

École Secondaire Paul Kane High School
12 Cunningham Road, St. Albert, Alberta, T8N 2E9
School Council Meeting Minutes - January 23, 2025

1. Call to order at 7:02pm - Chair Saeed Ahmad

Meeting Attendance: Saeed Ahmad (Co-Chair), Tara Kwasney (Co-Chair), Suzanne Morton (Secretary), Erin Steele (Principal), Kris Horb (Assistant Principal), Michael Ng (Teacher), Paul Shamchuk (Teacher), John Allen (SPS Trustee), Denise Watson, Tanya Boutin, Corinne Jewell

Regrets: Traci Bishop (Vice Chair), Sawyer Bishop (Student Representative)

2.0 Land Acknowledgement - Erin Steele

3.0 Approval of Agenda, as amended:

Approved by: Tara Kwasney

Seconded by: Suzanne Morton

4.0 Approval of the November 21, 2024 Regular Meeting Minutes, as amended:

Approved by: Tara Kwasney

Seconded by: Suzanne Morton

5.0 Chairperson Report

5.1 ASCE Grant - Tara Kwasney

Saffron centre provides a few options to consider including parent workshops about:

- 1) Cyberworld/ICE topics.
- 2) Managing Disclosures from youth.
- 3) Protecting youth from sexual/relationship violence.

Addictions, vaping, illicit drug use and alcohol use are topics of concerns PK administration would also support. Tara will consult with Student Services counsellors about potential programming. We hope to have something booked for May 2025 and will consider a parent survey.

5.2 ASCA Update - Suzanne Morton

ASCA is hosting a free Family Mental Health Challenge in February. See their website for details and to sign up! www.albertaschoolcouncils.ca

No word yet on ASCA annual conference which is generally held the 3rd week in April. Tara has heard that it will be virtual only this year.

5.3 SPS Policy Review - Saeed Ahmad

Please view attached SPS policies at the end of these Minutes for review. Feedback deadline is March 6, 2025.

6.0 Student Representative

No report submitted. Sawyer sends her regrets as unable to attend this evening.

7.0 Clubs/Activities/Student Union - Paul Shamchuk

While not a comprehensive list, here are some highlights!

PK Student Union (PKSU) Activities November 20/24-January 23/25:

Nov.22: Rock Star/Concert T-Shirt day in support of lunch concert in the music room.

December Activities:

- Ornament making (Dec 5)
- 12 Days of Christmas Trivia (Dec 5-20)
- Gingerbread house making competition (Dec 17)
- Festive gear day (Dec 18)
- Hot chocolate in the lounge (Dec 18)
- Candy canes to all classes (Dec 19)
- PK Unplugged concert (Dec 19); approx \$900 raised for the food bank and \$400 for grad! Very well attended!
- PJs and Pancakes (Dec 20) - fantastic turnout!

Upcoming Events:

Jan 27: SU room clean up and "Hearts on the Wall" prep for Valentines Day

Feb 14: Hearts on the Wall - every student will have their name written on heart!

Other Club/Grad Activities (not a comprehensive list)

Games Night Grad fundraiser a great success! (Nov 29)

Change for the Planet: Cards for Vets (Canadian Government Project held Dec 11/12)

Feb 4 Lunar New Year

Bloom Stones Grad Fundraiser until Feb 6

Grad Assembly Feb 19

7.1 Sports Report - Erin Steele

Best volleyball season in a very long time! PK 1st time to Provincials since 2015 and all teams in the top 4! We are currently in basketball season, indoor soccer (we are in 2nd place right now) and swimming.

Coming up next is badminton, curling play-offs (1 mixed and 2 boys teams), the Running Room Games.

8.0 Administrator Report - Erin Steele

Cell Phone Policy: We are still waiting for SPS Cell Phone Policy to be finalized before PK completes its own policy.

School Resource Officer (SRO):

PK SRO is here about 2 days/week. We wish to have a SRO here consistently (ie. same person) daily. Currently have a pilot project in development with the City of St. Albert, having SRO on call. The SRO is not here for enforcement, but for education. They do help with incidents, help parents, provide education re: traffic concerns and are present to connect with students (have participated in "Coffee with a Cop, yoga, gym/sports). Considering having a dedicated RCMP SRO for PK and Bellerose with costs shared between the schools, district and RCMP. Our students are now very used to the RCMP presence in school and it is a positive association.

Blues Block:

Will be moved to 1st period next year. Hopeful this will enable fewer distractions versus last block and less loitering/skipping altogether.

Black Student's Association:

A student driven initiative that meets weekly. Recently, this group has held a bake sale and volunteered at Hope Mission. A very popular club and has increased a sense of belonging. Asian students thought it was a great idea and have approached a teacher to help establish an Asian Student Association.

Mr. Ng: Ramadan awareness month among staff and students is coming in March. All Muslim and non-Muslim families will be welcome to attend a sunset celebration potluck. This has been very well received by all students in the past. We will be collecting items for Islamic Relief Fund. PK has increasing numbers of Muslim and BIPOC students: all of these initiatives teach cultural awareness and increase the sense of belonging at PK.

SPS Partnership Workshop:

Takes place from 9am-2pm on February 13th at St. Albert Alliance Church. Interested parents can contact Erin Steele to register. We hope to have at least 2 parents attend. Input will be used to inform the Board for SPS 4 year planning.

Parent/Teacher Interviews:

March 19th from 5-8pm

March 20th 3-6pm

Details will be in February newsletter. We are trying 2 different times based on parent feedback.

PK Open House:

March 6. School Council will have a table.

9.0 Trustee Report - John Allen

Cell phone policy has been completed and will be released shortly.

SPS met with the City of St. Albert and MLA Nally re: school construction and continues to advocate regularly to have sites ready so they qualify for provincial rapid build programs.

Council of School Councils meets January 30th.

John Allen is on the provincial committee for policy development related to AI and they next meet on February 10th.

The Partnership Workshop on February 13 is very important for stakeholders and trustees to connect!

All SPS schools presented theory 4 year education plans to the Board over 2 days. Schools are returning to pre-pandemic operations.

Next Board meeting is February 19, 2025.

(Please also see Board Highlights from Nov 27 and Dec 18 2024 attached to these Minutes)

10.0 Ongoing/Unfinished Business

10.1 School Trips - Suzanne Morton

Question: Any updates about possible school trip for French Immersion?

ES: It has been brought up to FI staff. It is still a topic they are discussing but nothing will happen this year. The Ski Trip to Panorama takes place at end of January: 45 students and

staff will go. Unfortunately, Science 30 Diploma Exam takes place during that trip so some grade 12s not eligible to go.

10.2 Grad 2025 - Kris Horb

Grad Committee now considering decorations for the theme of "Moon and Stars"! We are looking at decreasing waste and cost. It is a huge fee to remove balloons, for example so staff typically do this. They are looking at lights for the tables that project moon and stars around the room - these can be reused at PK for other events in future. Menu decisions being made (GF, allergy, vegetarian and cultural options considered and there will be ingredient lists next to all items).

Dance floor will be in the middle of the room and we are figuring out how the balloon arch might obstruct views. Food will be at the back of the room. This will lessen lines forming around the tables.

The final stage will be ticket purchase via "Purple Pass" (like Ticketmaster). Currently we are properly vetting this app. Ross Sheppard uses it. Pre-seat selection offered and there will be no random numbers assigned for purchase order. There are 476 on the grad list right now and approximately 250 tables. If kids not using their tickets (are allowed grad +4 tickets), they will be able to give their code to friends who can use the extra seats. Current ticket price is \$65 and we hope to decrease that number with further fundraising. There is still no cap or cost for the morning ceremony.

Next grad assembly is Feb 19 with a parent meeting coming in March.

Upcoming fundraisers include Taste of Kane and a garage sale in April.

Parent Question: Regarding the garage sale, do you still want donations pre-priced as in previous years?

Mr. Ng: It will be up to the students to decide the process so no, do not price items yet. Details for donations will be coming closer to the sale.

10.3 PK fundraising Society Update - no report.

10.4 PK Website/PK Athletics Website/social media communication

Tara Kwasney: Lots of items posted on social media has already occurred.

Erin Steele: All events are on the PK Calendar, TVs. We are trying but can't always keep up with everything at PK, including PK Athletics schedules. Students are encouraged to be responsible for keeping updated with the information that is relevant to them and also to relay that to their families.

10.5 Traffic Update

ES: SPS has commissioned a 3rd party to complete a traffic study and data will be submitted to the City of St. Albert.

10.6 Communication of test/major assessments with parents - Saeed Ahmad

SA: Revisiting this topic from a year ago now that school is settling post pandemic. It would be ideal to have course information re: major test/exams to accommodate family dynamics.

ES: 90-95% of teacher use Google Classroom or other form of communication (classroom poster, email) to communicate course syllabus outline, which is provided for all courses in a paper copy. These outlines provided information re: tests, assignments and how these are weighted. For example, Grad Classroom - all grads have a code to share with parents and

this is available for all courses in Google Classroom

It is the responsibility of the student to communicate with their parents.

MN: With losing cell phones, many students are using pen/paper so lots of teachers have this information on their white boards. Kids need to communicate with their teacher regarding special circumstances (ie. sporting or family event).

TB: Some organizational skills have suffered due to the pandemic.

KH: Parent can email teachers any time if something doesn't sound right. No professor in post secondary school will chase kids so it is best to practice responsibility in high school. One teacher can have hundreds of students in high school so kids must learn to be responsible in communicating with their families in addition to managing their course obligations.

ES: Teachers communicate in different ways. Ask kids how the teacher communicates dates to students and learn to adapt. Dates are always at least 1 week in advance for major assessments. I spoke with our Superintendent and they are happy with the level of communication PK provides regarding student syllabuses. We want kids to learn responsible behaviour. Administration works with teachers to support them if communication needs improvement. Teachers must meet "TQS" (Teacher Quality Standards). Sometimes there is an option in Google Classroom for a guardian summary or code to access the student's Google Classroom.

11.0 New Business

No new business.

12.0 Open Forum

Parent Question DW: For future planning, can teaching of curriculum be completed prior to Christmas Break so that classes following the break can be dedicated to review prior to exams? Currently, some assignments are due after the break.

ES: Teachers strive to have review time built into teaching. This has been discussed by Admin.

KH: Every classroom is different. All teachers would love to have that time. Some classes move through outcomes faster, depending on the class ability, timing of holidays, assemblies and other interruptions.

PS: Teachers adapt to their student ability level. A teacher can move more quickly through topics, and say the content was covered, but we have to take quality vs quantity into account with the precious time we have. Coverage versus depth is important.

Parent Question DW: More support for FLA diploma prep and DELF. Can this be something that is looked at for next year?

ES: DELF is 4 sessions and Blues Block time. FLA Diploma Prep and summer school is something I will talk to the district about offering as there is demand for this.

Parent Question TB: Regarding the SRO, are they involved with PKSU activities and do they attend grad in uniform?

PS: Yes, they are always welcome and do participate in SU activities.

ES: Yes, they do attend grad in uniform.

13.0 Next Regular Meeting: February 20, 2025 at 7pm

14.0 Adjournment: Meeting adjourned at 8:40pm

John Allen, Chair
Kim Armstrong
Stanley Haroun
Sheyanne Levall-Crouse
Kristi Rouse

November 28, 2024

**Public Board Meeting Highlights – for Trustee Use
from the Public Board meeting of
November 27, 2024**

<ul style="list-style-type: none">• The board approved the Annual Education Results Report (2023- 2024).
<ul style="list-style-type: none">• The board approved the financial statements for the year ending August 31, 2024.
<ul style="list-style-type: none">• The board received as information the unaudited schedules for the year ended August 31, 2024.
<ul style="list-style-type: none">• The board received as information a report on the update of division reserves.
<ul style="list-style-type: none">• The board provided direction to circulate the draft Administration Regulation C-700-AR, Video Surveillance.
<ul style="list-style-type: none">• The board provided direction to circulate the draft Board Policy D-120, Administrative Staff Appointments and Transfers and the accompanying regulation.
<ul style="list-style-type: none">• The board provided direction to circulate the draft Board Policy D-170, Board Recognition Programs and the accompanying regulations.
<ul style="list-style-type: none">• The board approved the Regular Meeting of the Board of Trustees held October 23, 2024.
<ul style="list-style-type: none">• The board received as information the status report for policies/regulations/procedures currently in development.
<ul style="list-style-type: none">• The board received as information the 2024-2025 September 30 Resource and Distribution Allocations for division schools and division services departments.
<ul style="list-style-type: none">• The board received as information the division’s 2025-2026 modular classroom requests.
<ul style="list-style-type: none">• The board provided direction to administration for the preparation of the final draft of Administration Regulation D-620-AR, Staff Development and the accompanying regulations.
<ul style="list-style-type: none">• The board provided direction to administration for the preparation of the final draft of Board Policy G-130, Campaigning

at Division Sites and the accompanying regulations.

- The board provided direction to administration for the preparation of the final draft of Administration Regulation G-610-AR, Advertising by External Organizations and the accompanying regulations.

- The board approved the Lorne Akins Outdoor Education Adventure Trip fee.

John Allen
Kim Armstrong
Stanley Haroun
Sheyanne Levall-Crouse
Kristi Rouse

December 19, 2024

**Public Board Meeting Highlights – for Trustee Use
from the Public Board meeting of
December 18, 2024**

<ul style="list-style-type: none">• The board received as information a presentation of student artwork to be used for the Board of Trustees’ 2024 Holiday Card.
<ul style="list-style-type: none">• The board approved the 2025-2026 School Year Calendar in full.
<ul style="list-style-type: none">• The board approved the the Basis of Allocation for 2025-2026.
<ul style="list-style-type: none">• The board received as information the 2024-2025 Infrastructure Maintenance and Renewal (IMR) expenditure plan.
<ul style="list-style-type: none">• The board provided direction to circulate the draft Board Policy C-120, Flags and the accompanying regulations.
<ul style="list-style-type: none">• The board provided direction to circulate the draft Board Policy E-110, Learning Resources and the accompanying regulations.
<ul style="list-style-type: none">• The board approved three readings at one meeting of Bylaw No. 2024-01, Bylaw No. 2024-02 and Bylaw No. 2024-03.
<ul style="list-style-type: none">• The board passed Bylaw No. 2024-01, a bylaw where the St. Albert School Division deems that the election of five (5) trustee positions will be by general vote (at large) of the electors within the municipal boundaries of the City of St. Albert and provides the authority for entering into an agreement to hold a joint election in conjunction with the City of St. Albert be approved for first reading.
<ul style="list-style-type: none">• The board passed Bylaw No. 2024-02, a bylaw that St. Albert School Division appoints the City of St. Albert’s returning officer (Marta Caufield) as St. Albert School Division’s returning officer and the St. Albert School Division appoints the City of St. Albert’s alternate returning officer (Janice Vollrath) as St. Albert School Division’s alternate returning officer be approved for first reading.”
<ul style="list-style-type: none">• The board passed Bylaw No. 2024-03, a bylaw where the St. Albert School Division indicates nominations for the position of trustee are to be filed in person with the returning officer, the alternate returning officer or the designated deputy returning officer at the City of St. Albert city hall building during normal working hours during the nomination period (January 1, 2025 up to and including noon four weeks before the Election Day - i.e. noon on Monday, September 22, 2025) in addition to the jurisdiction/division office during normal working hours

January 23, 2025

To: Trustees
Senior Admin
Principals
Chair, School Councils
Chair, Committee of School Councils
ATA Local President, Ellen Snaith
ATA Policy Review Chair, Marty McKeever ATA TWC Chair, Melissa Brown-Allnutt
CUPE Local President, Heidi Hovis
CUPE Local Vice-President, Craig Arnold
CODA
Paula Power Manager, Communication Services DO Staff

Re: **Policy and Regulations Development • E-140, Field Trips**

• **E-610-AR, Class Size**

• **G-100, School Council**

John Allen, Chair
Kim Armstrong
Stanley Haroun
Sheyanne Levall-Crouse Kristi Rouse

The current and draft board policies and regulations listed above are attached. You are encouraged to review these documents with your constituents and to provide related input to trustees (for board policies, procedures and regulations) and to administration (for administration regulations) at the next COSC or ATA/CUPE Liaison meeting, or to provide written input to trustees

and administration. Bold Text Denotes Additions and Strikethrough Text Denotes Deletions.


Written input should be directed **by March 6, 2025** in care of:

Paul MacLeod, Associate Superintendent
St. Albert Public Schools
60 Sir Winston Churchill Avenue
St. Albert, AB T8N 0G4
email: paul.macleod@spschools.org

On March 19, 2025, the Board of Trustees will discuss the draft of these policies and regulations taking into consideration input received from stakeholders, and will provide direction and advice to administration to prepare the final draft.

Sincerely,

Paul MacLeod
Associate Superintendent

 <p>St. Albert PUBLIC SCHOOLS</p> <p>BOARD POLICY</p>	<p>Policy Number: E-140</p> <p>Policy: Field Trips</p> <p>References: • E-140-AR, Field Trips</p>
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The Board of Trustees believes that division off-site curricular, co-curricular and extracurricular field trips activities that are sponsored by the school can enhance student learning and development. The **b**Board delegates approval of field trips to the **s**Superintendent or designate and expects the administration to implement division policies and other regulations that promote safety and protection for the students, staff, volunteer helpers, and the school division.

<p>Implemented: June 12, 2002</p> <p>Last Review: April 8, 2020</p>	<p>Next Scheduled Review: 2023-2024</p> <p>Page 1 of 1</p>
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E-140: Field Trips

References:


- E-140-AR, Field Trips

The Board of Trustees believes that division off-site curricular, co-curricular and extracurricular field trips activities that are sponsored by the school can enhance student learning and development. The board delegates approval of field trips to the superintendent or designate and expects the administration to implement division policies and other regulations that promote safety and protection for the students, staff, volunteer helpers, and the school division.

Implemented: June 12, 2002
Next Scheduled Review: 2023-2024
Last Review: April 8, 2020

 <p>St. Albert PUBLIC SCHOOLS</p> <p>ADMINISTRATION REGULATIONS</p>	<p>Policy Number : E-140-AR</p> <p>Policy: Field Trips</p> <p>References:</p>
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1. Division senior administration is responsible for providing advice and assistance to support principals in meeting all requirements of this regulation and exercising due diligence on behalf of the ~~d~~Division to promote safety and protection for the students, staff, volunteer helpers, and the school division.
2. Prior approval - All field trips require prior approval.
 - 2.1. Principal approval - All field trips that includinge-two school days in length and are within Manitoba, Saskatchewan, Alberta and British Columbia require approval by the school principal.
 - 2.1.2.2. Additional division office approval - All trips involving risky activities (any physical activity not typically undertaken as part of the in school day) requires approval by division office administration.
 - ~~2.2.1.1. Field trips that include two school days and are within Manitoba, Saskatchewan, Alberta and British Columbia require approval by the school principal.~~
 - 2.2.1 Field trips involving three school days or more and within Manitoba, Saskatchewan, Alberta and British Columbia require approval by division office administration.
 - 2.2.2 All national field trips outside of Manitoba, Saskatchewan, Alberta and British Columbia require approval by division office administration.
 - 2.2.3 International field trips require approval by division office administration, who will inform the Board of Trustees.
3. In approving a field trip request, the following criteria must be addressed:
 - 3.1. curricular fit or link to school goals;
 - 3.2. student and staff safety;
 - 3.3. age and grade appropriateness;
 - 3.4. supervision; and
 - 3.5. itinerary and contingency plans (if appropriate).
4. Division office administration will develop and distribute a list of restricted activities. No field trips will include these activities without approval of division office administration.
 - 4.1. It is understood that division office administration can add or delete activities from the restricted activities list without amending these administration regulations.

 <p>St. Albert PUBLIC SCHOOLS</p> <p>ADMINISTRATION REGULATIONS</p>	Policy Number : E-140-AR
	Policy: Field Trips
	References:

- 4.2. When necessary, division office administration will seek advice and assistance from experts (internal and external) in approving restricted activities.
5. While not an exhaustive list, active student participation in the following field trip activities are prohibited. [The secretary-treasurer's office will maintain an up to date, online prohibited activities list, which are not to be undertaken, and a list of restricted activities that may be undertaken after consultation with division office administration. This listing should be reviewed prior to planning any filed trip.:](#)
- 5.1. rifle or other firearm activities;
 - 5.2. sky diving;
 - 5.3. open water scuba diving;
 - 5.4. open water swimming;
 - 5.5. hot air ballooning;
 - 5.6. demolition derbies;
 - 5.7. flying club activities;
 - 5.8. motorcycling; and
 - 5.9. bungee jumping.
6. Field trips that are considered a course requirement must be open to all eligible students, and eligibility criteria may not include the ability to pay.
7. School principals will ensure that any eligibility criteria are established and communicated prior to the field trip.

Permission/Consent

8. Prior to each field trip, written parental/guardian permission shall be obtained from participating students (consent form).
- 8.1. In exceptional circumstances the principal or designate can accept verbal permission for a student to attend a local field trip, provided that the parent/guardian has been properly informed of all matters contained in the ~~Permission for Student Participation~~ [Student Participation Consent](#) form (available from division office). In such circumstances, a blank form shall be fully completed by the lead teacher and the date and particulars of such verbal permission shall be documented thereon, [and signed by the teacher-leader and the principal.:-](#)

 <p>St. Albert PUBLIC SCHOOLS</p> <p>ADMINISTRATION REGULATIONS</p>	Policy Number : E-140-AR
	Policy: Field Trips
	References:


- 8.2. Special provisions may be required when seeking permission from

parents/guardians if language, literacy, or cultural barriers exist.

- 8.3. No student will be allowed to take part in a field trip without permission, as outlined above.
- 8.4. In order to ensure informed consent, parent(s)/guardian(s) shall be provided in a timely manner with the following information, in writing:
- 8.4.1. purpose or educational goal of the field trip;
 - 8.4.2. proposed itinerary;
 - 8.4.3. description of the activities or events proposed;
 - 8.4.4. safety precautions and safety equipment in place to deal with activities involving risk;
 - 8.4.5. emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - 8.4.6. need for additional medical coverage for out-of-country trips;
 - 8.4.7. method of transportation to be used;
 - 8.4.8. arrangements for supervision; and
 - 8.4.9. cost to the student.
9. For school activities that involve more than one trip outside the boundaries of the school such as walking field trips, swimming lessons, physical education classes, outdoor education classes, or interschool sports within the league, one parental/guardian consent form will suffice if the information to the parent/guardian includes a schedule of all activities and proposed dates.
10. Parental/guardian permission shall include consent from parents/guardians authorizing the supervisors to arrange for necessary medical treatment.
11. Teacher-leaders should not permit major deviations to the proposed itinerary or contingency plan once parental/guardian permission has been received.

Field Trip Supervision/Preparation

12.A teacher-leader must always be in charge. The teacher-leader must ensure appropriate supervision is available at all times and that supervisors are prepared to deal with any emergencies that may arise. The supervisory arrangements will depend upon:

 ADMINISTRATION REGULATIONS	Policy Number : E-140-AR
	Policy: Field Trips
	References:

12.1. the age, maturity, needs (including medical needs) and ability levels of the

students;

12.2. the inherent risk of the activity; and

12.3. the circumstances of that particular activity.

13. The teacher-leader is responsible for being familiar with, and conducting a safety assessment of the proposed site of the field trip. This will involve:

13.1. one of the supervisors being at the site assessing its safety and/or;

13.2. contacting the school jurisdiction/other organizations who are close in proximity to the location where the field trip is occurring; and

13.3. where applicable, contacting the site or organization within one week of leaving to verify conditions.

14. The teacher-leader shall ensure that necessary training, preparation, and orientation for all student participants and supervisors is provided.

15. The teacher-leader shall ensure that contingency plans are in place in the event of cancellation, adverse weather and road conditions, or other emergent conditions that may require a change to the original itinerary.

16. The teacher-leader shall ensure the following are available:

16.1. list of student participants;

16.2. [contact](#) phone ~~contact~~ numbers;


~~16.3. Alberta Health Care numbers;~~

~~16.4.~~ 16.3. information regarding medication and medi-alert needs of participants;

~~16.5.~~ 16.4. cell phone or other alternate methods of communication (when available or appropriate).

17. The teacher-leader shall ensure that, when necessary (such as in the case of overnight field trips involving students of both genders) [staff](#) supervisors of both genders shall be present.

18. For challenging physical activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for activities such as skiing, swimming, and canoeing. In areas where certificates are not issued, competency may be that recognized by virtue of experience and demonstrated expertise in the activity.

 ADMINISTRATION REGULATIONS	Policy Number : E-140-AR
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	References:

19. Where a principal deems it appropriate or where it is required by law, supervision shall include individuals suitably trained in first aid.

20. The teacher leader shall ensure that an appropriately equipped portable first aid

kit is accessible.

21. When necessary, principals are expected to seek advice and assistance from experts in planning field trips and in assessing risk. Following are recommended reference publications:

21.1. [Activities Planning – Spheres \(Spheres is replacing the Safety Guidelines for Physical Activity in Alberta Schools.\)](#)

21.2. [First Aid and CPR – Spheres First Aid & CPR, and Canadian Red Cross Guidelines for Compliance with the Revised Alberta First Aid Regulation](#)

21.3. [Outdoor Education – Canadian Red Cross Wilderness and Remote First Aid Program Safety Oriented Guidelines for Outdoor Education Leadership and Programming \(The Canadian Association for Health, Physical Education and Recreation\)](#)

Other Considerations Additional Items Required

22. Parent volunteers shall be required to sign consent forms to participate. These forms are available at division office.

22.23. A record of each field trip shall be kept at the school (for a minimum of two years plus one day from the date of the field trip). This record will include:

22.223.1 principal authorization;

22.223.2 parent/guardian consent;

22.223.3 all information provided to parents/guardians;

22.223.4 list of participating students;

22.223.5 list of supervisors; and

23.6 injury and unusual incident reports.

22.24. Division staff shall not be involved in non-school sponsored field trips in their capacity as a St. Albert Public Schools' employee.

E-140-AR: Field Trips

References:

• E-140, Field Trips

1. Division senior administration is responsible for providing advice and assistance to support principals in meeting all requirements of this regulation and exercising due diligence on behalf of the division to promote safety and protection for the students, staff, volunteer helpers, and the school division.

2. Prior approval - All field trips require prior approval.

2.1. Principal approval - All field trips including two school days in length

and within Manitoba, Saskatchewan, Alberta and British Columbia require approval by the school principal.

2.2. Additional division office approval - All trips involving risky activities (any physical activity not typically undertaken as part of the in school day) require approval by division office administration.

2.2.1 Field trips involving three school days or more and within Manitoba, Saskatchewan, Alberta and British Columbia require approval by division office administration.

2.2.2 All national field trips outside of Manitoba, Saskatchewan, Alberta and British Columbia require approval by division office administration.

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3. In approving a field trip request, the following criteria must be addressed:

3.1. curricular fit or link to school goals;

3.2. student and staff safety;

3.3. age and grade appropriateness;

3.4. supervision; and

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4. Division office administration will develop and distribute a list of restricted activities. No field trips will include these activities without approval of division office administration.

4.1. It is understood that division office administration can add or delete activities from the restricted activities list without amending these administration regulations.

4.2. When necessary, division office administration will seek advice and assistance from experts (internal and external) in approving restricted activities.

5. While not an exhaustive list, active student participation in the following field trip activities are prohibited. The secretary-treasurer's office will maintain an up to date, online prohibited activities list, which are not to be undertaken, and a list of restricted activities that may be undertaken after consultation with division office administration. This listing should be reviewed prior to planning any filed trip.

- 5.1. rifle or other firearm activities;
- 5.2. sky diving;
- 5.3. open water scuba diving;
- 5.4. open water swimming;
- 5.5. hot air ballooning;
- 5.6. demolition derbies;
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Permission/Consent

8. Prior to each field trip, written parental/guardian permission shall be obtained from participating students (consent form).

8.1. In exceptional circumstances the principal or designate can accept verbal permission for a student to attend a local field trip, provided that the parent/guardian has been properly informed of all matters contained in the Student Participation Consent form (available from division office). In such circumstances, a blank form shall be fully completed by the lead teacher and the date and particulars of such verbal permission shall be documented thereon, and signed by the teacher-leader and the principal.

8.2. Special provisions may be required when seeking permission from parents/guardians if language, literacy, or cultural barriers exist.

8.3. No student will be allowed to take part in a field trip without permission, as outlined above.

8.4. In order to ensure informed consent, parent(s)/guardian(s) shall be provided in a timely manner with the following information, in writing:

8.4.1. purpose or educational goal of the field trip;

8.4.2. proposed itinerary;

- 8.4.3. description of the activities or events proposed;
- 8.4.4. safety precautions and safety equipment in place to deal with activities involving risk;
- 8.4.5. emergency procedures to be followed in the event of injury, illness or unusual circumstances;
- 8.4.6. need for additional medical coverage for out-of-country trips;
- 8.4.7. method of transportation to be used;
- 8.4.8. arrangements for supervision; and
- 8.4.9. cost to the student.

9. For school activities that involve more than one trip outside the boundaries of the school such as walking field trips, swimming lessons, physical education classes, outdoor education classes, or interschool sports within the league, one parental/guardian consent form will suffice if the information to the parent/guardian includes a schedule of all activities and proposed dates.

10. Parental/guardian permission shall include consent from parents/guardians authorizing the supervisors to arrange for necessary medical treatment.

11. Teacher-leaders should not permit major deviations to the proposed itinerary or contingency plan once parental/guardian permission has been received.

Field Trip Supervision/Preparation

12. A teacher-leader must always be in charge. The teacher-leader must ensure appropriate supervision is available at all times and that supervisors are prepared to deal with any emergencies that may arise. The supervisory arrangements will depend upon:

12.1. the age, maturity, needs (including medical needs) and ability levels of the students;

12.2. the inherent risk of the activity; and

12.3. the circumstances of that particular activity.

13. The teacher-leader is responsible for being familiar with, and conducting a safety assessment of the proposed site of the field trip. This will involve:
 - 13.1. one of the supervisors being at the site assessing its safety and/or;
 - 13.2. contacting the school jurisdiction/other organizations who are close in proximity to the location where the field trip is occurring; and
 - 13.3. where applicable, contacting the site or organization within one week of leaving to verify conditions.
14. The teacher-leader shall ensure that necessary training, preparation, and orientation for all student participants and supervisors is provided.
15. The teacher-leader shall ensure that contingency plans are in place in the event of cancellation, adverse weather and road conditions, or other emergent conditions that may require a change to the original itinerary.
16. The teacher-leader shall ensure the following are available:
 - 16.1. list of student participants;
 - 16.2. contact phone numbers;
 - 16.3. information regarding medication and medi-alert needs of participants;
 - 16.4. cell phone or other alternate methods of communication (when available or appropriate).
17. The teacher-leader shall ensure that, when necessary (such as in the case of overnight field trips involving students of both genders) staff supervisors of both genders shall be present.
18. For challenging physical activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for activities such as skiing, swimming, and canoeing. In areas where certificates are not issued, competency may be that recognized by virtue of experience and demonstrated expertise in the activity.
19. Where a principal deems it appropriate or where it is required by law,

supervision shall include individuals suitably trained in first aid.

20. The teacher leader shall ensure that an appropriately equipped portable first aid kit is accessible.
21. When necessary, principals are expected to seek advice and assistance from experts in planning field trips and in assessing risk. Following are recommended reference publications:
 - 21.1. Activities Planning – Spheres (Spheres is replacing the Safety Guidelines for Physical Activity in Alberta Schools.)
 - 21.2. First Aid and CPR – Spheres First Aid & CPR, and Canadian Red Cross
 - 21.3. Outdoor Education – Canadian Red Cross Wilderness and Remote First Aid Program


Additional Items Required

22. Parent volunteers shall be required to sign consent forms to participate. These forms are available at division office.
23. A record of each field trip shall be kept at the school (for a minimum of two years plus one day from the date of the field trip). This record will include:
 - 23.1. principal authorization;
 - 23.2. parent/guardian consent;
 - 23.3. all information provided to parents/guardians;
 - 23.4. list of participating students;
 - 23.5. list of supervisors; and
 - 23.6. injury and unusual incident reports.
24. Division staff shall not be involved in non-school sponsored field trips in their capacity as a St. Albert Public Schools' employee.

Implemented: June 12, 2002

Next Scheduled Review: 2023-2024

Last Review: April 8, 2020

 <p>ADMINISTRATION REGULATIONS</p>	<p>Code: E-610-AR</p> <p>Policy: Class Sizes</p> <p>References:</p>
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1. Each student in the division will be challenged to potential and make continual progress on the curriculum expectations. Division teachers are better able to provide relevant, stimulating and quality programs when they know individual student interests, learning styles, and progress on specific curriculum expectations.
 - 1.1. ~~and that e~~Class size has an impact on a teacher's ability to meet student needs and a student's opportunity to learn.
2. Principals will make decisions on school organization, with a focus on keeping class sizes reasonable within the available funds.
3. The following are examples of criteria to be considered by ~~p~~Principals when working with staff and parents to make sound educational decisions for keeping class sizes reasonable within the available funds:
 - 3.1. number and nature of the students in the class grouping;
 - 3.2. amount and nature of support available to the teacher and students;
 - 3.3. nature and size of classroom space available;
 - 3.4. impact of the class size on the ability of the school to offer other programs; and
 - 3.5. student enrolment.
4. Principals are encouraged to make every effort to keep class sizes below ~~or at~~ 30 students, and to make kindergarten and grade one a priority for maintaining smaller class sizes.
5. Principals shall inform the ~~s~~Superintendent or designate of class sizes in October of each school year.
6. The ~~s~~Superintendent or designate shall monitor class sizes and report annually to the ~~b~~Board.

Implemented: September 28, 2016	Next Scheduled Review: 2024-2025
Last Review: May 12, 2021	Page 1 of 1


E-610-AR: Class Size

References:

1. Each student in the division will be challenged to potential and make continual progress on the curriculum expectations. Division teachers are better able to provide relevant, stimulating and quality programs when they know individual student interests, learning styles, and progress on specific curriculum expectations.
 - 1.1. Class size has an impact on a teacher's ability to meet student needs and a student's opportunity to learn.
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6. The superintendent or designate shall monitor class sizes and report

annually to the board.

Implemented: September 28, 2016
Next Scheduled Review: 2024-2025
Last Review: May 12, 2021

 BOARD POLICY	Policy Number: G-100 Policy: School Councils References: • G-100-BR, School Councils • G-100-BP, School Councils, Conflict Resolution • Education Act , Section 55 • Alberta Education Regulation School Councils
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The Board of Trustees believes that the education of students is best served through the co-operative efforts of students, parents, division staff, business and community members and elected school trustees. The **B**oard believes school councils to be an important means of promoting co-operation through their advisory role to school principals.

School councils, where appropriate, also provide opportunities for the **B**oard, parents, and community to work together.

Implemented: April 24, 2002 Last Review: May 12, 2021	Next Scheduled Review: 2024-2025 Page 1 of 1
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G-100: School Councils

References:


- G-100-BR, School Councils
- G-100-BP, School Councils, Conflict Resolution
- [Education Act](#), Section 55
- [Alberta Education Regulation School Councils](#)

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School councils, where appropriate, also provide opportunities for the board, parents, and community to work together.

Implemented: April 24, 2002
Next Scheduled Review: 2024-2025
Last Review: May 12, 2021

on policies, education plans and budget;

 BOARD REGULATIONS	Policy Number:	1.4 provide the school council with the school's results on provincial assessments and an appropriate
	Policy: School Council	interpretation of those results: <u>and</u>
	References: • G	1.5 provide the school council, at the first meeting of every school year, with a copy of the Alberta Education Regulations dealing with school councils and St. Albert Public Schools board policy(G-100) and board regulations (G 100-BR).

2. Once established, the council may specify its model of governance in accordance with Section 55 of the Education Act as well as the current Alberta Education Regulation dealing with school councils, respecting:

1. Principals shall:

1.1 facilitate the formation and support of school councils in accordance with Section 55 of the Education Act and as outlined in Alberta Education Regulation School Council;

1.2 support school council participation in the Committee of School Councils (COSC) meetings which connects local school councils with each other, trustees and division staff;

1.3 provide the school council with an opportunity to provide advice on the development of the school's foundation statements (if any) respecting the school's vision, principles and beliefs as well as providing advice


2.1 the size of the school council as well as the number and location of meetings;

2.2 the election of members of the school council and the executive as well as their term of office;

2.3 the number of members that constitutes a quorum; and

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 St. Albert PUBLIC SCHOOLS BOARD REGULATIONS	Policy Number: G-100-BR
	Policy: School Councils
	References: • G-100 School Councils • G-100-BP, School Councils, Conflict Resolution • Education Act , Section 55 • Alberta Education Regulation School Councils

2.4 a conflict resolution procedure for internal school council matters.

3. The school must retain a copy of the school council minutes for each meeting of the school council and make them available to the **b**oard upon request. The minutes for each meeting are to be retained for at least seven years.
4. The chair of a school council must prepare and provide to the **B**oard by June 30 of each year a report summarizing the activities of the school council in that school year.
5. The superintendent's office will retain a copy of the "Alberta School Council Resource Manual" for use by principals and school council members.
6. The Board of Trustees will establish an appeal process or conflict resolution procedure for the principal and school council (see G-100-BP, School Councils, Conflict Resolution).

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G-100-BR: School Councils

References:

- G-100-BR, School Councils
- G-100-BP, School Councils, Conflict Resolution
- [Education Act](#), Section 55
- [Alberta Education Regulation School Councils](#)

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- 1.2. support school council participation in the Committee of School

Councils (COSC) meetings which connects local school councils with each other, trustees and division staff;

- 1.3. provide the school council with an opportunity to provide advice on the development of the school's foundation statements (if any) respecting the school's vision, principles and beliefs as well as providing advice on policies, education plans and budget;
 - 1.4. provide the school council with the school's results on provincial assessments and an appropriate interpretation of those results; and
 - 1.5. provide the school council, at the first meeting of every school year, with a copy of the Alberta Education Regulations dealing with school councils and St. Albert Public Schools board policy(G-100) and board regulations (G-100-BR).
2. Once established, the council may specify its model of governance in accordance with Section 55 of the *Education Act* as well as the current Alberta Education Regulation dealing with school councils, respecting:
- 2.1. the size of the school council as well as the number and location of meetings;
 - 2.2. the election of members of the school council and the executive as well as their term of office;
 - 2.3. the number of members that constitutes a quorum; and 2.4. a conflict resolution procedure for internal school council matters.
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Implemented: April 24, 2002

Next Scheduled Review: 2024-2025

Last Review: May 12, 2021

 <p>BOARD PROCEDURES</p>	<p>Policy Number: G-100-BP</p> <p>Policy: School Councils, Conflict Resolution</p> <p>References: • G-100, School Councils • G-100-BR, School Councils • Education Act, Section 55 • Alberta Education Regulation School Councils</p>
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1. If an unresolvable conflict arises between the principal and school council, it is the **B**oard's expectation that either party, or both, will request the assistance of the **s**uperintendent.
2. If the conflict cannot be resolved to the satisfaction of both parties, with the superintendent's assistance, then the **b**Board expects the superintendent to issue appropriate and necessary directives to resolve the conflict.
3. If the school council executive is in disagreement with the **S**uperintendent's ruling, they are afforded an opportunity to express their concerns directly with the **B**oard.

Implemented: April 24, 2002 Next Scheduled Review: 2024-2025 Last Review:

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G-100-BP: School Councils, Conflict Resolution

References:

- G-100-BR, School Councils
- G-100-BP, School Councils, Conflict Resolution
- [Education Act](#), Section 55
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Implemented: April 24, 2002

Next Scheduled Review: 2024-2025

Last Review: May 12, 2021