

Policy Manual



Valhalla School Foundation

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

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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.

<i>Approved</i>	May 11, 2010
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	Valhalla School Foundation Charter, September 2008, p.1

Policy A-102: Guiding Philosophies and Principles

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.

A. Foundations and Basic Commitments

<i>Approved</i>	May 11, 2010
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	Valhalla School Foundation Charter September 2008, page 1-2

Policy A-303: Communication of Charter School Outcomes

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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<i>Legal reference</i>	Valhalla School Foundation Charter September 2008, page 6

A. Foundations and Basic Commitments

A. Foundations and Basic Commitments

Policy A-401: Student Selection Criteria

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. 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. 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.

<i>Approved</i>	June 8, 2010
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<i>Legal reference</i>	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:

- a. Governing Valhalla Community School (VCS) in support of the goals and obligations of the Valhalla School Foundation (the Society).
- b. Representing stakeholders in matters concerning the educational and operational goals, plans and directions of VCS.
- c. Ensuring the mission and goals of VSF are met and the philosophy of VSF is considered in all matters.
- d. Establishing, maintaining and monitoring policies concerning educational and associated services and programs provided by VCS.
- e. 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.
- f. Monitoring, through the Superintendent, the general quality of student learning experiences and student achievement.
- g. Evaluating the levels of confidence and satisfaction held by parents and Charter Board members in the results achieved by the students of VCS.
- h. Stewarding the physical assets of VSF.
- i. Directing and monitoring the finances of VSF.
- j. 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:

B. Charter Board Governance and Operation

- 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

- 1. To meet its responsibilities, the Charter Board will:
 - a. Recruit, employ and review the performance of a Superintendent.
 - b. Support student learning by speaking with an informed voice on behalf of public education.
 - c. Support VSF speaking with an informed voice on the Charter School movement.
 - d. Establish a clear sense of vision and mission through consultation on the values and aspirations of stakeholders.
 - e. Establish Charter Board goals, plans and policies that enable others to meet these common purposes.
 - f. Develop policy, allocate resources, build relationships and sustain initiatives in a manner that supports innovation.
 - g. Assure the equitable distribution of human, material and fiscal resources.
 - h. Monitor the implementation of its policies, goals and plans.
 - i. Ensure that appropriate systems of evaluation and reporting exist.
 - j. Monitor, evaluate and report on its own performance.

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for Revision</i></p> <p><i>Legal Reference</i></p>	<p>August 10, 2010</p> <p>The <i>School Act</i> (3. 2. 60)</p> <p>The <i>Societies Act</i> (2000)</p> <p>The <i>Trustees Act</i></p> <p>The Alberta Education <i>Guide to Education</i></p>
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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:

- a. Ensure the integrity of the Charter Board's operations.
- b. Ensure that the conduct of the Charter Board is consistent with its own policies, bylaws and those requirements imposed on it by legislation.
- c. Chair Charter Board meetings in accordance with the responsibilities and accountabilities outlined in the bylaws and Charter.
- d. 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.
- e. Ensure that Charter Board discussions are timely, fair, orderly and thorough, but also efficient, limited to time, and to the point.
- f. Ensure that good meeting processes, which support the thoughtful discussion of issues, are observed.
- g. 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.

<i>Approved</i>	August 10, 2010
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<i>Due for Revision</i>	
<i>Legal Reference</i>	The <i>School Act</i> (3. 2. 65)

B. Charter Board Governance and Operation

Policy B–103: Duties of the Secretary

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

1. 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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<i>Due for Revision</i>	
<i>Legal Reference</i>	The <i>School Act</i> (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

1. 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.

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 Co-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 Chair may ask the Charter Board to call a general meeting of the membership for the purpose of passing a Special Resolution to remove the said member from his/her position on the Charter Board.

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B. Charter Board Governance and Operation

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 thereunder.

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 decision affecting the education of a student,
 - a suspension of a student (if expulsion is being considered),
 - accuracy and completeness of a student record.
 - a fee or cost levied on a parent for
 - (1) instructional supplies or materials,
 - (2) transportation,
 - (3) 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:
 - All parties are present and consent to proceed.
 - 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.
- 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).
9. 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).

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for Revision</i></p> <p><i>Legal Reference</i></p>	<p>April 20, 2010</p> <p><i>School Act: Sections 24, 123, 124</i></p>
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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

- A request to make a presentation shall be to the Charter Board Chairperson, by written submission at least five working days before the next Charter Board meeting.
- 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.
- Matters pertaining to personnel and legal and property issues shall be considered in a closed session.
- Relevant background information to the delegate's submission shall accompany the agenda.
- The spokesperson for the delegation shall be identified.
- The spokesperson shall be notified in writing of the time the item has been placed on the agenda.
- Where a delegation requests action from the Charter Board, the Charter Board will usually respond at a subsequent meeting.
- 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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	n/a

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 annual meeting. 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.

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for Revision</i></p> <p><i>Legal Reference</i></p>	<p>August 10, 2010</p> <p><u>Valhalla School Foundation By-Laws</u></p>
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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

- The Principal is the key educational leader at the School and will provide leadership in school-based decisions.
- 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.
- 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.
- 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.
- The primary responsibilities assigned to the Principal include but are not limited to:
 - Developing and implementing plans, policies and priorities for the school programs, services and expectations for student performance.
 - Ensuring that students are provided with quality programs.
 - Supervising, guiding and evaluating staff.
 - Developing budget plans and managing and accounting for expenditures and material resources.
 - Seek community participation with programs and services.
 - Planning and implementing staff development programs.
 - Administering a code of conduct for students and teachers to maintain high standards of safety and comfort.
 - Coordinating services to students in cooperation with other community agencies.

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<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>Alberta Education Policy 1.8.2</i>

C. General School Administration PolicyC-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, school counselor, school administrators and school staff on a need to know basis
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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>Freedom of Information and Privacy Act.</i>

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
 - 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).
 - 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:
 - The Chairperson shall authorize claims made by Charter Board members, the Principal, the Superintendent and the Treasurer.
 - The Superintendent shall authorize claims made by the Chairperson.
 - The Principal shall authorize claims made by school-based personnel and bus drivers.

<i>Approved</i>	October 17, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	

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

- Teachers shall be responsible for student possessions that are taken from a student as a result of a breach of school rules.
- The principal is responsible for establishing school rules respecting the disposal of unclaimed items.
- 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 safe-keeping and picked up after classes. Valuables should not be left in or on desks.
- Electronic communication devices are not allowed in classrooms or hallways during school hours, and maybe left in office for safe keeping, if brought to school, and may be retrieved after school.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>n/a</i>

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

- 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° Celsius, as determined by key area drivers in consultation with the supervisor.
- 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. In the absence of a decision by the Superintendent or designate, the individual driver is granted discretionary power to cancel or alter his/her morning or afternoon route on an individual basis to ensure the safety of students being transported.
- Where transportation is cancelled or routes are altered, it is the responsibility of the person making that decision to advise the parents of the students, the Principal of the school and, where a bus driver making a discretionary decision not to operate because of weather or road conditions, the Superintendent or designate.
- 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 radio announcements on stations listed in Appendix A 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 no later than 7 a.m.
- 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.
- Students absent when buses are not running will be marked excusable absent and will not suffer any penalties for school attendance award programs.
- 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.
- Under extreme conditions, the Superintendent may close the school.
- All students riding on school buses during winter months shall be required to wear winter footwear and outerwear and to carry with them winter headwear and gloves or mitts from

November 1 to March 31. In those cases where students are not appropriately attired for winter conditions, the bus driver shall advise the parent and Principal.

- 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).

<i>Approved</i>	November 10, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act 3.1.57</i>

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

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

- The Superintendent in collaboration with the Principal will establish practises and procedures for granting approval of and governing community use of school facilities.
- 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.
- 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
 - The Heritage Society, and
 - if prudent, a lawyer for advice.
- All groups must present evidence of facility user's group insurance.
- The use of alcohol, tobacco products and illegal substances will not be tolerated under any circumstances.

<i>Approved</i>	January 20, 2009
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	

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:

- reflect goals and objectives based on an assessment of learning needs by the individual teacher,
- demonstrate linkage to The Teaching Quality Standard, and
- 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:

- 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.
- Relevant information obtained by the Principal or Superintendent regarding the quality of teaching that the Teacher provides shall be shared with the Teacher.
- 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.
- 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.
- 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:
 - 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.

The evaluation of a Teacher shall be conducted in accordance with the following:

- Within 60 days of a written request of a Teacher who holds a continuing contract and a permanent professional teaching certificate.
- 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.
- For purposes of assessing the growth of a Teacher in specific areas of practice.
- 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.
- There shall be a minimum of three evaluation observation visits during the evaluation process.
- 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.
- 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.
- 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.
- 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.

- 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.
- Whenever possible, a teacher shall be involved in the development of the process, including data collection procedures, criteria, standards and timelines.
- 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.
- 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:
 - An additional period of remediation is offered the Teacher.
 - A change of assignment is given.
 - A combination of additional remediation and change of assignment is offered.
 - A recommendation is made to the Board to terminate the Teacher’s contract of employment.
 - 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.
- A Teacher may appeal a final evaluation report:
 - To the Superintendent in writing not later than 30 calendar days after the receipt of the final evaluation report.
 - The appeal shall outline the basis for upon which the appeal is being made.
 - Upon receipt of the appeal, the Superintendent shall appoint an individual acceptable to both the Teacher and the Superintendent to conduct a re-evaluation.
 - The re-evaluation shall be conducted in the manner outlined in these procedures.

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for revision</i></p> <p><i>Legal reference</i></p>	<p>August 26, 2008</p> <p>School Act S.18,20,43</p> <p>Alberta Education Policy 2.1.5, Teacher Growth,</p>
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	<p>Supervision and Evaluation</p> <p>Ministerial Order #016/97, Teacher Quality Standard Applicable to the Provision of Basic Education in Alberta</p>
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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:

- reflect goals and objectives based on an assessment of learning needs by the individual staff member, and
- 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:

- 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.

- 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:

- 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:
 - discussion, clarification and, where appropriate, adaptation of the employee’s role description;
 - determination of the evaluation practices to be used,
 - establishment of the proposed timeline for the evaluation.
- There shall be a minimum of three evaluation observation visits during the evaluation process.
- 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:
 - removal of the probationary designation, for those employees on probation,
 - an extension to the probationary period with a subsequent evaluation to be performed; or
 - termination of employment.

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for revision</i></p> <p><i>Legal reference</i></p>	<p>August 26, 2008</p> <p>Employment Standards Code</p>
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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

- Employees will be selected for a position on the basis of their qualifications, previous performance and experience relevant to the requirements of the position.
- 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

- Seniority as it relates to annual vacations and benefits shall be retained by the employee in the case of a transfer.
- Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
- 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

- The duties of each employee shall be those as outlined in a job description.
- The classification of each position and the attendant salary rate will be determined on the basis of the assigned duties and responsibilities.
- Each employee may have his/her performance assessed from time to time as per Policy G-201.
- 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.
- Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
- All new employees are hired on a three month probationary period.
- 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.

- Working schedules will be determined by the Supervisor, subject to ratification by the Superintendent.

Overtime or Extra Time

- Any over or extra time must first be authorized by the Supervisor responsible for the budget expense.
- 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 calculated at a rate of one and one-half (1.5) hours off for each hour worked, prior to the extra or over time worked.
- Overtime is defined as any time over 60 hours in a two week period.

Leave of Absence (other than Sick Leave)

- 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.
- Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.
- 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:
 - 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;
 - 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;
 - 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;
 - Not more than one (1) day per school year for:
 - Attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
 - During confinement in a hospital of a wife for maternity reasons, or
 - For the adoption of a child.

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

- 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.
- The employer shall grant maternity and adoption leave pursuant to the provisions of the *Employment Standards Code*.
- 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.

- A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following
 - Their own wedding or that of their son or daughter;
 - Their own graduation or that of their spouse, son or daughter; if the time of the event conflicts with regular working hours.

Sick Leave

- Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
- Employees eligible for short term disability benefits are required to provide an updated medical certificate.
- Part-time employees are allowed sick leave without pay.
- Employees must notify their Supervisor of any illness as soon as possible.
- 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.
- 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.

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 following the month worked. Cut-off date for employees will be four (4) working days week 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

- 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.
- 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.
- No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
- 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.
- 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.
- Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

Confidentiality

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

Disciplinary Action and Dismissal

- Where in the discretion of the Superintendent or designate there is reasonable ground(s) to believe that the presence of an employee is
 - Detrimental to the health and/or safety of the public and/or other employees; or
 - Detrimental to Board property and/or equipment; or
 - 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

- Where the Superintendent or designate has determined that the performance of an employee is unsatisfactory,
- The Superintendent or designate may dismiss that employee.

Benefits

- All disciplinary action is documented and placed in the personnel file of the individual employee.
- Suspensions may occur or the employee may be dismissed at any time upon written notice from the Supervisor.
- Disciplinary action may include suspension without pay.
- The Superintendent shall be informed immediately upon disciplinary action considered by a Supervisor.
- All dismissals shall be approved by the Superintendent after consultation with the Board's solicitor.
- All dismissals will be reported to the Chair of the Board by the Superintendent.

Dress and Safety Standards

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

Educational Support

- 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.
- 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

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

Public Information

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

Sexual Harassment

- 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.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - Submission of such conduct is made either explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct is used as the basis for action affecting that employee;
- 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
- The perpetrator knows or ought to know that the conduct is unwelcome.
- 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.
- 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.
- The employer shall undertake to investigate all alleged occurrences expediently.
- 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 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: Employee-Employer Contributions to the Board Benefit Package

Appendix B: School support Staff Salary Schedule

<i>Approved</i>	November 10, 2008
<i>Revised</i>	September 2, 2011
<i>Due for revision</i>	
<i>Legal reference</i>	<i>Employment Standards Code</i>

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.

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.

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

- Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
- 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

- 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.
- Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
- 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.

Working Hours

- Working schedules will be determined by the Director of Transportation.

Overtime or Extra Time

- Any over or extra time must first be authorized by the Director of Transportation.
- 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).

Personal Leave of Absence (other than Sick Leave)

- 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.
- Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.

- 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).
- Base pay deductions will not be incurred for the following:
 - 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:
 - 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;
 - 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;
 - 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;
 - Not more than one (1) day per school year for:
 - Attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
 - During confinement in a hospital of a wife for maternity reasons, or
 - For the adoption of a child.
 - (Critical illness shall be interpreted as a person placed on a 'critical' list by a medical doctor.)
- The cost of benefits will be deducted from the employees' pay on the fourth (4th) day and every day there-after of personal leave.
- 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.
- The employer shall grant maternity and adoption leave pursuant to the provisions of the *Employment Standards Code*.
- 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.
- A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following:
 - Their own wedding or that of their son or daughter;
 - Their own graduation or that of their spouse, son or daughter; if the time of the event conflicts with regular working hours.

Sick Leave

- Full-time, permanent employees are allowed a total of 6 days paid sick leave per year.
- Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
- Employees eligible for short term disability benefits are required to provide an updated medical certificate.
- Substitute drivers are allowed sick leave without pay.

- 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.
- 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.
- 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

- Holiday pay will be paid monthly, in accordance with the *Employment Standards Code*.
- 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

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

Conflict of Interest

- 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.

- 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.
- No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
- 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.
- 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.
- Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

Confidentiality

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

Disciplinary Action and Dismissal

- Where in the discretion of the Director of Transportation there is reasonable ground(s) to believe that the presence of an employee is
 - Detrimental to the health and/or safety of the public and/or other employees; or
 - Detrimental to Board property and/or equipment; or
 - 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
 - Where the Director of Transportation has determined that the performance of an employee is unsatisfactory,
 - The Director of Transportation may recommend dismissal *of* that employee.
- All disciplinary action *must be* documented and placed in the personnel file of the individual employee.
- 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.
- Disciplinary action may include suspension without pay.
- The Superintendent shall be informed immediately upon disciplinary action or recommended dismissal considered by the Director of Transportation.
- All dismissals shall be approved by the Superintendent.
- All recommended dismissals will be reported to the Board by the Superintendent.

Dress and Safety Standards

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

Educational Support

- 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.
- 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

- When communicating to the public, ensure that you have the facts.
- 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.
- Refer all matters dealing with the press to the Superintendent.

Sexual Harassment

- 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.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - Submission of such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for action affecting that employee;
 - 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
 - The perpetrator knows or ought to know that the conduct is unwelcome.
- 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.

- 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.
- The employer shall undertake to investigate all alleged occurrences expediently.
- 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

<i>Approved</i>	June 30, 2010
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>Employment Standards Code</i>

Appendix A

Employer Contributions to the Board Benefit Package

Health Benefit Plan

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

Appendix B

Bus Driver Salary and Benefits Schedule

Effective September 1, 2010

Completed Years of Service	Base Salary per Month	Regular Mileage	Waiting Time	Driving Time	Personal Mileage	Holiday Pay	Benefits after 6 Months
0	\$ 931.65	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
1	\$ 931.65	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
2	\$ 931.65	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
3	\$ 931.65	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
4	\$ 931.65	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
5	\$940.97	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
6	\$950.38	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
7	\$959.88	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
8	\$969.48	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
9	\$979.17	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
10	\$988.97	\$0.20	\$8.96	\$15.15	\$0.515	4%	Full Benefits
Sub Rate	\$53.57 per day + regular mileage						

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 drivers 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 supervisor on duty;
 - k. 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;
 - l. provide the Director of Transportation with a phone number at which they can be reached in case of emergency;
 - m. ensure the bus and equipment are in safe mechanical condition;
 - n. ensure that the bus interior is clean and that the exterior lights are free of any obstacles;
 - o. inspect bus daily and fill out the required forms
 - p. 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.

8. The transportation supervisor shall evaluate the bus drivers' and substitute drivers' performance annually.

Policy G-301: School Superintendent

Policy

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

The Superintendent shall

- 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.
- regularly attend meetings of the Charter Board.
- serve as a resource person to the Charter Board on matters relative to the governance of the School.
- serve on Charter Board committees as required by policy.
- the Superintendent shall supervise the operation and management of the school and the provision of the educational program to ensure that:
 - a positive learning environment is present and students are learning in accordance with Charter expectations,
 - students are achieving satisfactory results on provincial achievement tests,
 - Alberta Education basic curriculum and Charter mandated curriculum is being delivered.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	Policy Alberta Education Number 2.1.4 School Act S. 113

G. Human Resources
Policy G401: 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

- 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.
- 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.
- The primary duties and responsibilities will include the following:
 - Takes major responsibility and leadership for managing the financial operation of the school.
 - Works with the Superintendent to develop the annual school budget and capital plan.
 - Ensures accountability for the receipt and expenditure of all funds.
 - Regularly monitors the school’s financial status to ensure that expenditures are in accordance with the approved budget.
 - Maintains up to date financial records.
 - Liaises with government and other agencies as required.
 - Prepares and provides financial statements and reports to the Board, Superintendent, Revenue Canada, Alberta Education and Alberta Infrastructure and Transportation as required.
 - Assumes responsibility for the preparation and administration of payroll, benefits and Alberta Teachers Retirement Fund (ATRF).
 - 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.
 - Attends Board meetings as Recording Secretary.
 - Performs other duties as assigned.

<p><i>Approved</i></p> <p><i>Revised</i></p> <p><i>Due for revision</i></p> <p><i>Legal reference</i></p>	<p>January 20, 2009</p> <p><i>School Act 3.116.a,b,c</i> Regulations Governing the Operation of Charter Schools</p>
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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.

(a) 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.

(b) 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.

(c) The Superintendent shall forward complete documentation and authorization to the Director, Curriculum Branch according to the dates required by Alberta Learning policy.

(2) 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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S. 3, 39, 56 and 60.2</i> <i>Alberta Education Policy 1.2.1</i>

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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S.10.2</i> <i>Alberta Education Policy 1.5.3</i>

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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S.54</i> <i>Alberta Education Policy 1.4.3</i>

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 fluent in English, and to those students who have immigrated to Canada and whose first language is not English.

Guidelines

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

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>Alberta Education Policy 1.5.1</i> <i>School Act s. 8, 9</i>

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

- 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.
- 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.
- Each school calendar shall provide for the following:
 - the minimum number of instructional hours prescribed by Alberta Education shall be met or exceeded;
 - the number of instructional days for teachers shall not exceed 200;
 - teachers shall be granted one day in lieu in each reporting period during which evening parent-teacher or similar interviews are scheduled;
 - five organizational days shall be scheduled with at least three of these scheduled for teachers' professional development purposes; and
- any other conditions specified by legislation must be satisfied, including the scheduling of two teaching days on which a teachers' convention is held.
- The Superintendent shall give notice to the Minister in accordance with the *School Act*.
- The Principal shall provide parents and staff with a copy of the next year's school calendar following Charter Board approval.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S. 39, 56 and 97</i> <i>Alberta Education Policy P G-365, G-367, H-120</i>

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.

The Principal is responsible for the administration of this policy.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>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

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

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S. 30</i> <i>Alberta Education Policy 1.1.3</i>

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*:

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

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

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

<i>Approved</i>	August 26, 2008
<i>Revised</i>	
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act S. 1.12</i>

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

The purpose of student evaluation procedures is to provide students, parents, teachers, administrators and Alberta Education information about student progress and achievement, school and program growth and to assist in future program planning.

- The Principal shall develop specific procedures for the evaluation and reporting in accordance with the Charter and Alberta Education policy.
- The development and implementation of evaluation procedures is to be based on consultation between the Principal, the Superintendent and appropriate stake holders.
- Information regarding student evaluation policies and practices shall be communicated regularly to the stake holders.

Records and Testing Programs

- The school is required to maintain accurate records pertaining to student evaluation.
- 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.
- The school is required to administer tests as required by Alberta Education and the Charter Board.

Progress Reports

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

Revised

Due for revision

Legal reference

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

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

- The Principal is responsible for developing and implementing school policy and procedures to govern field trips according to Charter Board policy.
- Field trips are defined as any off site school activity (including sports events).
- All Field trips must have prior approval:
 - Field trips within the boundaries of the County of Grande Prairie must be approved by the Principal.
 - Field trips outside the boundaries of the County of Grande Prairie but within Alberta must be approved by the Superintendent.
 - Field trips outside of Alberta must be approved by the Charter Board.
- Approval for the field trip, in writing, must be obtained before departure.
- A teacher shall be designated as the teacher-leader in charge.
- Prior written parental consent must be obtained for participating students.
- The consent form must, at minimum, inform parents of
 - the purpose or educational goal of the trip,
 - the proposed itinerary,
 - the need for special clothing, equipment, lunches or snacks,
 - the supervisory arrangements,
 - the right of the parent to deny his/her child's participation, and
 - 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.
- 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.
- The school shall keep a record of each field trip including;
 - authorization
 - purpose or educational goal of the trip
 - parent consent
 - information provided to parents
 - list of participating students
 - list of supervisors, and
 - injury and unusual incident reports.

I. Students

- 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.

<i>Approved</i>	August 26, 2008
<i>Revised</i>	June 8, 2010
<i>Due for revision</i>	
<i>Legal reference</i>	<i>School Act, S.60</i>
<i>Cross-Reference</i>	

