

Administrative Procedure 131

INCLEMENT WEATHER DISRUPTIONS TO TRANSPORTATION AND CLASSROOM SCHEDULES

Background

The Division recognizes certain weather conditions may occur that may be hazardous to the safety of staff and/or students.

The Division also recognizes the decision to cancel buses, cancel classes, and/or close schools to staff and students requires careful deliberation and early communication.

The Superintendent expects teachers and support staff to make every reasonable effort to be in attendance when school is in operation during inclement weather or emergency closures.

School-based administration is in the best position to determine whether support staff are required to work during times of inclement weather or emergency closure of schools.

The Division believes the parent is the primary decision-maker for students and parents must ultimately decide whether or not they will send their child(ren) to school.

Procedures

1. Decisions on the bussing and class cancellations shall take into consideration the following weather related factors:
 - 1.1 Condition of the roads;
 - 1.2 Outside temperature;
 - 1.3 Wind chill factor;
 - 1.4 Visibility (blowing snow, fog, etc.);
 - 1.5 RCMP travel advisories; and
 - 1.6 Weather warnings issue by Environment Canada.

2. Bus Operations

The decision to operate buses, except where schools are closed, considers the authority given to individual bus operators/drivers.

- 2.1 Under extenuating circumstances and with the approval of the School Principal and in consultation with the Director of Transportation, bus operators/drivers may make arrangements with their respective school parents for earlier than normal dismissal of their bus route students, or decide not to operate due to adverse weather and/or road conditions as per the procedures in the Transportation Policy Handbook.

- 2.2 When inclement weather conditions exist, bus operators/drivers are granted the discretion to make additional stops and/or to extend bus routes onto private property to ensure that students are delivered safely.
- 2.3 If the R.C.M.P. close and/or strongly discourage travel on particular highways, the Director of Transportation will consult with the local detachment and make a joint decision on bus routes impacted by the advisory. The decision will be communicated to bus operators/drivers by the Director of Transportation.
- 2.4 Notification to cancel any or all bus operations will be provided to the public through advisories to local media outlets, the Division's NLSD-2-Go app, the Transportation section of the Division's website (www.nlsd.ab.ca), and social media.

3. Class Cancellations

- 3.1 Classes will be cancelled when:
 - 3.1.1 the Wind Chill exceeds -45 degrees Celsius, or
 - 3.1.2 the outside air temperature as measured at 4 Wing or at Lac La Biche Airport is at or exceeds -40 degrees Celsius.
- 3.2 Schools throughout the Division will not necessarily be affected concurrently.
- 3.3 When buses do not operate, or when classes are cancelled, or when schools are closed, the resulting student absence will be considered excusable.
- 3.4 Notification to cancel scheduled classes will be provided to the public through advisories to local media outlets, the Divisions NLSD-2-Go app, the Transportation section of the Division's website (www.nlsd.ab.ca), and social media.

4. Staff

- 4.1 Health and safety issues with certified and support staff must take utmost priority during times requiring emergency closure of facilities or during times of inclement weather.
 - 4.1.1 School-based administration must determine another location in which staff can work during emergency closure or inclement weather if required.
 - 4.1.2 The Principal shall decide whether the support staff member has made a reasonable effort to be in attendance at the school or at the approved alternate site during inclement weather or emergency closure of schools.
 - 4.1.3 If the support staff member disagrees with the decision of the Principal, the staff member may appeal to the Superintendent.

5. Early Closure

Where sudden or unexpected inclement weather requires the early dismissal of a school facility, busing area, or all Division schools the following will occur:

- 5.1 The Superintendent, or designate, shall communicate with the Principals and the Director of Transportation.
- 5.2 The Director of Transportation will contact the appropriate bus Contractor(s).
- 5.3 When children are to be sent home due to inclement weather the school will contact the parents/guardians to ensure acceptable arrangements are available upon arriving home. Where this cannot be accomplished, the next best alternative shall be exercised.

6. School Closure

On the rare occasion that a school facility is closed due to fire, water, or some other major facility occupational hazard, the following will occur:

- 6.1 The Superintendent, or designate, will decide on the length of school closures and the individuals affected by the closure (i.e., students, teaching staff, support staff, etc.).
- 6.2 Wherever possible, notification of the decision to close schools should be given on the day prior to the planned cancellation. Where this is not possible, official notification to local media outlets, through social media, the NLSD-2-Go app, busing officials and Principals should occur as soon as possible.
- 6.3 It is the responsibility of each Principal to have someone at or near the school prior to normal opening time to ensure students who have not received the communication are able to access the facility until alternative arrangements can be made.

7. Parent Responsibility

- 7.1 When inclement weather conditions exist and school closure has not been effected, parents must use their own discretion in sending their child(ren) to school.
- 7.2 Parents must ensure that school principals have accurate and up to date contact information.
- 7.3 Parents should anticipate the possibility of disruptions to transportation and class to their child's routine and plan accordingly.

8. School Considerations

- 8.1 Schools must obtain alternative emergency contacts for students at the time of registration.

- 8.2 In the event of bus or class cancellations or school closures during the provincial exam schedule students missing an examination may be exempted as per Alberta Education guidelines.

Reference: Section 56, Education Act
Employment Standards Act

Updated150323

ACCEPTABLE COMPUTER USE

Background

The Division recognizes and supports that the use of computers, telecommunications, and networked services provides staff, students and the community with unique and powerful ways to enhance teaching and learning.

Definition

For the purposes of this policy, the term "network" shall refer to the physical infrastructure as well as all other devices (hubs, switches, routers, printers, servers, backup devices, etc.) connected to it.

Guidelines

Use of computer technology and networks

1. Purposeful use of computer technology and networks:
 - 1.1. All students will have access to and use technology to enhance learning across the curriculum.
 - 1.2 All teachers will have access to and use technology to enhance teaching, planning, assessing, reporting, and personal/professional development.
 - 1.3 All schools and central services departments will use appropriate technology to enhance planning, communicating, financial management, and the flow of information.
 - 1.4 Services will be available to assist schools and services departments in formulating and implementing plans for technology.
 - 1.5 All schools and central services departments will plan effectively for technology integration and technology change.

2. Division technology must be used in ways that are consistent with the following principles:

- 2.1 Appropriate Use

Inappropriate use would include any activity that could compromise one's position as a representative of the school and/or school division. Division technology is intended for educational purposes and for business purposes in the operation of schools and the Division. Personal use of electronic communication must not interfere or conflict with its use for work purposes. Division technology cannot be used for purposes that are illegal, unethical or immoral.

- 2.2 Privacy and Personal Safety

Activities involving Division technology will, as much as possible, protect the privacy of personal information of all users and the personal safety of students. All users will be educated about ways that they can protect their own personal information and personal safety. Section 34 of the FOIP act requires us to protect personal information that is in our custody or control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure,

copying, modification, disposal or destruction. The use of key logging software and any similar software which compromises the privacy of an employee or student is expressly prohibited. Staff using laptops must take steps to secure the data contained on the laptop. Software that makes total encryption of the data is recommended.

In addition, students are forbidden to use a teacher computer for reasons of the security of personal information contained on the computer. Teachers are to ensure that their computer systems are secure at all times; are used only by themselves or other approved users and that passwords are not shared at any time.

2.3 Security of Systems and Information

Individuals using Division technology shall not compromise the security and integrity of data and information stored on Division or school computer systems.

2.4 Network Etiquette

- Be polite. Do not get abusive in your communications to others.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not engage in activities prohibited under municipal, provincial or federal law.
- Do not reveal your or any other person's personal information (home address, phone number, passwords, photos)
- Do not reveal any passwords assigned to you.
- Electronic mail (email) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in loss of user privileges.
- Use the network and the internet in such a way that you will not disrupt the use of the network by other users.
- If you see a security problem on the network, report it to a system administrator.

Procedures

1. Staff will blend thoughtful use of electronic information research skills throughout the curriculum while providing guidance and instruction to students in the appropriate use of such resources.
2. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.
 - 2.1 General school rules for behavior and communications apply on networks that are often public in nature.
 - 2.2 The network is provided for students for educational purposes to conduct research and communicate with others.
 - 2.3 Access to network services will be provided to students who act in a considerate and responsible manner.

3. All users, staff, students and volunteers, will be responsible and accountable for their use of Division technology. Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review.
4. Schools will request that students and their parents or guardians sign an appropriate use agreement (F140-1) that confirms their understanding of school and Division guidelines and procedures. The network is provided for students for educational purposes. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege and entails responsibility.
5. Schools will request that all staff and volunteers annually review the Employee and Volunteers Acceptable Use of Technology guidelines F140-2. The network is provided to staff and volunteers to enhance teaching, planning, accessing, reporting and personal/professional development.
6. The Superintendent expects staff to communicate with parents and guardians regarding independent student access. Such communication shall include making available educational opportunities for parents and guardians to view, first hand, telecommunication technologies and then a discussion of expectations staff have for students when students work independently with electronic information resources.
7. Staff will provide developmentally appropriate guidance and instruction to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the Division curriculum.
8. All students will be informed by staff of their responsibilities as users of the Division network prior to gaining access to that network, either as an individual user or as a member of a class or group. Methods of informing students may include combinations of assembly announcements, class lessons, and newsletters.
9. Staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that stored files will be private.
10. During school, teachers of younger students will guide them toward appropriate materials. While there is no out of school access to the Division network, the Superintendent encourages families to provide similar guidance for internet use at home as they must also exercise with information sources like television, telephones, movies, radio and other potentially offensive media.
11. Extra care is required when using computer equipment that is equipped with built-in cameras. Users may not take pictures, publish, store or transmit pictures when doing so would constitute a violation of privacy in accordance with the Freedom of Information and Protection of Privacy Act.
12. While the Division feels that the network has great potential as an information source and communication tool and should be used in a variety of ways, the following are not to be permitted:
 - Accessing inappropriate websites (obscene or threatening material, written or pictorial, including but not restricted to material which contains or promotes pornography, racial supremacy or ethnic hatred or violation of human rights)
** The IT department recognizes that accidental access may occur, however, this is clearly evident by the users actions in backing out of site and entry into correct site.

- Sending or displaying messages or pictures that contain profanity, vulgarities, or any other inappropriate language, including sexual, racial, religious or ethnic slurs, or any abusive, threatening or otherwise offensive language.
 - Posting personal information including photos without the owner's consent.
 - Obviously harassing, insulting or attacking others
 - Damaging computers, computer systems or computer networks
 - Vandalism of accounts or systems including hardware
 - Violating copyright laws
 - Using others' passwords or sharing passwords with anyone besides a staff member
 - Trespassing in others' folders, work or files
 - Intentionally wasting limited resources
 - Playing network intensive games, or using IRC (Internet Relay Chats)
 - Downloading or uploading unauthorized, excessively large files (greater than 2GB capacity)
 - Subscribing to inappropriate newsgroups
 - E-mail or newsgroup correspondence inappropriate to educational purposes
 - Any activity posing potential risks to oneself or to others
 - Harassing other users (e.g., with unwanted e-mail messages)
 - Illegal activity
 - Activities that would violate the school handbook policy
 - Failure to report known security problems
 - Any other inappropriate use or misuse of the system
 - Employing the network for commercial purposes
 - Making purchases that charge back to the system.
13. The Division expects violations of the above and other inappropriate technology uses will result in sanctions.
- 13.1 Inappropriate use shall result in denial of computer privileges (temporary or permanent).
- 13.2 Additional disciplinary action may be determined at the school level in line with existing practice regarding inappropriate language or behaviour.
- 13.3 Inappropriate use of computer privileges may result in exclusion from a computer course option.
- 13.4 When applicable, law enforcement agencies may be requested to become involved. Criminal prosecution as detailed in the computer crimes provisions of the Criminal Code of Canada.



STUDENT ACCEPTABLE USE OF TECHNOLOGY GUIDELINES AND AGREEMENT

F140-1

INTRODUCTION AND GENERAL INFORMATION FOR PARENTS AND STUDENTS

The Northern Lights School Division provides students with access to computers, the division telecommunications network and the Internet to support and enhance learning and teaching.

Electronic communication is a tool for life-long learning, and responsible use will allow students to expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

All users must assume responsibility for understanding the Student Acceptable Use of Technology Guidelines as a condition of use. Use of division resources in a manner inconsistent with these guidelines may result in loss of access as well as other disciplinary or legal action.

ACCEPTABLE USE AND BASIC PREMISES

At all times, students are to demonstrate the highest level of respect for all division technology resources. Students shall use these resources in a safe, responsible, efficient, ethical and legal manner in accordance with all school and division rules, regulations and guidelines.

Students shall promptly disclose to their teacher or system administrator any exposure to inappropriate material or anything that makes them feel uncomfortable.

Students shall immediately notify their teacher or system administrator if they have identified a possible security problem.

Students shall use the system ONLY for educational or curriculum related activities. Additional freedoms and limitations may be imposed by the school or by the division administration.

WHEN USING TECHNOLOGY OR NETWORKED INFORMATION, ALL STUDENTS SHALL CONDUCT THEMSELVES IN A MANNER WHICH MAINTAINS THE SAFETY, POSITIVE REPUTATION AND DIGNITY OF THE DIVISION AND ITS SCHOOLS.

UNACCEPTABLE USE

Students should be aware that their personal files may be accessible under the provisions of the Freedom of Information and Protection of Privacy Act. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating acceptable use guidelines or the law. An individual search will be conducted if there is reasonable belief that a user has violated the law or the divisions acceptable use guidelines. The division has the ability to see specific users accessing specific sites through the use of our monitoring software.

The following uses of any division electronic resources are unacceptable and may result in suspension, removal or network privileges, disciplinary or legal action. Unacceptable use is defined to include, but not limited to, the following:

- Violation of school or division rules, policy, guidelines and agreements.
- Transmission or access of any material in violation of any local, provincial, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by copyright or trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Unauthorized downloading or uploading of large amounts of data.
- Plagiarism (taking from others' ideas, writings, graphics or other creations and presenting them as if they were original).
- Use of the network for financial gain, commercial activity or illegal activity
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Providing your network ID and password to anyone other than the system administrator. You are responsible for maintaining your own password and account security.
- Accessing another person's account or any other computer system or resource on the network that goes beyond your authorized access. Students will not go looking for security problems as this may be construed as an attempt to gain illegal access.

Student Acceptable Use Agreement (Grades 3-12)

School _____ Student ID# _____

Student Name _____ Grade _____

STUDENT SECTION (* To be signed yearly)

I have read the acceptable use guidelines. I agree to follow the rules contained in these guidelines. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

* Student Signature: _____ Date: _____

PARENT OR GUARDIAN SECTION (Grades K-12) * to be signed yearly

I have read the acceptable use guidelines and have discussed them with my child.

I understand that computer access is for educational purposes. I will instruct my child regarding acceptable use, including that which is set forth in the acceptable use guidelines. I will emphasize to my child the importance of following the rules for personal safety.

I acknowledge that my child (and the parents by extension) will be responsible for any financial costs involved should my child be responsible for damage to any computer equipment that belongs to the Northern Lights School Division.

I hereby release Northern Lights School Division and its personnel from any and all claims and damages arising from my child's use of, or inability to use, the Northern Lights School Division computer system.

I give permission to allow Internet access for my child and certify that the information contained in this form is correct.

*Parent/Guardian Signature _____ Date _____

*Parent/Guardian Name _____ Phone _____



EMPLOYEE and VOLUNTEERS ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

F140-2

*To be distributed to
all Employees and
Volunteers*

INTRODUCTION AND GENERAL INFORMATION FOR EMPLOYEES AND VOLUNTEERS

The Northern Lights School Division provides employees and volunteers with access to computers, the division telecommunications network and the Internet to support and enhance learning and teaching.

The Northern Lights School Division relies on networked computers and the data contained within these systems to achieve its missions and to support business practices. The Acceptable Use Policy is to protect these resources in accordance with provincial law and Northern Lights School Division rules. All individuals granted access to Northern Lights School Division technical resources must follow the acceptable use outlined in AP140 and summarized below.

All users must assume responsibility for understanding the Employee and Volunteer Acceptable Use of Technology Guidelines as a condition of use. All computers and technology used throughout Northern Lights School Division are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this procedure and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving division, local, provincial or federal agencies.

USER RESPONSIBILITIES (all employees and volunteers)

As the user of technology resources provided by the Northern Lights School Division, each employee must read, understand, and accept all of the following rules and guidelines as stated in this section:

1. I understand that all computer use must be for educational purposes, whether on school property or at another location. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines concerning the ethical and legal use of the network resources; therefore:

- I will use NLSD technology resources and telecommunications for purposes in support of education and research and consistent with the educational objectives of the Board;
- I will not use NLSD computers to conduct personal business or used for the exclusive benefit of individuals or organizations that are not part of the Northern Lights School Division;
- I will not use NLSD technology to view, create, modify or disseminate obscene, objectionable, violent, pornographic, or illegal material;
- I will not use NLSD technology for commercial or for-profit purposes that include, but are not limited to, home businesses, gambling, advertising, political lobbying or soliciting;
- I will not use NLSD technology to send unsolicited, offensive, abusive, obscene, harassing, or other illegal communications.

2. I understand that employees have access to confidential information and files and that I am responsible for protecting the confidentiality of this data; therefore:
 - I will log off the computer/network when not using it;
 - I will not allow students, parents, or unauthorized people access to my accounts;
 - I will not reveal any personal information about a student or employee contained on information systems contained within NLSD;
 - I will not attempt to learn other employees' passwords;
 - I will not copy, change, read, or use files that belong to users without their permission.
 - I will save all critical Division data in the DocuShare system (for those with DocuShare authorization) and for all other staff on network servers to ensure backup of data.
 - I will manage all records (electronic and paper) in accordance with the Northern Lights School Division Records AP171 Records Management Policy.

3. All employees are provided with a Northern Lights School Division email account which is accessible by using the NLSD webmail or Microsoft Outlook. I understand that the following electronic mail (email) activities are not allowed:
 - Using email for purposes of political lobbying or campaigning,
 - Posing as anyone other than oneself when sending email, except when authorized to do so by the owner of the email account,
 - Reading another users' email unless authorized to do so by the owner of the email account,
 - Sending or forwarding "chain" letters,
 - Sending unsolicited messages to large groups except as required to conduct Division business,
 - Sending excessively large messages or attachments unless in performance of official Division business,
 - Sending or forwarding email that is likely to contain computer viruses.

4. I understand copyright laws protect a variety of materials (print, non-print and ideas) including those found on the Internet; therefore:
 - I will not install any unauthorized software, including personal software on NLSD equipment. Unauthorized software is defined as software outside the legal licensing agreement created by the author or the program;
 - I will not make copies of any software found on NLSD equipment or on the Internet to keep, lend, give, or sell outside of the legal license agreement;
 - I will not use shareware beyond the trial period specified by the program unless I purchase it;
 - I will not download any copyrighted materials from the Internet without the permission of the copyright holder. This includes but is not limited to music and video files.

5. I understand the importance of maintaining the technology that I use for my job; therefore:
 - I will not attempt to bypass or disable any security and/or anti-virus software installed on my computer or on the network;
 - I will inform the NLSD IT department about any problems with technology and follow the work order process implemented to fix the problem;
 - I will not attach any devices, including notebooks and electronic devices, to the network without the prior approval of the NLSD Technology department;

6. Special care must be taken to protect information stored on notebooks, PDA devices, phones or any other portable computing devices, and in protecting such devices from theft. All portable computing devices must encrypt all NLSD data to ensure confidentiality in the event that the device is lost or stolen, therefore;

- I will contact the Information Technology Department to provide me with the NLSD standard for encryption of my portable computing device as per the NLSD device encryption procedures.

USER RESPONSIBILITIES FOR EMPLOYEES WHO SUPERVISE STUDENTS USING TECHNOLOGY:

1. A staff member is required to be present and be able to provide adequate supervision when any student is using the Internet.
2. All student use of the Internet must be authorized by an NLSD educator and must support the educational learning goals and objectives.
3. As part of all Internet lessons and periodically during other technology lessons, acceptable use of technology should be reviewed.
4. All students must have a signed NLSD Acceptable Use Agreement form on file at their school before they can access any technology.
5. Due to limits of bandwidth and security and privacy issues, activities must be limited to those activities that directly support the instructional process and are a part of approved lesson plans.
6. Teachers who observe a student violating the NLSD Acceptable Use Agreement form must report the student to the school administration.

I have read the rules and regulations above. I also understand that any computer, as the property of the Northern Lights School Division, is subject to random auditing for the purpose of determining the presence of unauthorized software, by either NLSD staff or authorized software organizations.

Employee Signature _____ Date _____

Employee Name (please print) _____

***** This signature page must be on file at the Personnel Office for the employee to maintain technology access.***

SEXUAL HARASSMENT (NONDISCRIMINATION)

Background

The Division is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional workplace and to learn in a safe setting which promotes equality of opportunity and which prohibits discrimination practices.

Sexual harassment is a form of discrimination based on sex and is prohibited.

Sexual harassment is degrading and threatening behavior. It will not be tolerated within the school division. The Division is committed to ensuring that no person is subjected to sexual harassment in the Division. To fulfill this commitment, the Superintendent has developed this administrative procedure intended to prevent sexual harassment, and to deal quickly and effectively with any incident that might occur.

Procedures

1. Definition of Sexual Harassment

- 1.1 Sexual harassment is any unwelcome behavior that is sexual in nature. Unwanted sexual advances, unwanted requests for sexual acts, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**
 - 1.1.1 Such conduct undermines another individual's personal dignity by causing embarrassment, discomfort, humiliation or offense; or**
 - 1.1.2 Such conduct interferes with an individual's work performance or learning opportunities by creating an intimidating or hostile work or learning environment; or**
 - 1.1.3 Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of educational services; or**
 - 1.1.4 Submission to or rejection of such conduct affects decisions regarding that individual's employment or educational advancement including matters such as promotion, salary, benefits, job security, grades, or employment references.**
- 1.2 Sexual harassment includes: crude language and "dirty" jokes; nudity or sexual exposure; gender-based insults; sexual innuendo and suggestive remarks with sexual overtones; unwanted touching (e.g. pinching, patting, rubbing); the display of sexually suggestive material, pornographic material, or of offensive or derogatory images; derogatory or degrading comments; sexually suggestive gestures; non-verbal gesturing, leering or invading an individual's "personal space"; propositioning or unwelcome invitations (direct or indirect); comments about an individual's looks, dress, appearance or sexual habits; demands or inquiries of a sexual nature; persistent and unwelcoming flirting; and the requirement to wear sexist, revealing or suggestive uniforms.**

- 1.3 Sexual harassment can occur as behavior by men towards women, women towards men, between men, or between women.
 - 1.4 The behavior giving rise to a complaint need not be intentional in order to be considered sexual harassment; it is sufficient that the offender knows, or ought reasonably to know, that the behavior is offensive and unwelcome.
 - 1.5 This administrative procedure is not intended to constrain social interaction among or between staff or students.
2. School-Related Functions
 - 2.1 Sexual harassment can occur in places other than the school and this administrative procedure extends to all areas considered within the school's jurisdictional responsibility including:
 - 2.1.1 At school sponsored social functions;
 - 2.1.2 On school-related travel or field trips; or
 - 2.1.3 Elsewhere where the individuals involved have a work-related or school-related relationship.
3. Individuals Covered
 - 3.1 This administrative procedure applies to all individuals working or volunteering for the Division or attending Division schools.
 - 3.2 Sexual harassment will not be tolerated, whether engaged in by staff members, volunteers, students, or visitors to the school.
4. Confidentiality
 - 4.1 To encourage proper reporting and resolution of complaints of sexual harassment, confidentiality will be maintained throughout the complainant procedure, and information relating to the complaint, including the identity of the parties involved, will only be disclosed to the extent necessary to investigate the complaint.
 - 4.2 Notwithstanding paragraph 4.1, confidentiality cannot be absolutely guaranteed in that disclosure may be necessary to properly and fully investigate the complaint and resolve it.
5. Responsibility
 - 5.1 The Superintendent has the responsibility to:
 - 5.1.1 Inform all staff members, volunteers and students about the sexual harassment procedure;
 - 5.1.2 Take steps to educate staff members, volunteers and students about sexual harassment, and the procedures for investigating complaints;
 - 5.1.3 Discourage and prevent sexual harassment, even in the absence of formal complaints (e.g. speaking with known harassers);
 - 5.1.4 Promptly investigate every complaint; and
 - 5.1.5 Support and assist any staff member, volunteer or student who complains of sexual harassment by a person from outside of the school division (e.g. sales people, volunteers, visitors).
6. Reporting of Complaints

- 6.1 The Superintendent encourages the reporting of all incidents of sexual harassment, regardless of the identity of the alleged harasser.
 - 6.2 Any person who have experienced sexual harassment are encouraged to:
 - 6.2.1 If practicable, advise the offender, either verbally or in writing, that his/her behavior is unacceptable and unwelcome and ask him/her to stop; and
 - 6.2.2 Promptly report the incident(s) to a trusted teacher, support staff member, counsellor, or to the Principal or the Superintendent. Should the incident involve the Superintendent, reporting should be directed to the Board Chair.
 - 6.2.3 Submit the complaint letter to the Principal or Superintendent (or if the complaint involves the Superintendent, to the Board Chair)
 - 6.3 Any person who believes that a colleague has experienced or is experiencing sexual harassment or retaliation, is encouraged to notify the Principal or the Superintendent.
 - 6.4 A letter of complaint of sexual harassment should set out the following:
 - 6.4.1 Who the alleged harasser was/is;
 - 6.4.2 What occurred;
 - 6.4.3 When it occurred;
 - 6.4.4 Where it occurred; and
 - 6.4.5 The names of witnesses (if any).
 - 6.5 Any complaint together with any evidence will be made available to the respondent and any evidence will be made available to the complainant.
 - 6.6 This administrative procedure does not preclude the complainant from reporting sexual harassment to the Alberta Human Rights Commission, or if the matter is perceived to be criminal in nature, to the police.
7. Resolution of Complaints
- 7.1 All letters of complaint will be thoroughly investigated by the Principal or Superintendent, or an independent and impartial person, delegated to them, to investigate the complaint.
 - 7.2 The Principal or Superintendent or person to whom the complaint is delegated may refuse to take action on a complaint that is deemed to be frivolous or vexatious.
 - 7.3 The resolution of substantiated complaints will follow a two-step process. The Principal or Superintendent may:
 - 7.3.1 Attempt to resolve the complaint in an informal manner (e.g. through mediation with both parties), if this is practicable having regard to all of the circumstances; or
 - 7.3.2 If the informal resolution fails or is impracticable in the circumstances, the Principal can refer the complaint to the Superintendent. The Superintendent may impose appropriate disciplinary measures after providing the alleged harasser with an opportunity to respond to the complaint.

- 7.4 If the harasser has been disciplined, the relevant documentation will be retained in his or her personnel file. If the investigation fails to disclose evidence to support the complaint, no record of the complaint shall be retained in the alleged harasser's file.
- 7.5 If the complaint is filed in good faith, no documentation will be placed in the complainant's file, regardless of the outcome. However, any person who knowingly and willfully submits a complaint based on false allegations shall be subject to disciplinary action and the documentation will be retained on his or her personal file.

8. Protection Against Retaliation

- 8.1 The Superintendent will not retaliate against an individual who reports sexual harassment, nor permit any person to do so. Retaliation against an individual:

8.1.1 For invoking this administrative procedure on their own or on another person's behalf; or

8.1.2 For participating in or cooperating with an investigation under this administrative procedure; or

8.1.3 For associating with a person who has invoked this administrative procedure,

Will be treated as sexual harassment, and will be subject to the same disciplinary measures.

9. Disciplinary Measures

- 9.1 Where the complaint has not been informally resolved, individuals found to have engaged in sexual harassment will be appropriately disciplined. Disciplinary actions for persons who have engaged in sexual harassment, retaliated against a person who has filed a complaint, or filed a complaint in bad faith may include:

9.1.1 A requirement for a written apology;

9.1.2 A written reprimand delivered to the harasser, and recorded in his/her personnel or student file;

9.1.3 Referral to counseling;

9.1.4 Transfer;

9.1.5 Withholding of promotion;

9.1.6 Demotion;

9.1.7 Suspension or termination (for staff members or volunteers);

9.1.8 Suspension or expulsion (for students); or

9.1.9 A combination of the above as determined appropriate.

10. Appeal

- 10.1 The complainant and alleged perpetrator have the right of appeal outlined in student personnel appeal policies.

Reference: Criminal Code
Canadian Human Rights Act
Child Welfare Act
Individual's Rights Protection Act

STUDENT CONDUCT

Background

Division schools are to help students achieve maximum development of individual knowledge, skills, and competence, and learn behavior patterns which will enable them to be responsible, contributing members of society.

The Division expects students and staff to model and reinforce socially responsible and respectful behaviors so teaching and learning will take place in a safe and caring environment. In order to achieve an environment of "Safe and Caring Schools" the entire school community has specific obligations and roles. All schools in the Division shall adopt a "zero tolerance" stance in investigating all threats and threatening behaviors.

The Superintendent expects schools to develop guidelines for the conduct of students which:

1. Will not infringe upon constitutionally protected rights;
2. Will be clearly described, and
3. Will be publicized to all students and their parents or guardians.

The Superintendent expects students, in keeping with their level of maturity, to:

1. Act with due regard for the supervisory authority of staff;
2. To demonstrate desirable personal characteristics, such as respect, responsibility, fairness, honesty, and caring;
3. To respect all individuals and their property; and
4. Be diligent in pursuing their studies; attend school regularly and punctually and comply with the rules of the school.

The Superintendent expects all staff members to actively share the responsibility for supervising the behavior of students and for seeing they abide by the established rules of conduct.

The Superintendent believes students have rights within the schools as long as they do not infringe upon the rights of others in the school.

The Superintendent expects students to be responsible for their behavior that impacts upon the school environment regardless of where it happens.

Definitions

Safe and Caring School: A safe and caring school is physically, emotionally and psychologically safe for students and staff. It is an environment wherein everyone is accorded respect and dignity, and their safety and well-being are paramount considerations.

Procedures

1. The code of conduct for students is to be communicated to students.

2. The Division shall:

- 2.1 Ensure the best educational interests of the student are the paramount consideration when the staff exercises their authority.**
- 2.2 Ensure all schools are safe and caring by requiring schools to develop, implement and continually evaluate programs, practices and/or policies to prevent and respond to incidents that disrupt teaching and learning.**

3. The Principal shall:

- 3.1 Communicate roles and responsibilities to students, school staff, parents, and community agencies to support safe and caring schools.**
- 3.2 Establish criteria for developing, implementing and evaluating violence prevention programs.**
- 3.3 Provide crisis management and school disaster plans.**
- 3.4 Encourage staff development and training.**
- 3.5 Ensures appropriate safety standards for all school sponsored activities.**
- 3.6 Ensures that no student is subjected to personal harassment, emotional abuse or physical abuse in the school or while engaged in division sponsored activities.**

4. Teachers shall:

- 4.1 Create and maintain environments that are conducive to student learning.**
- 4.2 Establish learning environments wherein students feel physically, psychologically, socially, emotionally and culturally secure.**
- 4.3 Be respectful of students' dignity.**
- 4.4 Seek to establish a positive professional relationship with students that are characterized by mutual respect, trust and harmony.**
- 4.5 Model beliefs, principles, values and intellectual characteristics outlined in the "Guide to Education, ECS to Grade 12: and programs of study" and guide students to do the same.**
- 4.6 Establish a system of supervision and discipline in the classroom or wherever an activity takes place that fosters and maintains respectful and responsible behaviors to ensure the safety and security of students.**

5. Students shall:

- 5.1 Be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline and having consideration for the rights and property of others;**
- 5.2 Be responsible for neatness, cleanliness and appropriateness of personal attire and hygiene;**
- 5.3 Be respectful of other students, secretaries, librarians, student assistants, cleaning staff, bus drivers, school volunteers, teachers, administrators, and other school personnel and visitors as human beings and fellow citizens of the school community;**
- 5.4 Refrain from fighting; creating disturbances, denying others the use of school facilities or buildings, intentionally injuring another person or acting in such a**

manner as to expose others to risk or danger of harm or injury. A student will not use threats, or engage in acts of intimidation against any other person;

- 5.5 Respect the health and safety of others and will refrain from possessing, transmitting, or being under the influence of any alcoholic beverage or non-prescription drug or prohibited substance or by engaging in gambling, extortion, theft, assault, excessive noise, or any other unlawful activity; and
 - 5.6 Respect the educational process and learning environment of others by refraining from intentional or habitual tardiness, inexcusable absences, interruptions by electronic devices or any activities which diminish the rights of others and the opportunity of other students to receive an education and obtain the maximum benefit from a public education.
 - 5.7 Be responsible to speak up when they have experienced or are experiencing harassment or abuse and/or report the incident to the proper authority.
 - 5.8 Be responsible to speak up when they believe that another student is experiencing or has experienced harassment or abuse and are encouraged to report the incident to the proper authority.
6. School Council members and/or parents shall:
- 6.1 Have a right and responsibility to become involved in decisions respecting the education of their children;
 - 6.2 Advise and consult with the Principal on matters related to student conduct, discipline and consequences.

Reference: Section 12, 18, 20, 45, 60, School Act

STUDENT ALCOHOL / DRUG OR SOLVENT USE

Background

Student use of alcohol and non-prescription drugs is detrimental to the learning process and is therefore prohibited. Student abuse of solvents has a damaging effect on the normal development, well-being, and academic performance of students.

The Superintendent expects schools to have a student education program which deals with the effects on the individual and on society of alcohol/drug use and abuse.

The Division prohibits the possession and/or consumption of alcohol or non-prescription drugs on Division premises.

Procedures

1. Principals will annually inform, in writing, all students, parents and staff members of the administrative procedure on alcohol and drug use by students.

DISCIPLINARY INTERVENTION:

2. Students who are suspected of being under the influence of alcohol or non-prescription drugs while in attendance at school or a school sponsored activity shall be immediately reported to the Principal. The Principal shall suspend the student, record the incident, and advise the parent and Superintendent, in writing, of the incident and of the actions taken.
3. Students observed in possession of alcohol or non-prescription drugs while in attendance at school or a school sponsored activity shall be immediately reported to the Principal. The Principal shall suspend the student, record the incident, and advise the parent and Superintendent, in writing, of the incident and actions taken.
4. A student observed in the act of providing alcohol or non-prescription drugs to another student shall be reported immediately to the Principal. The Principal shall suspend the student and recommend to the Superintendent that the student be expelled. The incident shall be recorded and the parent and the Superintendent shall be advised, in writing, of the incident and the actions taken and/or recommended.
5. In all situations involving student alcohol and non-prescription drug abuse, the staff shall be cognizant of the Criminal Code of Canada. The local police authorities and/or school resource officer shall be notified and asked to become involved in alcohol/drug incidents as warranted and/or required by law.
6. Students whose behaviour during alcohol/non-prescription drug related incidents becomes abusive or students who are repeat offenders under this procedure are subject to more stringent disciplinary action.

CRISIS INTERVENTION:

7. Immediate adult intervention with students is merited whenever the behaviour of a student jeopardizes their own health, safety, or welfare, or the health, safety, or welfare of other students or staff. Should a student demonstrate such behaviour, the following actions shall be taken:

- 7.1 The staff member involved will secure whatever help is needed to provide first aid and to ensure the well-being of those present;
- 7.2 Parents shall be contacted immediately and advised of the situation; and
- 7.3 Arrangements shall be made to transfer the student to a medical facility.

INTERVENTION STRATEGY:

8. The Division intervention strategy is aimed at eliminating drug, alcohol, and solvent abuse by students. In this endeavour, schools shall establish and maintain an intervention, referral, and aftercare program.

PREVENTION PROGRAM:

9. Principals must ensure that a comprehensive drug and alcohol prevention program is maintained at the school level.
 - 9.1 Instructional programs should assist students in making responsible decisions about alcohol, drugs, and solvents (including tobacco products).
 - 9.2 Staff shall be inserviced on identification of drug related student behaviours.
 - 9.3 Guidance and counselling programs on alcohol, drug or solvent abuse shall be made available for students and parents or guardians.
 - 9.4 Students shall be provided with an opportunity for self-referral as part of the prevention or intervention alcohol, and drug program.
 - 9.5 Community agencies (like AADAC) have a major responsibility for providing counselling and rehabilitative programs for those who abuse alcohol, solvents, and drugs. Their involvement in prevention programs shall be solicited.

Reference: Section 60, 61, School Act

Revised June 2010

DANGEROUS WEAPONS

Background

The Division is committed to providing a safe environment for students and staff within Division schools and during school related activities.

The Division expects schools to have a student education program which deals with the effects of violence on the individual and on society.

The Division prohibits the possession of a weapon on a student's person or in a student's locker or desk.

Definition

A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Procedures

1. Principals will annually inform, in writing, all students, parents and staff members of the administrative procedures on the possession of dangerous weapons at school or at school related activities.
2. Students who are suspected of having possession of a weapon on their person or in their locker or desk while in attendance at school or a school related activity shall be immediately reported to the Principal. The Principal shall suspend the student and recommend to the Superintendent that the student be expelled. The incident shall be recorded and the parent and the Superintendent shall be advised, in writing, of the incident and the actions taken and/or recommended.
3. In all situations involving weapons at school or at school related activities, the staff shall be cognizant of the Criminal Code of Canada. The local police authorities/outside agencies shall be notified and asked to become involved as warranted and/or required by law.

Reference: Section 45, 60, 61, School Act

Revised June 2010

STUDENTS SUSPENSION / EXPULSION

Background

The Superintendent believes where a student's behavior impacts upon the school environment, regardless of where it occurs that:

1. Threatens the health, safety, or well-being of staff or students; or
2. Causes a significant disruption to the learning of students; or
3. Demonstrates flagrant or continued disregard of rules; or
4. Is injurious to the moral tone of the school,

that student's right to attend class, school, ride a school bus, or participate in an activity approved or sponsored by the Division may be suspended.

The Board believes the Superintendent or his designates are in the best position to approach expulsion issues from a non-political perspective and from an educational perspective. The Board therefore delegates that recommendations for expulsion shall be made to the Superintendent or designates who will deal with them through the rules of natural justice.

Procedures

1. Suspension is defined as exclusion from an individual class, exclusion from class time for a period up to five days, exclusion from participation in extracurricular or school approved activities, or exclusion from riding the bus.
2. A written report on each suspension by a teacher or Principal shall be maintained on file at the school.
 - 2.1 The report shall provide all pertinent information with respect to the suspension.
 - 2.2 The report shall be considered part of the student's educational record.
3. Where the student is not to be re-instated within five school days, the Principal shall:
 - 3.1 Inform the Superintendent;
 - 3.2 File, with the Superintendent, a comprehensive written report on the suspension and make recommendations; and
 - 3.3 Provide the parent with a copy of the report filed with the Superintendent.
4. Upon being informed of a suspension with a recommendation for expulsion, the Superintendent or designate shall:
 - 4.1 Establish a time and date for a hearing within ten days inclusive of the first day of the suspension;
 - 4.2 Establish a location for the hearing in the local community of the student and/or parent;
 - 4.3 Advise the Principal, the parent, and the student of the time and date of the hearing;

- 4.4 Advise the parent and/or student of their right to the assistance of an advocate at the hearing; and
- 4.5 Either re-instate or expel the student
5. The student and/or parent may appeal the Superintendent's or designate's decision to the Minister of Education.
6. In order to protect the health, safety and well-being of the school, the principal shall consider conditions for the reinstatement of suspended or expelled students who have applied for re-admission to the school. Such conditions may include but are not limited to:
- Graduated re-entry
 - Behavioral contracts
 - Continued behavior counseling
 - Continued substance abuse counseling
 - Modified instructional programs

Such conditions, if required, will be agreed to in writing with copies sent to the parent, student, and entered into the student education record.

Reference: Section 12, 24, 25, 45, 60, 61, 123, 124, 125, School Act
Review by the Minister – Information Bulletin 3.5.1
Policy 13 – Appeals and Hearings Regarding Student Matters

STUDENT APPEALS

Background

Students have the right, under law, to natural justice. The Superintendent has established the following procedure whereby appeals that cannot be resolved at the school level may be further reviewed at the Divisional level.

Procedures

1. Every decision must be directed toward the educational interests of the student and must consider the impact of the decision on the total population of students served and the availability of resources.
2. All schools shall develop a school-level Student Appeals policy and include the content of this policy in the Parent-Student Handbook.
3. An appeal at the Divisional level may be initiated by any party directly involved in the matter under dispute. Appeals shall be heard only after all attempts at resolving the problem at the school level have proven unsuccessful.
4. Appeals shall be filed with the Superintendent within fourteen days of any final attempts to resolve the matter at the school level. The appeal shall be in writing, and shall state the nature of complaint, and outline the steps that have been taken to attempt to resolve it. Supporting documentation would be deemed helpful. A copy of the application shall be provided to the school Principal, and to any other parties directly involved in the grievance.
5. Within fourteen days of the receipt of a divisional appeal, the Superintendent or designate shall review all relevant information pertaining to the matter. This may include any or all of the following:
 - 5.1 An examination of marks/records/reports
 - 5.2 Ensuring compliance with AP240 – Student Assessment, Evaluation and Reporting
 - 5.3 Consultation with parties who may have information relevant to the case
 - 5.4 A personal interview with the person lodging the appeal
 - 5.5 Consultation, as required with external agencies (e.g. Alberta Education)
6. The decision of the Superintendent or designate shall be conveyed to all parties concerned, in writing, as soon as possible.
7. This administrative procedure is in no way intended to abridge the discretionary powers granted to schools by the Minister in the matter of school graduation, or the assignment of marks in any particular grade.
8. Appeals of Diploma Examination results shall be in accordance with Alberta Education regulations. Costs incurred for such appeals are the responsibility of the appellant.
9. Changes to non-diploma examination course marks shall be received no later than October 31st of the current school year for marks originating in the previous school year.

10. Students and/or their parents/guardians may have the right of appeal to the Board, and ultimately, the Minister of Education under Section 124 of the School Act.

Reference: Section 12, 48, 123, 124, School Act (2010)
Cross Reference: Guide to Education 2011-12

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