include the evaluator's recommendations pertaining to the continued employment of the employee. The evaluator may recommend:
  - a. removal of the probationary designation, for those employees on probation,
  - b. an extension to the probationary period with a subsequent evaluation to be performed; or
  - c. termination of employment.

<i>Approved (G-201):</i>	<i>August 26, 2008</i>
<i>Revised:</i>	<i>September 30, 2013</i>
<i>Due for Revision:</i>	<i>September 2018</i>
<i>Legal Reference:</i>	<i>Employment Standards Code</i>



## **G. Human Resources**

### **Policy G-202: Personnel Policy: Non Teaching School-Based Staff**

#### **Scope**

This policy applies to all full-time and part-time non-instructional employees of Valhalla Community School. This policy is subject to review on an annual basis.

#### **Appointments and Vacancies**

1. Employees will be selected for a position on the basis of their qualifications, previous performance and experience relevant to the requirements of the position.
2. If a position ceases to exist, the employee will be offered another position if another position is vacant, and the employee has the necessary qualifications. In the event that all surplus employees cannot be re-assigned, each employee's performance and general effectiveness as determined by the previous supervisor, qualifications appropriate to the position and relevant experience will be used to determine lay-offs. If all the above are equal, seniority with the Board will be used as a deciding factor.

#### **Seniority**

1. Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
2. Where an employee leaves the employ of the Board and is later re-engaged, seniority and fringe benefits shall date from the time of re-engagement.

#### **Job Description, Classification and Performance Appraisal**

1. The duties of each employee shall be those as outlined in a job description.
2. The classification of each position and the attendant salary rate will be determined on the basis of the assigned duties and responsibilities.
3. Each employee may have his/her performance assessed from time to time as per Policy G-201.
4. The anniversary date for an employee on the salary grid shall be his/her starting date in his/her current position. Increments may be withheld or delayed upon a recommendation from the Supervisor to the Superintendent.
5. Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
6. All new employees are hired on a three month probationary period.
7. An employee making application for a position with the Board may be required to pass a medical examination conducted by a qualified medical examiner appointed by the Board.
8. Working schedules will be determined by the Supervisor, subject to ratification by the Superintendent.

#### **Overtime or Extra Time**

1. Any over or extra time must first be authorized by the Supervisor responsible for the budget expense.
2. An employee may be requested by the Supervisor to work over or extra time, with compensation to be determined, usually in the form of time off, or compensation at the regular rate for each hour worked, prior to the extra or over time worked.



### **Leave of Absence (other than Sick Leave)**

1. Short term leave of absence of up to three (3) days, without pay, may be granted at the discretion of the Supervisor. Leave granted under this provision shall not exceed six (6) days in any school year.
2. Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.
3. An employee, other than casual employees, is entitled to a leave of absence with out pay and such leave is deemed to be an authorized absence approved by the Board, where an employee is absent for:
  - a. Not more than six (6) days due to critical illness or death of a spouse, child, parent or parent-in-law plus any required traveling time not exceeding two (2) days;
  - b. Not more than two (2) days due to death and one (1) day due to critical illness of a grandparent, grandchild, brother, sister, son-in-law, daughter-in-law, sister-in-law or brother-in-law, plus any required traveling time not exceeding two (2) days;
  - c. Not more than one (1) day to attend the funeral of an aunt, uncle, niece or nephew plus any required travelling time not exceeding two (2) days;
  - d. Not more than one (1) day per school year for:
    - i. Attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
    - ii. During confinement in a hospital of a wife for maternity reasons, or
    - iii. For the adoption of a child.

(Critical illness shall be interpreted as a person placed on a 'critical' list by a medical doctor.)

  - e. Exceptions to these conditions must be approved by the Superintendent and Board.
4. An employee who has been granted leave of absence of any kind or for any period, and over-stays his/her leave of absence without permission, shall be assumed to have abandoned his/her position with the Board and may be terminated.
5. The employer shall grant maternity and adoption leave pursuant to the provisions of the Employment Standards Code.
6. An employee who is summoned to court as a witness or for jury duty will be given leave with pay, provided the employee remits to the office any stipend, excluding any actual expenses set by the court.
7. A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following, if the time of the event conflicts with regular working hours.
  - a) Their own wedding or that of their son or daughter;
  - b) Their own graduation or that of their spouse, son or daughter;

### **Sick Leave**

1. Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
2. Employees eligible for short term disability benefits are required to provide an updated medical certificate.
3. Part-time employees are allowed sick leave without pay.
4. Employees must notify their Supervisor of any illness as soon as possible.
5. If an employee is unable to resume duties after sick leave entitlement is used, the employee may be terminated at the discretion of the Superintendent.



6. The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work.
7. If the employee fails to respond to treatment, and as a result his/her work performance deteriorates, the Board may terminate his/her employment. The use of alcohol or non-medical drugs during working hours is not allowed. The use of such items may result in the suspension or termination of the employee. An employee may be suspended immediately and be expected to seek medical treatment.

### **Casual Employees**

With prior approval of the supervisor, casual employees may be retained on an ad hoc basis to fill in for absent employees.

### **Holiday Pay**

Holiday pay will be paid monthly, in accordance with the Employment Standards Code. Employees who are granted leave of absence, maternity leave or disability leave will not accumulate holiday pay entitlement for that portion of time away from employment.

### **Statutory and Board Holidays**

Statutory and Board Holidays are those as designated in the School Year.

### **Pay and Pay Days**

Employees shall be paid in accordance with the salary Schedules appended to this policy. Payday will be the last working day of the month worked. Cut-off date for employees will be four (4) working days prior to the last working day of the month.

### **Benefits**

Full-time, permanent employees are eligible for the Board's benefits plan. Permanent part-time employees who are employed 0.5FTE (Full Time Equivalent) or more are eligible for the Board's benefit plan on a pro-rated basis.

### **Conflict of Interest**

1. For the purposes of this policy, relative will be defined as any of the following to an employee: wife, husband, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, daughter-in-law, grandparents, grandchildren, nephews, nieces, uncles, aunts, stepchildren.
2. No employee will engage in activities outside of his/her employment which are contrary to the interest of the Board, or which conflict with his/her obligation to the Board.
3. No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
4. No relatives will be employed by the Board in the same department where a direct reporting relationship will be created. In special circumstances, personnel may be exempt from this provision by the Superintendent.
5. No employee will accept gifts, other than items of a nominal value, from suppliers or other persons or agencies with whom they are dealing on behalf of the Board. All gifts are the property of the Board.
6. Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.



### **Confidentiality**

1. Confidential information shall be determined by the Superintendent or designate, marked confidential and treated accordingly. The following are automatically confidential:
  - a. Payroll files
  - b. Personnel files
  - c. Any personal information of an employee
2. Any employee revealing confidential information may be terminated immediately.

### **Disciplinary Action and Dismissal**

1. Where in the discretion of the Superintendent or designate there is reasonable ground(s) to believe that the presence of an employee is
  - a) Detrimental to the health and/or safety of the public and/or other employees; or Detrimental to Board property and/or equipment; or
  - b) That the employee has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
  - c) Where the Superintendent or designate has determined that the performance of an employee is unsatisfactory, The Superintendent or designate may dismiss that employee.
2. All disciplinary action is documented and placed in the personnel file of the individual employee.
3. Suspensions may occur or the employee may be dismissed at any time upon written notice from the Supervisor.
4. Disciplinary action may include suspension without pay.
5. The Superintendent shall be informed immediately upon disciplinary action considered by a Supervisor.
6. All dismissals shall be approved by the Superintendent after consultation with the Board's solicitor.
7. All dismissals will be reported to the Chair of the Board by the Superintendent.

### **Dress and Safety Standards**

1. Dress standards must meet health and safety requirements.
2. Supervisors may develop dress standards for employees as approved by the Superintendent.

### **Educational Support**

1. The Board may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the Superintendent or designate, outlining in detail the program to be followed and related costs thereof.
2. Upon the successful completion of any approved course funded by the Board, the employee shall submit the final grades and receipt of course payment to the Superintendent or designate prior to any approved costs being reimbursed.

### **Conference, Seminar, Workshop Attendance**

1. Employees may attend conferences, seminars, workshops or activities related to their jobs, subject to prior approval of the Supervisor responsible for the budget expense.
2. The Superintendent or designate may authorize Supervisors to attend conferences, seminars, workshops or activities related to their positions.



## **Public Information**

1. When communicating to the public, ensure that you have the facts.
2. If a problem arises with the public over a Board policy, refer the matter to a Supervisor.
3. Refer all matters dealing with the press to the Superintendent or designate.

## **Sexual Harassment**

1. The employer agrees that no form of sexual harassment shall be allowed in the workplace and the employer undertakes to discipline any employee, manager, or client engaging in sexual harassment.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
  - a) Submission of such conduct is made either explicitly or implicitly a term or condition of employment;
  - b) Submission to or rejection of such conduct is used as the basis for action affecting that employee;
  - c) Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working or educational environment; or
  - d) The perpetrator knows or ought to know that the conduct is unwelcome.
3. Whenever an employee feels he/she has been sexually harassed, he/she shall have the right to use the following procedure. This article shall not be construed as in any way limiting an employee's right to seek redress through any other legal procedure available to him/her and the employer agrees that it will not attempt to prevent an employee from seeking redress either through the courses of the Alberta Human Rights Commission or by reason of the fact that an employee has followed this procedure.
4. In cases of sexual harassment, the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty pending determination of the grievance.
5. The employer shall undertake to investigate all alleged occurrences expeditiously.
6. Both parties agree that all proceedings and the results thereof will be dealt with in the strictest of confidence. The employer agrees to support its employees during the process of redress arising from related situations. The victim or griever shall be protected from repercussions which might result from his/her complaint.

## **Disputes**

Should a dispute arise between an employee and a Supervisor or other employee regarding interpretation of this policy manual and/or wages or benefits, it shall be resolved in the following manner:

Step 1: The employee shall, within seven days of the event causing the dispute, submit in writing to the Superintendent or designate an outline of the reasons for the appeal.

Step 2: The Superintendent or designate shall render a decision in writing to the employee within seven days of receipt of the appeal.

Step 3: Failing a satisfactory resolution of the appeal, the employee shall submit in writing his/her appeal to the Board within seven days of the receipt of the decision of the Superintendent or designate.

Step 4: The Board shall, as soon as possible following receipt of the appeal, appoint a committee consisting of at least two of its members and two members of the Superintendent, Principal, Transportation Director and Secretary Treasurer not directly involved in the appeal or the dispute. This committee will render its recommendation to the Board at the next regular meeting.

Step 5: The Board will rule on the appeal considering the recommendation of the dispute committee.



Step 6: The decision of the Board shall be final.

**Special Circumstances**

The Board may consider deviations from this policy due to special circumstances presented by an employee.

**Appendices:**

Appendix A: Employee-Employer Contributions to the Board Benefit Package

Appendix B: School Support-Staff Salary Schedule

Appendix C: Administrative Assistant



**G-202: Appendix A  
Employee-Employer Contributions to the Board Benefit Package  
Health Benefit Plan**

After a successful 3 month Probation, the maximum employer contribution is 100% of the premium for 1.0 FTE (Full Time Equivalent) employees, and pro-rated for eligible part-time employees working 0.5 FTE or more.

Casual and/or temporary employees are not eligible for participation in the employer benefit plan.

**G-202: Appendix B  
School Support Staff Salary Schedule  
Effective September 1, 2010**

Position	Completed Years of Experience					
	0	1	3	5	7	9
Administrative Assistant	18.73	19.34	20.47	22.05	22.55	22.95
Teaching Assistant[1]	17.20	17.82	18.96	20.51	20.95	21.39
Instructor	20.94	22.39	23.40	24.30	24.88	25.22
Certificated Teaching Assistant[2]	18.12	18.87	20.05	21.76	22.19	22.65

Casual Employees  
(Teaching Assistant, Administrative Assistant) \$15.00 per hour  
Casual Employees  
(Miscellaneous Clean-up, Manual Labour) \$10.00 per hour

[1] Teaching Assistants: 1 FTE = 30 hours/week

[2] To be placed on this grid, the employee must provide documentation of completion of a Teaching Assistant Diploma (minimum of 234 hours of course instruction plus minimum of 351 hours of practicum) or a valid Alberta Teaching Certificate. Early Childhood Development, Occupational Therapist or similar Diplomas and/or Certificates are not considered for placement on this grid.

To have one completed year of experience, the employee shall have worked a minimum of 700 hours during the school year. All grid changes will be effective the following September 1st.

New employees must provide the Society with satisfactory proof of qualifications (Course taken and Diplomas or Certificates obtained) within sixty (60) days of acceptance of this contract. For experienced employees, the Society requires that the employee provide proof of experience from previous employees within 60 days of acceptance of this contract. It should be noted that if these forms are not received within the sixty (60) day period, any salary adjustments will be effective the beginning of the month following the date forms were submitted.



**G:202 Appendix C: Administrative Assistant:  
Guidelines**

The Administrative Assistant reports to the Principal and provides support to other administrators, including the Superintendent, the Secretary-Treasurer, and the Director of Transportation.

The duties of the Administrative Assistant shall include:

1. Management of the student records system, including:
  - a. Registration of students, as it pertains to the student record system;
  - b. Updating and maintaining the student records database;
  - c. Attendance;
  - d. Updating and maintaining student records cumulative files;
  - e. SIS.PASI submissions to Alberta Education;
  - f. Class size information system submissions;
  - g. Alberta Health Services Student Submissions-October/February/May;
  - h. CDC/AHS reporting
2. School/Parent/Community communication, including:
  - a. Responding to phone calls and email communication;
  - b. Booking parent/teacher interviews
  - c. Field trip consent forms-creation, distribution, collection
  - d. School photos
  - e. Report Cards-attendance/review/copy and distribute-November/February/June
  - f. Newsletter distribution
  - g. Maintaining advertising sign
3. Website management:
  - a. Website uploads-newsletter, announcements
4. Facility, resources and budgeting:
  - a. School fees, swim fees, fundraising, field trips through the SGF account
  - b. Ordering/shipping/receiving -curriculum, school supplies, custodial, furnishing, equipment
  - c. Invoicing-collection from mail sort, code and distribution to have signed off
5. General Support for Administration, Teachers and Students:
  - a. Google Calendar and Monthly Calendars
  - b. First aid, support of sick children
  - c. Computer support for teachers
  - d. Booking substitute teachers
  - e. Mail-collect, distribute, mail-outs
  - f. Sports teams registration

*Approved (G-202):*                    *November 10, 2008*  
*Revised:*                                *March 08, 2015*  
*Due for revision:*                    *March 2016*  
*Legal reference*                        *Employment Standards Code*



## **G. Human Resources**

### **Policy G-203: Personnel Policy: Bus Drivers**

#### **Scope**

This policy applies to all bus drivers employed by the Valhalla School Foundation. This policy is subject to review on an annual basis.

#### **Appointments and Vacancies**

Each full time driver position will be reviewed yearly and employees will be selected for a position based on the combination of experience, proximity to the route, seniority and driver qualifications. Decision to hire an employee will be made by the Director of Transportation.

#### **Seniority**

1. Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
2. Where an employee leaves the employ of the Board and is later re-engaged, seniority and benefits shall date from the time of re-engagement.

#### **Job Description, Classification and Performance Appraisal**

1. The anniversary date for an employee on the salary grid shall be his/her starting date. Increments may be withheld or delayed upon a recommendation from the Director of Transportation to the Superintendent.
2. Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
3. All new employees are hired on a three (3) month probationary period, during which a performance appraisal will be carried out. One additional three (3) month probationary period may be recommended by the Director of Transportation.
4. All drivers are evaluated every year using the form.
5. All drivers undergo a full evaluation every third year with an external evaluator.

#### **Driver Training Procedure for New Drivers with New License**

Required documents:

- a. Resume and references-references to be checked by TD
- b. 5 year driving abstract
- c. Criminal record check
- d. Social services intervention check
- e. Proof of written portion of class 2 exam
- f. Proof of recent Medical Exam

Training:

- a. 20 hours of driver training on large bus
- b. Driver training on routes and walk around instruction (walk around, turn arounds, pickups, railway crossings, school pickups and drop-offs, fueling bus routines, paperwork, etc.)
- c. Class 2 exam
- d. Driving evaluation with jurisdiction approved examiner
- e. Ride route with driver and students
- f. Drive route with driver and students



## **New Drivers with existing Class 2 License**

### **Required Documents:**

- a. Resume and references-references to be checked by TD
- b. 5 year driving abstract
- c. Criminal record check
- d. Social services intervention check
- e. Proof of recent Medical exam

### **Training:**

- a. 10 hours driver training
- b. Driver training on routes and walk around instruction (walk arounds, turn arounds, pickups, railway crossings, school pickups and drop-offs, fueling bus routines, paperwork, etc)
- c. Driver evaluation with jurisdiction approved examiner
- d. Ride route with driver and students
- e. Drive route with driver and students

## **Working Hours**

Working schedules will be determined by the Director of Transportation.

## **Overtime or Extra Time**

1. Any over or extra time must first be authorized by the Director of Transportation.
2. An employee may be requested by the Director of Transportation to drive for various field trips or repair trips with compensation to be paid based on an hourly rate for waiting and driving times, with a 1/2 hour minimum. Hourly rate to be determined annually (see Appendix B for current rate).
3. Field trip opportunities will be offered to regular bus drivers, and subsequently to spare bus drivers, if not taken by regular drivers. If more than one driver is interested in doing field trips the opportunities will be shared equally.
4. Training, cleaning and other income opportunities will be offered to qualified regular drivers on an equal basis, prior to offering them to other drivers.

## **Personal Leave of Absence (other than Sick Leave)**

1. Short term leave of absence of up to three (3) days, without pay, may be granted at the discretion of the Director of Transportation. Leave granted under this provision shall not exceed six (6) days in any school year.
2. Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.
3. Leaves of absence other than those detailed below will incur a deduction from base pay for each day of the leave, at the annually determined sub rate (see Appendix B for current rate).
4. An employee, other than casual employees, is entitled to a leave of absence without pay and such leave is deemed to be an authorized absence approved by the Board, where an employee is absent for:
  - a. Not more than six (6) days due to critical illness or death of a spouse, child, parent or parent-in-law plus any required traveling time not exceeding two (2) days;



- i. Critical illness shall be interpreted as a person placed on a ‘critical’ list by a medical doctor.
  - b. Not more than two (2) days due to death and one (1) day due to critical illness of a grandparent, grandchild, brother, sister, son-in-law, daughter-in-law, sister-in-law or brother-in-law, plus any required traveling time not exceeding two (2) days;
  - c. Not more than one (1) day to attend the funeral of an aunt, uncle, niece or nephew plus any required travelling time not exceeding two (2) days;
    - i. Attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
    - ii. During confinement in a hospital of a wife for maternity reasons, or
    - iii. For the adoption of a child.
    - iv. (Critical illness shall be interpreted as a person placed on a ‘critical’ list by a medical doctor.)
5. The cost of benefits will be deducted from the employees’ pay on the fourth (4th) day and every day there-after of personal leave.
  6. An employee who has been granted leave of absence of any kind or for any period, and over-stays his/her leave of absence without permission, shall be assumed to have abandoned his/her position with the Board and may be terminated.
  7. The employer shall grant maternity and adoptions leave pursuant to the provisions of the Employment Standards Code.
  8. An employee who is summoned to court as a witness or for jury duty will be given leave with pay, provided the employee remits to the office any stipend, excluding any actual expenses set by the court.
  9. A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following:
    - a. Their own wedding or that of their son or daughter;
    - b. Their own graduation or that of their spouse, son or daughter;
    - c. If the time of the event conflicts with regular working hours.
  10. If the time of the event conflicts with regular working hours, a maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following:
    - a. Their own wedding or that of their son or daughter.
    - b. Their own graduation or that of their spouse, son or daughter.

**Sick Leave**

1. Full-time, permanent employees are allowed a total of 6 days paid sick leave per year.
2. Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
3. Employees eligible for short term disability benefits are required to provide an updated medical certificate.
4. Employees must notify the Director of Transportation of any illness as soon as possible and provide the Director of Transportation with the name of the substitute driver.
5. Substitute drivers are allowed sick leave without pay.
6. If an employee is unable to resume duties after sick leave entitlement is used, the employee may be terminated at the discretion of the Transportation Director in consultation with the Superintendent.



7. The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work. If the employee fails to respond to treatment, and as a result his/her work performance deteriorates, the Board may terminate his/her employment. The use of alcohol or non-medical drugs during working hours is not allowed. The use of such items may result in the suspension or termination of the employee. An employee may be suspended immediately and be expected to seek medical treatment.

### **Substitute Drivers**

Substitute drivers will be employed on a yearly basis by the Director of Transportation and must meet the same qualifications as a full-time permanent bus driver. Substitute drivers are entitled to a daily rate of pay, regular mileage and personal vehicle mileage (see Appendix B for current rates). Substitute drivers will receive the regular rates for extra trips.

### **Holiday Pay**

1. Holiday pay will be paid monthly, in accordance with the Employment Standards Code.
2. Bus drivers who are granted leave of absence, maternity leave or disability leave will not accumulate holiday pay entitlement for that portion of time away from employment.

### **Statutory and Board Holidays**

Statutory and Board Holidays are those as designated in the School Year.

### **Pay and Pay Days**

1. Employees shall be paid in accordance with the salary Schedules appended to this policy.
2. Payday will be the last working day of the month in the month worked. Cut-off date for mileage, pers/med days, wait time, drive time will be 15<sup>th</sup> of each month.
3. The Bus driver (or the substitute driver, if arranged beforehand) will continue to receive the daily pay rate if buses do not run because of inclement weather.

### **Benefits**

Full-time, permanent bus drivers are eligible for the Board's benefits plan after a successful probationary period.

### **Conflict of Interest**

1. For the purposes of this policy, relative will be defined as any of the following to an employee: wife, husband, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, daughter-in-law, grandparents, grandchildren, nephews, nieces, uncles, aunts, stepchildren.
2. No employee will engage in activities outside of his/her employment which are contrary to the interest of the Board, or which conflict with his/her obligation to the Board.
3. No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
4. No relatives will be employed by the Board in the same department where a direct reporting relationship will be created. In special circumstances, personnel may be exempt from this provision by the Superintendent.



5. No employee will accept gifts, other than items of a nominal value, from suppliers or other persons or agencies with whom they are dealing on behalf of the Board. All gifts are the property of the Board.
6. Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

### **Confidentiality**

1. Confidential information shall be determined by the Superintendent or designate, marked confidential and treated accordingly. The following are automatically confidential:
  - a. Payroll files
  - b. Any personal information of an employee
2. Any employee revealing confidential information may be terminated immediately.

### **Disciplinary Action and Dismissal**

1. The Director of Transportation may recommend dismissal of an employee when there is reasonable ground(s) to believe that the presence of the employee is:
  - a. Detrimental to the health and/or safety of the public and/or other employees; or o Detrimental to Board property and/or equipment; or
  - b. That the employee has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
  - c. Where the Director of Transportation has determined that the performance of an employee is unsatisfactory,
2. All disciplinary action must be documented and placed in the personnel file of the individual employee
3. The Director of Transportation may recommend dismissal of that employee.
4. Suspensions may occur or the employee may be dismissed at any time upon verbal notice from the Director of Transportation, followed up by written notice.
5. Disciplinary action may include suspension without pay.
6. The Superintendent shall be informed immediately upon disciplinary action or recommended dismissal considered by the Director of Transportation.
7. All dismissals shall be approved by the Superintendent.
8. All recommended dismissals will be reported to the Board by the Superintendent.

### **Dress and Safety Standards**

1. Dress standards must meet health and safety requirements.
2. The Director of Transportation may develop dress standards for employees as approved by the Superintendent.

### **Educational Support**

1. The Board may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the Director of Transportation, outlining in detail the program to be followed and related costs thereof.



2. Upon the successful completion of any approved course funded by the Board, the employee shall submit the final grades and receipt of course payment to the Director of Transportation prior to any approved costs being reimbursed.

### **Conference, Seminar, Workshop Attendance**

Employees may attend conferences, seminars, workshops or activities related to their jobs, subject to prior approval of the Director of Transportation.

### **Public Information**

1. When communicating to the public, ensure that you have the facts.
2. If a problem arises with the public over a Board policy, refer the matter to the Director of Transportation, who must report this to The Superintendent.
3. Refer all matters dealing with the press to the Superintendent.

### **Sexual Harassment**

1. The employer agrees that no form of sexual harassment shall be allowed in the workplace and the employer undertakes to discipline any employee, manager, or client engaging in sexual harassment.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
  - a. Submission of such conduct is made either explicitly or implicitly a term or condition of employment;
  - b. Submission to or rejection of such conduct is used as the basis for action affecting that employee;
  - c. Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive working or educational environment; or
  - d. The perpetrator knows or ought to know that the conduct is unwelcome.
3. Whenever an employee feels he/she has been sexually harassed, he/she shall have the right to use the following procedure. This article shall not be construed as in any way limiting an employee's right to seek redress through any other legal procedure available to him/her and the employer agrees that it will not attempt to prevent an employee from seeking redress either through the courses of the Alberta Human Rights Commission or by reason of the fact that an employee has followed this procedure.
4. In cases of sexual harassment, the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty pending determination of the grievance.
  - a. The employer shall undertake to investigate all alleged occurrences expediently.
  - b. Both parties agree that all proceedings and the results thereof will be dealt with in the strictest of confidence. The employer agrees to support its employees during the process of redress arising from related situations. The victim or grievor shall be protected from repercussions which might result from his/her complaint.

### **Disputes**

Should a dispute arise between an employee and the Director of Transportation or other employee regarding interpretation of this policy manual and/or wages or benefits, it shall be resolved in the following manner:



Step 1: The employee shall, within seven days of the event causing the dispute, submit in writing to the Superintendent or designate an outline of the reasons for the appeal.

Step 2: The Superintendent or designate in consultation with the Director of Transportation shall render a decision in writing to the employee within seven days of receipt of the appeal.

Step 3: Failing a satisfactory resolution of the appeal, the employee shall submit in writing his/her appeal to the Board within seven days of the receipt of the decision of the Superintendent or designate.

Step 4: The Board shall, as soon as possible following receipt of the appeal, appoint a committee consisting of at least two of its members and two members of the Management Team not directly involved in the appeal or the dispute. This committee will render its recommendation to the Board at the next regular meeting.

Step 5: The Board will rule on the appeal considering the recommendation of the dispute committee.

Step 6: The decision of the Board shall be final.

### **Special Circumstances**

The Board may consider deviations from this policy due to special circumstances presented by an employee.

### **Appendices:**

Appendix A: Employer Contributions to the Board Benefit Package

Appendix B: Bus Driver Salary and Benefits Schedule

Appendix C: Bus Driver Duties and Responsibilities



**G-203: Appendix A**  
**Employer Contributions to the Board Benefit Package**  
**Health Benefit Plan**

1. After a successful Probation, the maximum employer contribution is 100% of the premium.
2. Casual and/or temporary employees are not eligible for participation in the employer benefit plan.

**G-203: Appendix B**  
**Bus Driver Salary and Benefits Schedule**  
**Effective September 1, 2010**

Completed Years of Service	Base Salary per Month	Regular Mileage	Waiting Time (current minimum wage)	Driving Time	Personal Mileage	Holiday Pay	Benefits after 6 Months
0	\$ 931.65	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
1	\$ 931.65	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
2	\$ 931.65	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
3	\$ 931.65	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
4	\$ 931.65	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
5	\$940.97	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
6	\$950.38	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
7	\$959.88	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
8	\$969.48	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
9	\$979.17	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
10	\$988.97	\$0.20	\$9.40	\$15.15	\$0.515	4%	Full Benefits
Sub Rate	\$53.57 per day + regular mileage					4%	



## **G-203: Appendix C**

### **Bus Driver Duties and Responsibilities**

1. Bus drivers shall:
  - a. be properly licensed for operating a school bus;
  - b. be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of other Acts;
  - c. prior to being employed and annually, provide the Director of Transportation with a Driver's Abstract from the Motor Vehicles Branch, a current criminal record check, a copy of a class 2 driver's license, a copy of a medical for driver's license and any other documentation required by the Director of Transportation. A copy must also be submitted when any are renewed or upon the request of the Director of Transportation.
  - d. be thoroughly familiar with and adhere to policies;
  - e. conduct a bus evacuation drill with the students during the first week of school and one other time during the school year, which will be organized by the transportation director.
  - f. attend seminars and in-service activities as required by the Board;
  - g. arrange their schedules to ensure that the bus arrives at school at the times specified by the Director of Transportation;
  - h. be at school five minutes before dismissal time;
  - i. before leaving the school, and upon arriving at school ensure that all the required paperwork is complete;
  - j. leave the school when the load is complete; or if the load is incomplete, at the direction of the
  - k. supervisor on duty;
  - l. wait until all buses ahead of them are loaded, and then follow the bus ahead of them. If one bus is unable to leave, the driver shall ensure that there are no students in danger and then signal the remaining buses to pass;
  - m. provide the Director of Transportation with a phone number at which they can be reached in case of emergency;
  - n. ensure the bus and equipment are in safe mechanical condition;
  - o. ensure that the bus interior is clean and that the exterior lights are free of any obstacles;
  - p. inspect bus daily and fill out the required forms
  - q. Inform the Director of Transportation as soon as possible when not driving the bus; indicate whether for personal or medical reasons, and the name of the substitute driver.
2. Bus drivers shall not smoke on the bus.
3. Bus drivers shall not use non-prescription drugs while on duty. A driver may not consume alcohol 12 hours before driving a school bus. Any driver who contravenes this rule shall be subject to immediate dismissal. Any driver charged with an alcohol or drug related offense may be suspended from duty without pay and, if convicted, shall be subject to immediate dismissal.
4. With regard to their bus routes, bus drivers shall:
  - a. report to the Director of Transportation any hazardous conditions such as blind intersections or treacherous sections of road;
  - b. advise the Director of Transportation of the need to post signs which will improve the safety of the bus route, and
  - c. report to the Director of Transportation, immediately after driving the route, if any change was made to the route normally driven. Suspension of the driver may occur if this is not adhered to.
5. While on duty, the driver shall have in his/her possession at all times the following material:



- a. Operating authority sheet
  - b. Strobe light operating sheet
  - c. School bus certificate of license
  - d. Insurance pink card
  - e. Driver's License Class 2 (with Medical Certificate)
  - f. Maintenance record form
  - g. Seating plan
  - h. Driver's monthly time sheet
  - i. Time table of route with names and emergency numbers of families on route
  - j. Daily inspection sheet
  - k. Emergency protocol sheet.
6. Fines for traffic offenses are the responsibility of the driver.
  7. The transportation supervisor shall evaluate the bus drivers' and substitute drivers' performance once every three years.

*Approved(G-203)*

*Revised:*

*Due for revision:*

*Legal reference:*

*June 30, 2010*

*May, 2014*

*May, 2015*

*Employment Standards Code*



## ***G. Human Resources***

### **Policy G-301: School Superintendent Policy**

The Superintendent, as the Chief Executive Officer and Chief Education Officer of Valhalla School Foundation, is responsible for the operations of the school system, and is accountable to the Charter Board. The Superintendent is responsible for leadership such that School practice reflects sound educational, organizational and service principles. These practices and principles must reflect pertinent statutory provision and the policies of the Charter Board.

#### **Guidelines**

The Superintendent as the Chief Executive Officer and Chief Education Officer of the Valhalla School Foundation is responsible for the total operation of the school system, and is accountable to the Charter Board.

The Superintendent shall:

1. be approved by the Minister and shall serve to fulfill those functions and shall exercise those powers as legislated by the School Act and other pertinent legislation.
2. regularly attend meetings of the Charter Board.
3. serve as a resource person to the Charter Board on matters relative to the governance of the School.
4. serve on Charter Board committees as required by policy.
5. the Superintendent shall supervise the operation and management of the school and the provision of the educational program to ensure that:
  - a. a positive learning environment is present and students are learning in accordance with Charter expectations,
  - b. Alberta Education basic curriculum and Charter mandated curriculum is being delivered.
  - c. Students are achieving satisfactory results on applicable provincial standards and charter goals.
6. Ensure sound and effective business and transportation principles and practices are being followed.

*Approved (G-301):*                      *September 30, 2013*  
*Revised:*  
*Due for Revisions:*                      *September 2018*  
*Legal Reference:*                      *School Act (s. 113)*  
    *Policy Alberta Education Number 2.1.4*



**G. Human Resources**  
**Policy G-401: Secretary-Treasurer**  
**Policy**

The Charter Board, consistent with the requirements of the School Act, will employ an individual who will assume the role and responsibilities of Secretary-Treasurer.

**Guidelines**

1. The Board will notify the Minister of Education of the appointment and arrange for the bonding of the Secretary-Treasurer in an amount that is reasonable within the context of the financial operation of the school.
2. The Superintendent will work with the Secretary-Treasurer to ensure compliance with all requirements of the School Act and other duties and responsibilities as deemed necessary by the Board of Directors and the Superintendent. The Secretary-Treasurer is an employee of the Board who reports to the Superintendent.
3. The primary duties and responsibilities will include the following:
  - a. Takes major responsibility and leadership for managing the financial operation of the school.
  - b. Works with the Superintendent to develop the annual school budget and capital plan.
  - c. Ensures accountability for the receipt and expenditure of all funds.
  - d. Regularly monitors the school's financial status to ensure that expenditures are in accordance with the approved budget.
  - e. Maintains up to date financial records.
  - f. Liaises with government and other agencies as required.
  - g. Prepares and provides financial statements and reports to the Board, Superintendent, Revenue Canada, Alberta Education and Alberta Infrastructure and Transportation as required.
  - h. Assumes responsibility for the preparation and administration of payroll, benefits and Alberta Teachers Retirement Fund (ATRF).
  - i. As the school's primary liaison, prepares and presents all necessary records and documents to support the annual school audit and works with the auditor as required.
  - j. Attends Board meetings as Recording Secretary.
  - k. Performs other duties as assigned.

*Approved (G-401):*                    *January , 2009*  
*Revised:*                                *January, 2014*  
*Due for Revision:*                *January, 2019*  
*Legal Reference:*                    *The School Act (s. 3.116. a,b,c)*  
    *Regulations governing the operation of charter schools*



## **G. Human Resources**

### **Policy G-501: Personnel Policy: Director of Transportation Scope**

The Valhalla School foundation recognizes the importance of a Director of Transportation who is responsible for all aspects of student transportation.

#### **Guidelines**

The Director of Transportation shall be responsible to the Superintendent.

The duties of the Director of Transportation shall include:

1. Driver Recruitment:
  - a. regular drivers;
  - b. spare drivers.
2. Driver Training:
  - a. familiarizing drivers with the mechanical aspects of driving a school bus;
  - b. familiarizing drivers with Alberta Transportation regulations;
  - c. familiarizing drivers with their duties and responsibilities;
  - d. road check with new drivers;
  - e. coordinate on-going driver training and first-aid programs.
3. Compiling information for grant claim forms, including:
  - a. monitoring the information - gathering system;
  - b. keeping forms up-dated;
  - c. ensuring that forms are properly completed and submitted regularly;
  - d. assisting the administration in completing departmental forms.
4. Keeping up-to-date records as required by Alberta Education including:
  - a. accurate route maps;
  - b. student lists; and
  - c. semi-annual inspection forms for each bus.
5. Monitoring Bus fueling stations.
6. Acting as a liaison between the transportation system and various government departments and agencies, including:
  - a. Alberta Transportation Safety Division;
  - b. Highway Patrol Division; and
  - c. R.C.M.P.
7. Supervision of the bus shop, including the maintenance and repair of all buses.
8. Purchase of new equipment, including:
  - a. buses;
  - b. major shop tools and equipment;
  - c. tires and parts; and
  - d. fuel.
9. Assisting with preparation and supervision of the transportation budget.
10. Establishing all bus routes and giving proper attention to:
  - a. student load factor;
  - b. distances individual children must travel;
  - c. time spent on the bus;
  - d. safety considerations with respect to:
  - e. turn arounds;



- f. road conditions;
  - g. bus turn-arounds; and
  - h. student pick-up locations.
  - i. making necessary changes to routes as required.
11. Dealing with concerns expressed by drivers, including:
- a. route problems;
  - b. turn arounds;
  - c. road conditions;
  - d. safety of student pick-up stations; and
  - e. route changes.
  - f. passenger problems:
  - g. discipline;
  - h. new passengers; and
  - i. items which passengers may carry on the bus.
  - j. particular vehicle driver problems;
  - k. other drivers; and
  - l. school personnel.
12. Dealing with concerns and complaints raised by parents, including:
- a. bus routing;
  - b. time students have to spend on the bus; and
  - c. distance students have to walk;
  - d. matters relating to discipline on the bus;
  - e. the drivers and their:
  - f. methods of managing the passengers;
  - g. punctuality;
  - h. abilities as drivers; and
  - i. lack of proper attention to safety aspects of the bus operation;
  - j. the policies and regulations dealing with bus operations.
13. Dealing with concerns expressed by school personnel, including:
- a. arrival and departure problems;
  - b. discipline on the bus;
  - c. extra trips; and
  - d. conditions of loading and unloading areas.
14. Dealing with concerns regarding the maintenance shop, including:
- a. complaints made by drivers about service carried out by shop personnel; and
  - b. concerns expressed by shop personnel regarding driving habits and skills of the bus drivers.
15. Dealing with concerns raised by members of the general public regarding driving safety and driving habits.
16. Dealing with emergencies as they arise, including:
- a. emergency closures of schools;
  - b. cold weather policy;
  - c. impassable road conditions;
  - d. all accidents;
  - e. investigations;
  - f. reporting; and
  - g. actions required regarding the bus, the driver and insurance.
17. A.M. bus cancellations: road/weather conditions:



- a. Be aware of possible weather and road conditions changing overnight.
  - b. Drive parts of routes, if possible, to determine road conditions.
  - c. Inform, discuss and recommend if bus cancellation is necessary with superintendent.
  - d. Inform drivers, school principal, radio stations and VCS webmaster of bus cancellations.
18. Early dismissal because of road/weather conditions, power outage, etc.
- a. Be aware of changing weather and road conditions.
  - b. Inform, discuss and recommend early bus dismissal if conditions warrant with principal/superintendent.
  - c. Inform drivers of decision.
  - d. Help school office staff to inform parents/designate.
  - e. Send busses once all parents/designates have been contacted.
19. Supervision of bus driver administrative duties:
- e. Collection of driver time sheets
  - f. Complete payroll summary time sheet for secretary treasurer
  - g. Ensure all drivers complete necessary paperwork when due.
20. Attending and reporting to the Board and transportation committee meetings.
21. Assisting the Superintendent in gathering information for decision making.
22. Other duties periodically assigned by the Superintendent.
23. The Director of Transportation shall be evaluated on a yearly basis by the Superintendent.

*Approved (G-502):*                      *January 30, 2008*  
*Revised:*                                      *March 08, 2015*  
*Due for Revision:*                      *March 2020*  
*Legal Reference:*                      *The School Act; Alberta Transportation Regulations;*  
*Cross Reference:*                      *VSF Policy & Guidelines E-102*



## **G. Human Resources**

### **Policy G-901: Personnel Policy: Personnel Records**

#### **BACKGROUND**

Valhalla School Foundation recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of its programs and services.

#### **POLICY**

Personal information related directly to the operation of the programs and services offered by the Valhalla School Foundation Charter Board will be collected and kept in personnel records that are securely maintained and treated as confidential at all times.

#### **GUIDELINES**

1. Personnel records are maintained primarily to provide an individual record of service.

*Approved (G 901):*

*Revised:*

*Due for Revision:*

*Legal Reference:*

*September 30, 2013*

*September 2018*

*Charter of Rights*

*Individuals' Rights Protection Act*

*Freedom of Information and Protection of Privacy Act, 1994, Chapter F-18.5*

*Freedom of Information and Protection of Privacy Regulation*

*Alberta Education Policy 3.2.6*



## **H. Curriculum and Instruction**

### **Policy H-101: Locally Developed Courses**

#### **Policy**

The Charter Board recognizes that there may be a need to supplement student programs with locally developed courses in order to meet Charter Board goals, promote and cultivate the unique interests and abilities of students or to foster educational improvement and excellence through innovative courses developed by the School.

The Superintendent is responsible for the administration of this policy.

#### **Guidelines**

1. Locally developed courses shall be consistent with the expectations of the Charter and meet all requirements set out in provincial legislation and policy.
2. Approval of locally developed courses shall be by motion of the Charter Board and shall be in force for a maximum duration of three years.
3. Once approved by the Charter Board, the Principal shall file a written description of each locally developed course ensuring that the requirements outlined in Alberta Learning policy have been met.
4. The Superintendent shall forward complete documentation and authorization to the Director, Curriculum Branch according to the dates required by Alberta Learning policy.
5. Any locally developed course becomes the property of the Charter Board, and as such, the Charter Board retains copyright for the course and all associated learning resources and materials.

*Approved (H-101):*

*August 26, 2008*

*Revised:*

*September 30, 2013*

*Due for Revision:*

*September 2018*

*Legal Reference:*

*The School Act (s. 3, 39, 56 and 60.2)*

*Alberta Education Policy 1.2.1*



**H. Curriculum and Instruction**  
**Policy H-102: Second Language Instruction**  
**Policy**

The Charter Board requires all students to participate in a second language program.

**Guidelines**

1. K-3 students will participate in a locally developed German Language and Culture program.
2. Grades 4-9 students will choose German or French as a second language.
3. Instruction in second language programs will meet Alberta Education instructional guidelines.
4. Second language programs shall develop an understanding of the spoken, written and cultural aspects of the language.

*Approved (H-102):*

*August 26, 2008*

*Revised:*

*September 30, 2013*

*Due for Revision:*

*September 2018*

*Legal References:*

*The School Act (s.10.2)*



**H. Curriculum and Instruction**  
**Policy H-103: Off Campus Education**  
**Policy**

The Charter Board recognizes that the education of the students can be enhanced by participation in a work experience program.

*Approved (H-103):*        *August 26, 2008*  
*Revision:*                *September 30, 2013*  
*Due for Revision:*      *September 2018*  
*Legal Reference:*        *The School Act (s. 54)*  
                                      *Alberta Education Policy 1.4.3*



**H. Curriculum and Instruction**  
**Policy H-104: English as a Second Language (ESL)**  
**Policy**

The Charter Board will provide English as a Second Language (ESL) learning support to students who were born in Canada but who are not at grade level in English, and to those students who have immigrated to Canada and whose first language is not English.

**Guidelines**

1. A Program Plan will be developed for ESL students which will
  - a. encourage rapid integration of the student(s) into the school and community environment, and
  - b. be sensitive to the linguistic, cultural and academic needs of the student(s).
2. The Principal is responsible for the administration of the school's ESL Program.
3. ESL programs will be developed which are compliant with Alberta Education Programs of Studies and appropriate ESL curricular documents.

*Approved (H-104):*

*August 26, 2008*

*Revisions:*

*September 30, 2013*

*Due for Revision:*

*September 2018*

*Legal Reference:*

*The School Act (s. 8, 9)*

*Alberta Education Policy 1.5.1*



## **H. Curriculum and Instruction**

### **Policy H-201: School Year and Calendar Policy**

The Charter Board believes a three-year school calendar should be designed to reflect the best educational interests of students and the organizational and learning needs of staff.

The Superintendent and Principal are jointly responsible for the administration of this policy.

#### **Guidelines**

1. The Charter Board expects the Principal to recommend an annual school calendar for the subsequent school year by April 30th of each year for approval by the Charter Board before May 31st.
2. Prior to recommending a school calendar to the Charter Board, the Principal is expected to consult with staff and parents for input and feedback. Consideration should also be given to the calendars of neighbouring school jurisdictions.
3. Each school calendar shall provide for the following:
  - a. the minimum number of instructional hours prescribed by Alberta Education shall be met or exceeded;
  - b. the number of instructional days for teachers shall not exceed 200;
  - c. teachers shall be granted one day in lieu in each reporting period during which evening parent-teacher or similar interviews are scheduled;
  - d. five organizational days shall be scheduled with at least three of these scheduled for teachers' professional development purposes; and
  - e. any other conditions specified by legislation must be satisfied, including the scheduling of two teaching days on which a teachers' convention is held.
4. The Superintendent shall give notice to the Minister in accordance with the School Act.
5. The Principal shall provide parents and staff with a copy of the next year's school calendar following Charter Board approval.

*Approved (H-201):*

*August 26, 2008*

*Revisions:*

*September 30, 2013*

*Due for Revision:*

*September 2018*

*Legal Reference:*

*The School Act (s. 39, 56 and 97)*

*Alberta Education Policy P G-365, G-367, H-120*



**H. Curriculum and Instruction**  
**Policy H-202: School Day**  
**Policy**

The Charter Board directs that the hours of school operation meet statutory provisions and take into consideration other factors such as students' needs and transportation requirements and teachers' professional development.

The Principal is responsible for the administration of this policy.

<i>Approved (H-202):</i>	<i>August 26, 2008</i>
<i>Revisions:</i>	<i>September 30, 2013</i>
<i>Due for Revision:</i>	<i>September 2018</i>
<i>Legal Reference:</i>	<i>The School Act (s. 39, 56)</i>



**H. Curriculum and Instruction**  
**Policy H-401: Kindergarten**  
**Policy**

The Charter Board will offer an Alberta Education approved Kindergarten program to children who are five years old on or before December 31 of the school term.

**Guidelines**

1. The Charter Board expects the Kindergarten program to form part of the continuum of educational experiences at Valhalla Community School.
2. The Kindergarten program will be administered in accordance with VCS policies and regulations.
3. The Principal is responsible for the administration of the school's Kindergarten Program.
4. Opportunities will be provided for parents to be meaningfully involved in the ECS program through active participation.

*Approved (H-401):*            *August 26, 2008*  
*Revised:*                    *September 30, 2013*  
*Due for Revision:*        *September 2018*  
*Legal Reference:*         *School Act (s. 30)*  
                                      *Alberta Education Policy 1.1.3*



## **I. Students**

### **Policy I-101: Student Code of Conduct Policy**

The Charter Board is committed to the establishment of a safe, caring and effective learning environment for its students, staff, volunteers and visitors.

Student behaviour and conduct at Valhalla Community School will reflect strong moral character and self-discipline characterized by

Respect  
Responsibility  
Self-Discipline  
Compassion  
Integrity  
Good citizenship

The Charter Board believes that parents, as partners, play a vital role in instilling and reinforcing the skills necessary for appropriate conduct.

#### **Guidelines**

A student shall conduct him/herself so as to reasonably comply with the following code of conduct as established in the School Act:

1. be diligent in pursuing the student's studies;
2. attend school regularly and punctually;
3. co-operate fully with everyone authorized by the Charter Board to provide education program and other services;
4. comply with the rules of the school;
5. account to the student's teachers for the student's conduct;
6. respect the rights of others.

The School Act, this policy and school and classroom based codes of conduct shall apply

1. to any school or school sponsored activity whether on or off campus,
2. to any bus transportation of students, including designated drop off or pick-up areas, and
3. during transportation by volunteer drivers to school-sponsored off-campus activities.

*Approved (I-101):*                      *August 26, 2008*  
*Revisions:*                              *September 30, 2013*  
*Due for Revision:*                      *September 2018*  
*Legal Reference:*                      *The School Act (s. 1.12)*



## **I. Students**

### **Policy I-201: Student Evaluation Policy**

The Charter Board shall provide for the evaluation and reporting of students' progress and performance as an important and integral part of the instructional process. Student evaluation and reporting practices shall be consistent with the Charter and provincial legislation and policy. The teachers and administrators shall work with Alberta Education to administer provincial achievements examinations.

#### **Guidelines**

##### **Student Evaluation**

1. The purpose of student evaluation procedures is to provide students, parents, teachers, administrators and Alberta Education information about student progress and achievement and preparedness for future studies.
2. The Principal shall develop specific procedures for the evaluation and reporting in accordance with the Charter and Alberta Education policy.
3. The development and implementation of evaluation procedures is to be based on consultation between the Principal, the Superintendent and appropriate stake holders.
4. Information regarding student evaluation policies and practices shall be communicated regularly to the stake holders.

##### **Records and Testing Programs**

1. The school is required to maintain accurate records pertaining to student evaluation.
2. The school is required to ensure that information concerning the evaluation of students is kept confidential and is released only to those who are entitled to receive it in accordance with legislation and Charter Board policy.
3. The school is required to administer tests as required by Alberta Education and the Charter Board.

##### **Progress Reports**

1. The school is required to maintain open communication with students and parents regarding student progress.
2. The Principal in consultation with appropriate stake holders shall establish the format of the school's reporting procedures, and a reporting schedule.
  - a. The Superintendent and Principal shall develop procedures to handle appeals of student evaluations.

*Approved (I-201):* August 26, 2008  
*Revisions:* September 30, 2013  
*Due for Revision:* September 2018  
*Legal References:* The School Act (s. 18,20,23,78)  
Student Evaluation Regulation  
Freedom of Information and Protection of Privacy Act  
Alberta Learning Policies 2.1.2 & 2.1.3



## **I. Students**

### **Policy I-301 Field Trips**

#### **Policy**

The Charter Board supports field trips which offer meaningful educational experiences to students, and fulfil and enrich the curriculum. The Superintendent and Principal are jointly responsible for providing a safe and well planned off site activity.

#### **Guidelines**

1. The Principal is responsible for developing and implementing school policy and procedures to govern field trips according to Charter Board policy.
2. Field trips are defined as any off site school activity (including sports events).
3. All Field trips must have prior approval:
  - a. Field trips within the boundaries of the County of Grande Prairie must be approved by the Principal.
  - b. Field trips outside the boundaries of the County of Grande Prairie but within Alberta must be approved by the Superintendent.
  - c. Field trips outside of Alberta must be approved by the Charter Board.
  - d. Approval for the field trip, in writing, must be obtained before departure.
4. A teacher shall be designated as the teacher-leader in charge.
5. Prior written parental consent must be obtained for participating students.
6. The consent form must, at minimum, inform parents of
  - a. the purpose or educational goal of the trip,
  - b. the proposed itinerary,
  - c. the need for special clothing, equipment, lunches or snacks,
  - d. the supervisory arrangements,
  - e. the right of the parent to deny his/her child's participation, and
  - f. the responsibility of the parent to advise the teacher-leader of any special medical or dietary considerations as well as any prescribed or other medication the student will or may need to have administered or self-administered during the field trip.
7. Students are expected to comply with the Student Conduct Policy. If the student is unable to follow instruction or accept supervision, that student will not be permitted to go or continue on the field trip.
8. The school shall keep a record of each field trip including;
  - a. authorization
  - b. purpose or educational goal of the trip
  - c. parent consent
  - d. information provided to parents
  - e. list of participating students
  - f. list of supervisors, and
  - g. injury and unusual incident reports.
9. Students who do not have prior written parental consent to participate in a field trip will remain at Valhalla Community School and will have school work assignments provided for them to work on in a supervised location.

*Approved (I-301): August 26, 2008*

*Revisions: June 8, 2010*

*Due for Revision: August, 2015*

*Legal Reference: The School Act (s. 60)*



## **I. Students**

### **Policy I-401: Student Records**

#### **Background**

The School Act requires the Board to establish and maintain a record for each student enrolled in their schools. The legislation relative to the Freedom of Information and Privacy Act will be respected and adhered to.

#### **Policy**

Valhalla School Foundation (VSF) will maintain a file for each student attending VSF. VSF will comply with provincial legislation and regulations when completing and handling a student's file.

*Approved: December 15, 2011*

*Revisions:*

*Due for Revision: December, 2016*

*Legal Reference: Student Record Alberta Regulation 225/2006  
The School Act [s. 23, 5(1), 18(2)-(4)]  
Canadian Charter of Rights and Freedoms (s. 23)  
Alberta Education Policy 3.2.7*



## **I. Students**

### **Policy I-801: Administration of Medical Treatment/Medication to Students**

#### **Background**

Valhalla School Foundation (VSF) makes every effort to maintain a safe and healthy environment for students, while recognizing that the potential for accidents and/or the need for medical intervention can never be completely eliminated. Although determination of the need for and correct means of administration of medical treatment or medication to a student is beyond the knowledge and responsibility of staff, situations may arise that require employees to respond in a way that ensures the health and well-being of students.

#### **Policy**

When it is necessary to do so, employees of Valhalla School Foundation will respond to situations requiring medical treatment/administration of medication in accordance with VSF Administrative Procedures.

#### **Guidelines**

N/A

<i>Approved:</i>	<i>December 15, 2011</i>
<i>Revisions:</i>	
<i>Due for Revision:</i>	<i>December, 2016</i>
<i>Legal Reference:</i>	<i>Emergency Medical Aid Act, R.S.A. 2000</i>

