

ANNUAL CHARTER BOARD BUDGET

Background

The annual budget is the financial component of the Charter Board's operating plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the Three Year Education Plan.

Each school year the Superintendent, with the assistance of the Secretary-Treasurer, shall prepare for Charter Board consideration and adoption of a detailed estimate of the revenues and expenditures required to operate the programs of the Charter Board.

Procedures

1. Budget planning is the responsibility of the Secretary-Treasurer and will be undertaken to conform to the budget timelines established by the Charter Board.
2. The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the Three-Year Education Plan and the budget assumptions established annually by the Charter Board.
3. The Secretary-Treasurer will present the draft budget to the Principal and staff, and all educational partners in a consultative process.
4. The Superintendent will present the final draft budget to the Charter Board.
5. On or before May 31 in each year, the Charter Board shall approve a budget for the next school year.
6. The annual budget shall identify any new programs to be implemented, as well as programs that are being discontinued.
7. Following Charter Board review and adoption, a final budget in the form prescribed by the Minister will be submitted to Alberta Education.
8. Under the general supervision of the Superintendent, the Secretary-Treasurer shall administer the budget of the Charter Board.
9. Subsequent to the receipt of the September 30 enrolment count, a revised budget is prepared and presented to the Charter Board for approval.

10. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for the Charter Board and for the School.

References: Section 25, 26, 33, 52, 53, 67, 68, 137, 138, 139, 140, 141, 143, 197, 222 Education
 Act Fiscal Planning and Transparency Act
 Guide to Education ECS to Grade 12

Approved: September 21, 2022

Revised:

Administrative Procedure 501

ANNUAL SCHOOL BUDGET

Background

The Charter Board's budget allocation to the School establishes and maintains principles of equity in material and human resources based on the number of students being served, and their diverse learning needs. Additionally, retained School generated funds are part of the annual School budget.

Procedures

1. The Principal shall develop budgeting procedures which ensure consultation and discussion with staff and the School Council.
2. The Principal shall prepare an annual school budget.
3. When allocating the funds within the school budget, the Principal is to consider factors such as:
 - 3.1 Three Year Education Plan,
 - 3.2 Student needs,
 - 3.3 Community expectations and support,
 - 3.4 Staff strengths,
 - 3.5 Physical facilities,
 - 3.6 Past expenditures, and
 - 3.7 Provincial and School goals.
4. Principals are expected to operate within their budget allocations.
 - 4.1 A monthly review of financial results in comparison to budgeted figures is to be performed by the Principal.
 - 4.2 Principals are to review school budget results with the Secretary-Treasurer in January and June. Variance explanations are to be documented for future reference.
5. Surpluses and deficits will be carried forward. On occasions which result in a deficit position for the fiscal year, such deficits are to be eliminated in the following year.
6. The Superintendent reserves the right to revise or modify the School budget.

References: Section 25, 26, 33, 52, 53, 55, 68, 137, 139, 140, 143, 197, 222 Education
Act Funding Manual for School Authorities
Guide to Education ECS to Grade 12

Approved: September 21, 2022
Revised:

RESERVE FUNDS

Background

Capital costs associated with capital equipment acquisition and replacement, new building construction and building modernization can place a substantial financial burden on the Charter Board. Accordingly, a capital plan is required whereby the Charter Board can allocate funds each year into capital reserves to distribute these costs more evenly over several budget years. The Charter Board has endorsed the creation of capital reserves through the regular budget process for the purchase, replacement or upgrading of capital assets.

Procedures

1. The following type of reserve funds may be established for the Charter Board:
 - 1.1 Land and land improvements;
 - 1.2 Buildings and building improvements;
 - 1.3 Equipment; and
 - 1.4 Vehicles.
2. In establishing reserves, the following factors will be considered:
 - 2.1 Current value of assets — land, buildings, equipment and vehicles;
 - 2.2 Life expectancy of these assets and estimated replacement value;
 - 2.3 The current Three-Year Capital Building Plan and Ten-Year Facilities Master Plan;
 - 2.4 Debenture Debt — both interest and principle and, specifically, the unsupported amounts.
 - 2.5 Current Charter Board budget plans and the financial plan of the provincial government; and
 - 2.6 Current level of educational services being provided.
3. The Superintendent, in consultation with the Secretary-Treasurer, will make recommendations to the Charter Board with regard to reserve funds.
4. The Board may, by resolution, approve transfers to and from the reserves. The resolution will state clearly the purpose for the transfer.

References: Section 25, 26, 33, 52, 53, 68, 137, 138, 139, 140, 141, 143, 197, 222 Education Act
Fiscal Planning and Transparency Act
Guide to Education ECS to Grade 12

Approved: September 21, 2022

Revised:

Administrative Procedure 505

SCHOOL FEES

Background

The Charter Board may authorize the collection of school fees from parents in accordance with the Education Act and regulations governing such matters.

Fees will not be charged for goods or services that are considered "basic", including such things as textbooks, workbooks, photocopying and paper.

Fees may be charged for goods and services considered to be for the purpose of providing "Enhanced Education Services" and "Non-Curricular Services"

The Charter Board will ensure that a consultation, proposal and approval process are undertaken annually in the school year prior to the fees being implemented.

Definitions

Fees for basic educational goods and services are fees for the services, supports and materials required for a student to be successful in meeting the required curriculum outcomes of the program of studies successfully at a basic level. Examples include such things as textbooks, workbooks, photocopying and paper that are collectively required by all students. This excludes personal consumable items such as pens and pencils etc.

Fees for enhanced educational services are fees for services, supports and materials that are not required for students to meet the required curriculum outcomes successfully at a basic level but that if accessed through the payment of additional fees would enhance the student's learning opportunities. Examples may include curricular field trips, programs of choice, cultural activities, technology user fees, enhanced projects, and fees for options and CTS courses.

Fees for non-curricular services are fees for optional services, supports, and materials that are outside of the curricular program of the School. Examples include sports teams, musical instrument rental, clubs, agendas, athletic wear, lockers and transportation, subsistence and accommodation for various travel requests.

Procedures

1. The School shall not charge fees for basic educational services, as defined from time to time by the Education Act, regulations, and/or Charter Board policy and/or administrative procedures.
2. Fees for enhanced educational services and fees for non-curricular services may be charged upon approval by the Charter Board and in keeping with the relevant legislation and regulations.

3. The Principal shall consult with parents and will annually submit a proposed fee schedule of fees for enhanced education services and fees for non-curricular services at a time designated by the Superintendent.
4. The Principal shall be responsible for demonstrating the reasonableness of the proposed fees in a manner established by the Superintendent.
5. Fees that are collected and charges that are made to parents for the provision of goods or services for students may only be used for the purposes for which they are collected.
6. Any portion of fees collected that are not expended must be refunded to the payee in a manner clearly articulated in the proposals submitted to the Board and subsequently approved by the Superintendent.
7. The Principal may waive the payment of fees in circumstances where parents demonstrate undue financial hardship.
8. Responsibility for the collection and financial accounting for enhanced educational services and non-curricular services shall rest with the School. The Principal is responsible to make every reasonable effort to collect outstanding fees.
9. Dispute Resolution Process
 - 9.1 The resolution of disputes and appeals arising from the administration of this Administrative Procedure shall be addressed in accordance with Administrative Procedure 152 – Charter Board and Policy 13 – Appeals and Hearings Regarding Student Matters.
10. The Superintendent has the responsibility to develop protocols and procedures for establishing criteria, consultation, proposals, documentation and communication with respect to school fees.

References: Section 13, 19, 21, 23, 25, 26, 32, 33, 52, 53, 59, 68, 196, 197, 222, 225, 257 Education Act
School Fees Regulation 029/2019

Approved: September 21, 2022
Revised:

FINANCIAL ACCOUNTABILITY AND AUDITS

Background

The Superintendent believes that its financial affairs must be managed in a manner consistent with the trust placed in the Charter Board by the Society members. Adequate accounting records and procedures for verifying those records through audits are seen as an integral part of the Charter Board's operations.

Procedures

1. The Charter Board's financial systems and records are subject to an external audit.
2. Charter Board and School accounts and accounting practices will be subject to internal or external audit at the discretion of the Secretary-Treasurer and/or Superintendent.
 - 2.1 Periodic internal audits of School accounts are to be conducted to identify potential procedural non-compliance, weaknesses and areas for further examination. Such audits must specifically assess the effectiveness of administrative procedures in place by performing compliance testing and examining key controls.
 - 2.2 School financial records may be subject to internal audit in the event of a change of school administration or school administrative assistant.
 - 2.3 Special financial reviews may be conducted upon request by the Principal.
 - 2.4 All computerized financial records and essential financial documents shall be on file and current for financial audit purposes, which include but are not limited to:
 - 2.4.1 Contracts and Agreements,
 - 2.4.2 Fund journal,
 - 2.4.3 Fund account ledgers,
 - 2.4.4 Bank statements,
 - 2.4.5 Canceled cheques,
 - 2.4.6 Cheque requisitions,
 - 2.4.7 Duplicate deposit slips,
 - 2.4.8 Numbered receipt books or approved substitute documents,
 - 2.4.9 Invoices,
 - 2.4.10 Other related source documents.
3. Accounting procedures will follow recognized accounting principles where these are not inconsistent with the requirements of Alberta Education.

4. The Secretary-Treasurer will ensure that adequate control mechanisms are in place to guarantee the integrity of the Charter Board's financial transactions and records.
 - 4.1 Segregation of incompatible duties, such as purchase and payment, must be maintained in School operations.
5. Financial records of School funds will be maintained in accordance with the format prescribed by the Secretary-Treasurer.
6. The external auditor's report will be discussed at a public Charter Board meeting.
7. On or before November 30 in each year, copies of the audited financial statements, the auditor's report on the financial statements and any written communication respecting the systems of internal control and accounting procedures of the Charter Board will be submitted to the Minister.
8. All banking shall be carried out at a recognized financial institution.
9. Charter Board audited financial statements and annual budget reports will be made available on the School website.

References: Section 25, 26, 33, 52, 53, 55, 68, 137, 138, 139, 140, 141, 143, 197, 222 Education
 Act Funding Manual for School Authorities
 Guide to Education ECS to Grade 12

Approved: September 21, 2022
Revised:

Administrative Procedure 511

SCHOOL GENERATED FUNDS

Background

The Superintendent supports the use of School generated funds to supplement the non-instructional operations of the School program. All School generated funds are assets of the Charter Board and subject to this Administrative Procedure.

Definition

School Generated Funds are defined as funds collected and disbursed at the School level that are subject to the control and significant influence of a Charter Board employee at the School level. Funds include all student association operations and School Council funds if any Charter Board employee has control or influence over the expenditure of the funds.

Procedures

1. School Generated Funds (SGF) are to only be considered for specific purposes and must be used only for the purpose they were raised. Secondary uses are to be designated at the outset of the fund raising program to be applicable in the event that the funds raised may exceed requirements.
2. The Principal must account for SGF and report in the format prescribed by the Secretary-Treasurer. The Principal must maintain full SGF records and keep them on file for seven years.
3. SGF shall be subject to internal audit at least once in a five-year period.
4. All SGF bank accounts must be registered in the name of the Charter Board with the School listed as a secondary name on the account. All bank accounts must provide for two signatures on all cheques, one of which must be the Principal.
5. All purchases must be made in accordance with Administrative Procedure 515 – Purchasing and are subject to the limits contained therein.
6. All capital assets purchased with SGF are assets of the Charter Board and must be purchased through the Charter Board financial system.
7. SGF bank account balances are limited to \$10,000 plus the estimated expenditures to be made from SGF for the following 30-day period. Surplus funds must be deposited to the School's general account and accounted for in the Charter Board financial records as a trust asset for the particular SGF.
8. The Principal must provide detailed analysis of all surplus SGF including details of the specific purposes that the SGF will be used for. In general, SGF surpluses are to be kept to a minimum amount required for cash flow. SGF are to be used only for the purpose they were intended.

9. SGF must not be used to provide salary or expense reimbursement to any Charter Board employees including casual employees. All employee's salaries and expense reimbursement must be processed through the Charter Board financial system.
10. Funds received through donations (including scholarships) and grants must be processed through the Charter Board financial system as must all purchases made with these funds.
11. Failure to adhere to this Administrative Procedure may result in removal of the School's SGF privileges.

References: Section 25, 26, 33, 52, 53, 55, 68, 137, 138, 139, 140, 141, 143, 197, 222, 225 Education Act
 Societies Act
 Funding Manual for School Authorities
 Guide to Education ECS to Grade 12

Approved: September 21, 2022
Revised:

Administrative Procedure 512

CASH IN SCHOOL

The Principal shall ensure that all School funds are handled with good and prudent business procedures. All money collected shall be receipted, recorded, accounted for, and directed as soon as possible to the proper location of deposit. The following procedures are established for the safekeeping of money on School property, and the deposit of such funds.

Procedures

1. The Principal shall provide for making bank deposits as frequently as possible, in order to avoid leaving money in School overnight.
2. During School Hours
 - 2.1 Cash shall be kept in a cash register, lockable drawer, or lockable cash box, and access must be restricted to individuals designated by the Principal.
 - 2.2 Cash boxes shall be kept locked and out of sight in a secure place when not in visual custody of the person responsible for the money.
3. After Normal School Hours
 - 3.1 Cash remaining in the School shall be locked in the vault or in as secure a location as possible within the School.
 - 3.2 Cash shall not be taken home by staff members, nor carried on staff members' persons for safekeeping.
4. All money collected for School purposes shall be counted, recorded, and turned over to the Principal so that a formal record of all funds received can be prepared. In this way, any differences between the teachers' and office's totals can be resolved immediately.
5. All money collected by the School, while in the School or in transit to the bank for deposit, is insured against theft subject to a deductible of five hundred dollars (\$500.00). This means the School would absorb the first five hundred dollars (\$500.00) of any loss of cash. Losses beyond the deductible, due to theft, shall be reimbursed upon application to the Secretary-Treasurer, and proper documentation of the circumstances of the theft. This normally requires a police report.
6. All employees are to keep personal money, purses, and other property in a safe place during working hours.
7. Under no circumstances is money to be left in an employee's desks.

8. No reimbursements will be made for losses as a result of failing to adhere to this Administrative Procedure.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225 Education
 Act Societies Act
 Funding Manual for School Authorities
 Guide to Education ECS to Grade 12

Approved: September 21, 2022
Revised:

Administrative Procedure 513

REIMBURSEMENT OF EXPENSES

It is recognized that on occasion, staff members will be required to incur expenses as a result of work related activities. Staff members incurring such expenses shall be reimbursed in accordance with the following procedures.

Procedures

1. In order to facilitate the reimbursement of staff expenses, all travel claims are due monthly and must be submitted on the School expense claim form (Form 513-1) within thirty (30) calendar days after the expenses have been incurred.
2. Authorization of Travel
 - 2.1 Travel may be authorized when it is determined that the purpose for travel cannot be adequately met through correspondence, telephone or electronic communications.
 - 2.2 Air travel may be authorized by the immediate Supervisor of the employee when the matter is urgent or is necessary to utilize time efficiently.
 - 2.3 Car rentals require prior approval by the immediate Supervisor of the employee.
3. Accommodation and Meals
 - 3.1 When an employee is required to travel on School business expenses may be claimed in accordance with the reimbursement rates established by the Charter Board.
 - 3.1.1 Reimbursement up to a maximum established by the Charter Board plus applicable tax, per night for receipted accommodation.
 - 3.1.2 The Superintendent may authorize payment of amounts in excess of the maximum established by the Charter Board upon review of extenuating circumstances. These over-expenditures will be reported to the Charter Board as information.
 - 3.1.3 Un-receipted claims will be reimbursed at a rate established by the Charter Board.
 - 3.2 Reimbursement for meals shall be at the rates established by the Charter Board.
4. Transportation
 - 4.1 An employee who travels on Charter Board business may claim the following expenses provided receipts are submitted:
 - 4.1.1 Bus fare.
 - 4.1.2 Taxi fare.
 - 4.1.3 Parking charges.
 - 4.1.4 Airfare.

- 4.1.5 Excess baggage charges where extra equipment is required because of the duties being performed.
- 4.1.6 Charges for official phone calls with receipts attached to the claim.
- 4.1.7 Automobile rentals, if prior approval for rental has been obtained from the immediate Supervisor.
- 4.1.8 Travel insurance when traveling outside of Canada.
- 4.2 The Superintendent may authorize paying amounts for items not stated in items in clauses 4.1.1 to 4.1.8 upon review of extenuating circumstances.

5. Out of Province Travel

- 5.1 The allowance pursuant to clause 4.1 may apply for travel outside the province of Alberta or outside Canada.
- 5.2 Travel must be approved by the Superintendent prior to traveling.
- 5.3 Reimbursement will be provided in Canadian dollars.

6. Mileage

- 6.1 Employees are expected to arrive each day at the designated location of work at their own expense.
- 6.2 Whenever the Charter Board provides transportation, no reimbursement shall be made for the use of a private vehicle.
- 6.3 Where transportation is not provided by the Charter Board the following shall apply:
 - 6.3.1 The rate shall be the same as determined annually by the Charter Board in Board Policy 7.
 - 6.3.2 The Principal reserves the right to pay for only one (1) vehicle unless the number of staff invited exceeds the passenger limit.
 - 6.3.3 Mileage expenses shall be paid for the lesser of the return distance from the School or home, and the meeting site.

7. Hospitality and Community Relations Expenditures

- 7.1 The Charter Board will pay expenses necessarily incurred during the course of participating in community relations, hosting of guests, working meetings, or maintaining teamwork and morale within a working group.
 - 7.1.1 The Superintendent and Secretary-Treasurer may claim hospitality expenses for working meeting expenses and hosting or community relations expenses.
 - 7.1.1.1 Working meeting expenses are expenses incurred for non-alcoholic beverages and/or reasonable meals ordered for School employees during meetings which involve the conduct of Charter Board business. Working meeting expenses also include expenses incurred for luncheon or dinner meetings involving staff or established Charter Board committees for the purpose of maintaining teamwork and morale.
 - 7.1.1.2 Hosting or community relations expenses are incurred where staff host guests not employed by the Charter Board and hospitality is

necessary or desirable as a matter of courtesy or to facilitate the conduct of Charter Board business.

7.1.2 Documentation is to include:

7.1.2.1 The business purpose of the expenses,

7.1.2.2 The names of persons involved, and

7.1.2.3 Include receipts for items purchased and the cost of meals and beverages, including a gratuity to a maximum of fifteen percent (15%) of the cost of the meal, and GST of five percent (5%).

8. Public Disclosure of Information

8.1 Expense reports for the Superintendent and the Secretary-Treasurer will be publicly accessible on a quarterly basis as follows:

8.1.1 September – November

8.1.2 December – February

8.1.3 March – May

8.1.4 June – August

within thirty (30) days after the end of a quarter for which a report must be disclosed.

8.2 Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act (FOIP), such as personal information, must be redacted from the supporting documentation and will not be publicly disclosed.

8.3 Expense reports must, at a minimum, include the following information:

8.3.1 The name of the individual,

8.3.2 The position of the individual,

8.3.3 The reporting period,

8.3.4 The total amount of each individual's expenses for the reporting period.

8.4 The expensed item will be categorized in the following categories:

8.4.1 Travel/Hotel/Meals,

8.4.2 Phone,

8.4.3 Other.

8.5 Expenses must be attributable, meaning that expenses incurred by one individual on behalf of another must be attributable for disclosure purposes to the individual for whom those expenses are incurred.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225 Education
Act Section 248L, Canada Tax Act

Approved: September 21, 2022

Revised:

PURCHASING

Background

The purchasing function must be administered prudently and with appropriate procedures ensuring that the highest possible value is received for funds expended and must comply with any federal or provincial trade agreements. Further, while the Charter Board believes that purchase decisions are to be made at a level as close as possible to program implementation, it recognizes that in some cases centralized purchasing is more appropriate.

Procedures

1. The Charter Board will adhere to legislative requirements for competitive buying practices as outlined in:
 - 1.1 The Annex 502.4 of the Agreement on Internal Trade signed by the provinces, territories and the federal government in February 1998.
 - 1.1.1 Goods and services purchases over one hundred thousand dollars (\$100,000) and construction over two hundred fifty thousand dollars (\$250,000) shall be posted on the National Electronic Tendering Service in compliance with Annex 502.4 of the Agreement on Internal Trade.
 - 1.2 The British Columbia – Alberta Trade, Investment, and Labour Mobility Agreement signed by the provinces of Alberta and British Columbia in April 2006.
 - 1.2.1 Goods and services purchases over seventy-five thousand dollars (\$75,000) and construction over two hundred thousand dollars (\$200,000) shall be posted on the National Electronic Tendering Service in compliance with the British Columbia – Alberta Trade, Investment, and Labour Mobility Agreement.
2. The Division will purchase goods and services required through competitive buying practices whenever feasible and practical.
 - 2.1 The employee responsible shall purchase goods and services through competitive buying practices as deemed appropriate.
 - 2.2 A minimum of three (3) quotations must be obtained for purchases between five thousand dollars (\$5,000) and seventy-five thousand dollars (\$75,000) unless exempted by the Secretary-Treasurer.
 - 2.3 In those cases where the tender or quotation process is utilized:
 - 2.3.1 Consideration will be given to prices, quality, and the vendor's reputation, experience and previous record of performance and service.
 - 2.3.2 Tender documents will include:
 - 2.3.2.1 Specifications for the goods or services to be purchased;

- 2.3.2.2 Template contracts where appropriate;
 - 2.3.2.3 Evaluative tool, which will determine the successful bidder;
 - 2.3.2.4 Deadline for tender submissions;
 - 2.3.2.5 Person to which tender documents, and queries are to be directed;
 - 2.3.2.6 Person to which tender documents may be obtained;
 - 2.3.2.7 Time and location of tender openings.
- 2.3.3 Tenders will be explicit and, if a vendor proposes an alternative that is acceptable to the Superintendent, then the tender will be re-advertised.
- 2.3.4 Tender documents, prior to advertising, are to be approved by the Secretary-Treasurer.
- 2.4 All goods purchased by the Charter Board are to be purchased through the use of a procedure authorized by the Secretary-Treasurer. The procedures used shall provide for accurate record keeping and accounting and shall comply with sound business practices.
- 2.5 The Charter Board's purchasing processes, forms and services shall be used only for authorized Charter Board business.
- 2.6 When utilizing a National Electronic Tendering Service, the full tender documents, prepared in accordance with appropriate protocol and careful business practice, shall be posted. This practice will avoid the needless copying and forwarding of hardcopy documents.
- 2.7 Postings to a National Electronic Tendering Service are to be coordinated through the Secretary-Treasurer.
- 2.8 Where no competitive supply market exists, or it is considered in the best interest of the Charter Board, purchasing practices shall employ such value analysis and negotiation methods considered appropriate for obtaining acceptable materials at the best possible price.
 - 2.8.1 Approval from the Secretary-Treasurer is to be obtained before engaging in price negotiations.
- 2.9 The Secretary-Treasurer shall review arrangements with preferred or sole-provision vendors (including but not limited to banking, equipment maintenance, etc.) from time to time in order to assess changes that may be required, quality of service, and other relevant factors.

3. Term or Multiple Purchase Relationships

- 3.1 The purchase of materials and supplies may be more beneficial to the Charter Board through the establishment of a term or multiple purchase agreement.
- 3.2 A term or multiple purchase agreement must:
 - 3.2.1 Adhere to the competitive purchasing practices outlined in section 2 when being established;
 - 3.2.2 Be of a benefit to the entire Charter Board operation;
 - 3.2.3 Be of a term not longer than five (5) years, including any period of extension;

and

3.2.4 Be approved by the Secretary-Treasurer.

- 3.3 A term or multiple purchase agreement may be held by an organization or group which the Charter Board is a member of. For the Charter Board to utilize these agreements, the practices of the organization must be competitive in nature.

4. Delegation of Purchasing Authority

- 4.1 Purchasing authority is delegated to: the Principal relative to the School budget; to the Secretary-Treasurer or Superintendent relative to their budgets.
- 4.2 The Principal shall develop internal procedures for the requisition of purchases by employees, which may include purchase orders or the use of credit cards.
- 4.2.1 When an employee submits a requisition, it is the responsibility of the Secretary-Treasurer or Principal to ensure that the item being ordered is in fact required and that there are funds available for the purchase.
- 4.3 Purchase Orders authorized by the Secretary-Treasurer or Principal shall be used for all purchases on a vendor account, where the product is not immediately obtained by the authorized employee.
- 4.4 Upon receipt of an order and invoice, the Principal is responsible for ensuring that the invoice is correct by checking the items received against the Purchase Order and against the invoice and verifying the total of the invoice.
- 4.5 The Secretary-Treasurer or Principal is the only person authorized to sign an invoice for payment.
- 4.5.1 Upon the Principal's authorization, the particulars of an invoice shall be recorded on the file copy of the purchase order.
- 4.5.2 The invoice shall then be forwarded to the Secretary-Treasurer for payment.

5. Petty Cash Funds

- 5.1 Petty Cash funds may be used for small local purchases where the aggregate cost for each item purchased is less than one hundred dollars (\$100.00).
- 5.2 The Principal may, by purchase order, establish a Petty Cash account to accommodate small incidental purchases or payment of minor expenses.
- 5.3 Petty Cash accounts are replenished by issuing a purchase order to the Secretary-Treasurer, accompanied by the receipts for disbursements.
- 5.4 Petty Cash funds are to be recorded as a separate fund, within the School accounting program.
- 5.5 School generated funds are not to be used for petty cash purchases.

6. Purchases with Charter Board Issued Credit Cards

- 6.1 Charter Board issued credit cards are to be used for Charter Board business only; in the event that a personal purchase is made, the employee must reimburse the Charter Board at the time of submission of receipts.
- 6.2 The Principal may approve Charter Board issued credit card limits up to five thousand dollars (\$5,000) per month for subordinate employees. Credit cards to be issued with

limits greater than five thousand dollars (\$5,000) require the approval of the Secretary-Treasurer.

7. Conflict of Interest and Pecuniary Interests

- 7.1 All purchases must adhere to Administrative Procedure 404 – Staff Conflict of Interest. Therefore, no purchases can be made by an employee who has a pecuniary interest in the transaction.

References: Section 25, 26, 33, 52, 53, 68, 85, 188, 196, 197, 222, 225, 229 Education
Act Freedom of Information and Protection of Privacy Act
School Buildings and Tendering Regulation 383/88
Agreement on Internal Trade; Annex 502.4
New West Partnership Trade Agreement
Trade, Investment and Labour Mobility Agreement

Approved: September 21, 2022

Revised:

Administrative Procedure 517

INVENTORIES

Background

The Secretary-Treasurer shall develop timelines for maintaining School inventories.

Procedures

1. An equipment inventory shall be maintained by the Principal on all capital outlay items exceeding five thousand dollars (\$5,000.00).
2. An inventory of furniture in each building will be taken annually by the Principal.

References: Section 25, 26, 33, 52, 53, 68, 192, 194, 197, 222, 225 Education Act

Approved: September 21, 2022

Revised:

Administrative Procedure 518

DISPOSAL OF EQUIPMENT/ MATERIALS

Background

All equipment, materials and real property are purchased with public funds or donated by private parties, thus becoming the property of the Charter Board. To this end, the Superintendent prescribes that the following steps be followed when the School wishes to dispose of excess or obsolete items.

Procedures

1. The Principal shall prepare a list of any items of which the School desires to dispose of and submit to the Secretary-Treasurer for approval.
 - 1.1 Items over five hundred dollars (\$500.00) shall be disposed, as follows:
 - 1.1.1 Advertising the item,
 - 1.1.2 Accepting sealed bids,
 - 1.1.3 School garage sale,
 - 1.1.4 Establishing and accepting a “fair price” and selling to private parties, as approved by the Secretary-Treasurer and the Superintendent.
 - 1.2 Revenue from such sales shall be receipted at School Office and then returned to the School.
2. Where there is a need to dispose of School equipment or materials, the process defined for the School (above) shall be followed, with the receipts being credited to the Charter Board's capital account.
3. Exceptions to this Administrative Procedure may be made in emergent situations, at the discretion of the Secretary-Treasurer and the Superintendent, where it is deemed to be in the best interests of the Charter Board.
4. Where the net salvage value of an item, as determined by the Secretary-Treasurer and the Superintendent, is deemed to be over five thousand dollars (\$5,000.00), Alberta Regulation 181/2010 must be carefully followed.

References: Section 25, 26, 33, 52, 53, 68, 222 Education
 Act Disposition of Property Regulation 181/2010

Approved: September 21, 2022
Revised:

Administrative Procedure 520

SCHOOL FUNDRAISING

Background

The Superintendent supports the use of School-generated funds to supplement the non-instructional operation of the School program. All School-generated funds are assets of the Charter Board. It is the responsibility of the Principal to approve projects and account for the funds raised in harmony with the following procedures.

Procedures

1. Funds generated shall be used for projects approved by the Principal. Fundraising has always been used by schools to provide extra services and activities, such as additional playground equipment, field trips and uniforms. Fundraising is used for the extras that parents and staff want for the School.
2. Fundraising is not to be used for core items.
3. Fundraising efforts shall never involve any activity that would place the student(s) at risk.
4. The School Council is to be informed of fundraising efforts that impact the community.
5. Any new fundraising activities require application through the Principal to the Superintendent for approval.

References: Section 25, 26, 33, 52, 53, 55, 68, 197, 222, 256 Education
 Act Charitable Fund-Raising Act
 Gaming and Liquor Act
 Income Tax Act
 Public Contributions Act
 School Councils Regulation 94/2019

Approved: September 21, 2022

Revised:

PARTNERSHIPS

Background

The formation of partnerships with business and industry provides an opportunity for educators to work “in union with the community”. Such partnerships offer the possibility of expanding the provision of relevant, challenging, life-based learning opportunities for students as well as supplying business with an opportunity to share their resources while benefiting from the resources of the educational system. The resultant sharing of attitudes, beliefs and values is beneficial to the system.

Procedures

1. A system-based partnership with business and industry will be organized and coordinated at the Charter Board level. All responsibilities for such a partnership shall remain at the Charter Board level.
 - 1.1 The Superintendent shall have final responsibility for the organization and coordination of a system-based partnership.
 - 1.2 The Superintendent may delegate the organization and coordination of a system-based partnership to the Secretary-Treasurer or Principal.
 - 1.3 The determination of the nature and intent of the system-based partnership shall be made between the partner and the Superintendent and shall be incorporated in an operational plan.
 - 1.4 The outcomes of a system-based partnership must enhance the delivery of quality educational experiences for students.
 - 1.5 All safeguards related to the well-being of students shall be identified in the operational plan for the partnership.
 - 1.6 Communications between the partner and the Superintendent shall remain at the Superintendent level.
 - 1.7 Implementation of the operational plan for a system-based partnership shall be carried out by the Secretary-Treasurer or Principal.
 - 1.8 Evaluation of the system-based partnership shall be carried out by the Superintendent and shall be communicated to the participants.
 - 1.9 The decision to continue or not to continue with a system-based partnership shall be made by the Superintendent and the business or industry partner.
2. A School-based partnership with business and industry will be organized and coordinated at the School level. All responsibility for such a partnership shall remain at the School level.
 - 2.1 The Principal shall have final responsibility for the organization and coordination of a School-based partnership.

- 2.2 The Principal may delegate the organization and coordination of a School-based partnership to a member of School staff.
- 2.3 The determination of the nature and intent of the partnership shall be made between the partner and the School and shall be incorporated in an operational plan.
- 2.4 Assistance to the School in any aspect of a School-based partnership shall be obtained from the Secretary-Treasurer.
- 2.5 The outcomes of a School-based partnership must enhance the delivery of quality educational experiences for students.
- 2.6 All safeguards related to the well-being of students shall be identified in the operational plan for the partnership.
- 2.7 Communications between the partner and the School shall remain at the School level.
- 2.8 Implementation of the operational plan for a School-based partnership shall be carried out by School staff.
- 2.9 Evaluation of the School-based partnership shall be carried out by the Principal and shall be communicated to the participants and the Superintendent.
- 2.10 The decision to continue or not to continue with a School-based partnership shall be made by the Principal and the business or industry partner.

References: Section 25, 26, 33, 51, 52, 53, 68, 197, 222, 256 Education Act

Approved: September 21, 2022

Revised:

Ethical Guidelines for Business–Education Partnerships

Business–education partnerships are mutually beneficial relationships between employers and educators that are designed to enhance learning for students and other learners. They may involve other education stakeholders as partners, including students, employees, parents, communities, labour, and government organizations. Most business–education partnerships are co-operative relationships in which partners share values, objectives, human, material or financial resources, roles and responsibilities in order to achieve desired learning outcomes.

Canadian employers and educators support business–education partnerships that:

- Enhance the quality and relevance of education for learners
- Mutually benefit all partners
- Treat fairly and equitably all those served by the partnership
- Provide opportunities for all partners to meet their shared social responsibilities toward education
- Acknowledge and celebrate each partner's contributions through appropriate forms of recognition
- Are consistent with the ethics and core values of all partners
- Are based on the clearly defined expectations of all partners
- Are based on shared or aligned objectives that support the goals of the partner organizations
- Allocate resources to complement and not replace public funding for education
- Measure and evaluate partnership performance to make informed decisions that ensure continuous improvement
- Are developed and structured in consultation with all partners
- Recognize and respect each partner's expertise
- Identify clearly defined roles and responsibilities for all partners
- Involve individual participants on a voluntary basis



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This document was developed by the Business–Education Partnerships Forum, a program of the National Business and Education Centre, The Conference Board of Canada.

References: Section 25, 26, 33, 51, 52, 53, 68, 197, 222, 256 Education Act

Approved: September 21, 2022

Revised:

GIFTS, DONATIONS AND SCHOLARSHIPS

Background

The Superintendent welcomes gifts or donations to the School or to the Charter Board if it is appropriate, useful and meets the standards of the Charter Board and such gifts or donations become immediately the property of the Charter Board.

Procedures

1. All donations are to be directed/addressed to the Charter Board.
2. All donations will be approved at the next Charter Board Meeting.
 - 2.1 The Superintendent may accept or reject any gift or donation as seen fit.
3. The Secretary-Treasurer shall apply for a registered charity number and where requested and appropriate provide a tax receipt for any cash donation.
4. After the Charter Board has approved a donation, the money will be forwarded to the School and a receipt and donation letter will be issued.
5. Donations shall generally refer to cash amounts presented to the School or to the Charter Board. Should the donations be in the form of a scholarship, this amount shall be kept separate and used solely for that purpose.
6. Scholarship endowment and trust funds are managed by the Secretary-Treasurer.
 - 6.1 All scholarship endowment funds shall be remitted to the Secretary-Treasurer for management. An understanding about the endowment fund and disbursements shall be mutually agreed upon in writing between the donor and the Secretary-Treasurer.
 - 6.2 An annual report providing detail about the scholarship funds and their disbursements will be provided to the School.
7. A gift generally shall refer to equipment or resource material provided by or paid for by individuals, community groups or student groups.
8. All gifts are to be officially acknowledged either by the Principal or by the Secretary-Treasurer.
9. The acceptance of any gift or donation does not imply any special considerations or privileges.

References: Section 25, 26, 33, 52, 53, 68, 188, 197, 222, 256 Education
Act Societies Act
Income Tax Act

Approved: September 21, 2022
Revised:

INSURANCE MANAGEMENT

Background

In order to ensure that the requirements of legislation are met and the Charter Board's interests are protected, the Superintendent will provide for continuous insurance coverage in accordance with these procedures.

Procedures

1. The Secretary-Treasurer is authorized to obtain adequate insurance for the Division.
2. The Charter Board shall provide insurance coverage for the following:
 - 2.1 Buildings,
 - 2.2 Contents,
 - 2.3 Liability – for individual Directors, staff members, student teachers and interns, and volunteers; all the foregoing while performing duties authorized by the Charter Board,
 - 2.4 Cyber Liability,
 - 2.5 Crime,
 - 2.6 Automobile fleet,
 - 2.7 Travel accident,
 - 2.8 Student accident,
 - 2.9 Boiler and machinery,
 - 2.10 Errors and omissions,
 - 2.11 Sexual molestation and abuse,
 - 2.12 Course of construction and wrap up, and
 - 2.13 Air quality (fungus) liability.
3. Building insurance shall be secured to provide coverage at full replacement cost.
4. Contents insurance shall be obtained on an actual cash value basis.
 - 4.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Secretary-Treasurer upon receipt of the required information from the Principal.
5. Travel accident insurance shall be obtained to cover staff members while traveling on Charter Board business.
6. On an annual basis, the Charter Board shall review its insurance coverage and make such arrangements for insurance coverage as it deems necessary.

7. The Secretary-Treasurer shall make available to staff members and others as required information describing the Charter Board's insurance coverage.

References: Section 25, 26, 33, 52, 53, 68, 197, 222, 225 Education Act

Approved: September 21, 2022

Revised:

STUDENT ACCIDENT INSURANCE

Background

The Superintendent endorses a program of group accident insurance which will be paid for by the student(s) and will provide for them a basic coverage during School hours and on School activities. Any additional coverage will be the responsibility of the parent(s).

Procedures

1. The amount for basic coverage shall be assessed as part of the School fee.
2. The Secretary-Treasurer shall be responsible for annual application for group insurance.
3. The Principal will provide for the distribution of insurance applications if the parent(s) desire to supplement the basic plan. Both the premium and the submission of the application shall be the responsibility of the parent(s) and not the School.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225 Education Act

Approved: September 21, 2022

Revised:

PLANNING FOR SCHOOL FACILITIES

Background

Sound planning for the upgrading and/or modernization of the School, or for additions to the School and/or the construction of a new School is essential. In order to enhance the planning process, stakeholders are invited to participate. Well-designed facilities contribute to optimum learning environments for students.

Procedures

1. The Superintendent will ensure demographic data collection and will report on enrolment projections annually to the Charter Board.
2. The Secretary-Treasurer will conduct audits of all School facilities on a predetermined schedule. This audit will include:
 - 2.1 Enrollment and capacity statistics.
 - 2.2 Analysis of the structural, mechanical and electrical components of the School and other facilities.
3. In collaboration with the Principal, the Secretary-Treasurer is responsible for the efficient use of facility space.
4. The Charter Board will collaborate with municipal authorities to ensure that adequate and appropriate land is made available for School purposes.
5. The Superintendent will identify priorities for facility requirements and will bring forward a draft Capital Plan to the Charter Board for its consideration.
6. The Charter Board will determine updates to its Three Year Capital Plan and Facilities Master Plan annually and submit necessary documentation to Alberta Education.
7. Following an Alberta Government announcement, a Project Planning Committee will be established by the Superintendent.
 - 7.1 Meetings will be called by the Superintendent at appropriate times during the planning process and as often as necessary.
8. The Charter Board will consult with municipal authorities during the planning process for any modernization or new construction.

References: Section 25, 26, 33, 51, 52, 53, 55, 143, 180, 188, 190, 194, 195, 197, 222 Education Act Funding Manual for School Authorities

Approved: September 21, 2022
Revised:

NAMING OF FACILITIES

Background

Naming the School, a portion of the School or an appended facility is a matter that deserves thoughtful attention.

Procedures

1. The Superintendent shall form a Committee for the naming of a School or a portion of a School.
2. The Committee may have representation from the community at large, the school, parents and students.
3. The names considered shall:
 - 3.1 Have significance for the students, parents and the community;
 - 3.2 Be easily identifiable with the facility;
 - 3.3 Not be in conflict with the names of other facilities in the surrounding district;
 - 3.4 Be appropriate in terms of copyright and trademark provisions.
4. Where possible, new facilities shall be assigned names before construction begins.
5. The Charter Board is responsible for approval of names of all facilities.

References: Section 25, 26, 33, 52, 53, 222 Education Act

Approved: September 21, 2022

Revised:

FACILITIES CONSTRUCTION

Background

This Administrative Procedure is applicable when the Charter Board assumes responsibility for construction of facilities. Facility construction may be required if the number and type of facilities owned by the Charter Board are determined by the Charter Board to be insufficient to meet educational and/or recreational goals set for the community.

Procedures

1. Construction Costs, Estimates and Determinations

- 1.1 Before commencement of construction of facilities, the Superintendent shall endeavour to compile complete estimates of costs relating to the project. The Superintendent shall determine these costs by any manner deemed acceptable to the Charter Board in view of the project under consideration.

2. Tenders

- 2.1 Public tenders shall be used for the construction of all new schools and additions unless the Charter Board engages itself in a scheme of construction, using its own forces.
- 2.2 Tender calls will be made to best facilitate the schedule established for completion of the project.
- 2.3 Tenders will be opened in public at a meeting following which the tenders will be reviewed by the Secretary-Treasurer and the project architect.
 - 2.3.1 A list of bidders will be prepared and the amounts of the bids identified.
 - 2.3.2 This list will be available for public viewing.
- 2.4 The review of tenders will normally be undertaken prior to the next regular meeting of the Project Planning Committee so that a recommendation(s) can be reviewed by the Project Planning Committee prior to submission to the Charter Board through the Superintendent for final approval.
- 2.5 The lowest tender will normally be accepted provided it meets the specifications and the firm submitting the tender is in good standing within the construction profession.

3. Construction Contracts

- 3.1 The Secretary-Treasurer shall, before commencing construction, require a construction contract to be signed by the Charter Board and the Contractor for any facility contract undertaken. The terms and conditions of each contract shall encompass the terms of the tender calls for the project.
- 3.2 The Secretary-Treasurer may delegate the drawing up of such a contract to outside professional advisors.

- 3.3 All new facilities contracts shall provide for a construction hold back, determined by the Secretary-Treasurer, which shall not be paid until the Charter Board receives satisfactory written proof of construction completion and inspection by a designated inspector of the Charter Board.
- 3.4 The primary construction contractor must ensure adherence to Occupational Health and Safety legislation.

4. Supervision of Construction

- 4.1 The Secretary-Treasurer may contract professional services to supervise the construction of any Charter Board owned facilities.
- 4.2 Buildings undergoing major changes where contractors are on the job will have no changes made in the plans or any additions made to old rooms except on the approval of the Secretary-Treasurer.

5. Inspection and Acceptance of New Facilities

- 5.1 The Secretary-Treasurer shall provide for an inspection, by contracted professional staff, of any new facility prior to acceptance of the facility.
- 5.2 Acceptance by the Charter Board will be conditional on a written inspection report being developed for the facility.

6. Public Dedication of New Facilities

- 6.1 The Charter Board recognizes and encourages the interest of the public in Charter Board facility development. The Superintendent, therefore, encourages public dedication of new facilities to inform and acquaint the public with School activities and facilities.

7. Memorials

- 7.1 No individual or group of individuals shall be permitted to erect any memorial or other structure of any kind in the School building or upon School grounds except by special permission of the Charter Board.

References: Section 25, 26, 33, 52, 53, 68, 143, 197, 222 Education
 Act Occupational Health and Safety Act
 Funding Manual for School Authorities

Approved: September 21, 2022
Revised:

BUILDINGS AND GROUNDS SECURITY

Background

The Principal is delegated the authority to issue school keys and security access codes to staff members. He/she, in turn, accepts responsibility for the security of the School and for ensuring that the School and grounds are used only for activities and purposes approved by the Charter Board.

Procedures

1. The Principal is to establish the level of access to grounds and/or buildings for each of the employees or users and to distribute keys and security access codes according to established procedures.
 - 1.1 The Principal shall maintain a key and code inventory for the School.
2. For purposes of security and maintenance, the Secretary-Treasurer and designate responsibility for having keys cut and codes changed. The supply of master keys is to be kept to a minimum.
3. Locks may be changed only by the Secretary-Treasurer and only after having received the concurrence of the Principal or the Superintendent.
4. The Secretary-Treasurer and designate shall maintain a key and code inventory for non-School buildings.
5. No person shall disturb or interrupt the proceedings of the School.
6. No person shall loiter or trespass in the School building or on property owned by the Charter Board.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225, 256 Education
 Act Petty Trespass Act

Approved: September 21, 2022
Revised:

FACILITIES MAINTENANCE

Background

The Charter Board has a responsibility to protect the community's capital investment in School facilities by ensuring School buildings are adequately maintained.

Procedures

1. School buildings will be maintained at a level consistent with provincial code requirements.
2. The Secretary-Treasurer will periodically evaluate the physical condition of Division facilities and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, the Secretary-Treasurer will prioritize facility maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The School building maintenance program will include:
 - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis by custodial staff.
 - 4.1.1 Maintenance and repair work orders initiated by the Secretary-Treasurer will serve as the required authority to effect routine maintenance and repair by contract force.
 - 4.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, etc.
 - 4.3 Major scheduled maintenance activities such as painting, renovations not funded under IMR/CMR, etc.
 - 4.3.1 Major maintenance and repair projects will be undertaken in accordance with the annual estimate of revenue and expenditure approved by the Charter Board.
 - 4.4 Building modernization projects funded under IMR/CMR such as roof replacements and responses to building code requirements.
5. The Secretary-Treasurer is responsible for developing and implementing the building's maintenance program.

References: Section 25, 26, 33, 52, 53, 68, 197, 222, 225 Education Act

Approved: September 21, 2022

Revised:

CHEMICAL HAZARDS, CONTROLLED PRODUCTS AND HAZARDOUS WASTE

Background

For reasons of health, safety and the concern for the environment, the Superintendent must select, use, store, transport, handle and dispose of chemicals, controlled products and dangerous goods in a careful, cautious and responsible manner.

Definitions

Controlled products are products, materials and substances included in any of the classes listed in schedule II of the Hazardous Products Act (Canada).

Hazardous waste – is a controlled product that is intended for disposal, or sold for recycling or recovery.

Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are cautionary labeling of containers of WHMIS controlled products, the provision of material safety data sheets (MSDS), and worker education and training programs. The supplier labels, workplace labels and MSDS are intended to ensure that controlled products are used, stored and handled safely.

Procedures

1. Chemical Hazards, Biological Hazards, and Harmful Substances.
 - 1.1 Category D Chemicals listed in Appendix K of Safety in the Science Classroom (Alberta Education 2006), or subsequent revisions of this document, must not be used in the School.
 - 1.2 Category C Chemicals listed in the Chemical Hazard Information Table (Chapter 9) of Safety in the Science Classroom (Alberta Education 2006), or subsequent revisions of the document, must be identified as not for use by students, and must be used, following a risk assessment, only by the Principal and authorized personnel. These chemicals must be stored safely in an area of restricted access with appropriate signage.
 - 1.3 Chemical Substances which are listed on Schedule 1 Table 1 of the Alberta Occupational Health and Safety Code must be identified, and a procedure developed to address the safe use, handling, restricted access, storage and disposal of the substance.
 - 1.4 The Principal must ensure that a staff member's exposure to any chemical substance listed in Schedule 1, Table 2 of the Alberta Occupational Health and Safety Code is kept as low as reasonably practicable and may not exceed the occupational exposure limit. Steps must be taken to ensure that workers have been informed of the hazards and appropriate controls associated with the use of such chemicals.

- 1.5 Chemical substances delivered to the School site must be clearly identified and the appropriate personnel notified of their arrival.

2. Controlled Products

- 2.1 Employees and contractors are responsible for the safe handling and storage of the controlled products that they bring onto the School site.
 - 2.1.1 The Principal must be notified that the product is on site and ensure that current MSDS and WHMIS documentation are in place.
- 2.2 WHMIS training must be provided for all staff members who handle or work with controlled products.
 - 2.2.1 Staff members must be informed of the hazards of the products, proper controls to use, what to do in the event of an emergency spill, and where to find the MSDS of the products that they are using.

3. Transportation and Handling of Dangerous Goods

- 3.1 The transportation of dangerous goods must be in accordance with the guidelines outlined in the Dangerous Goods Transportation and Handling Regulation.
- 3.2 Training in the transportation and handling of dangerous goods must be provided to employees who transport and handle dangerous goods.

4. Disposal of Hazardous Waste

- 4.1 The Principal must ensure that all hazardous wastes are properly labeled and stored. Arrangements shall be made with the Secretary-Treasurer for pick up from the site.
- 4.2 The Secretary-Treasurer is responsible for the storage and safe handling of hazardous waste until disposal has been completed by an environmental disposal company.
- 4.3 The Secretary-Treasurer is responsible to arrange for the safe removal and disposal of sump waste.
- 4.4 The Secretary-Treasurer is responsible for the disposal/recycling of used fluorescent tubes.

References: Section 25, 26, 33, 52, 53, 68, 197, 222, 225 Education Act
Dangerous Goods Transportation and Handling Act
Environmental Protection and Enhancement Act
Hazardous Products Act
Occupational Health and Safety Act
Occupational Health and Safety Code
Potentially Hazardous Chemicals Information Guide (1981)
Safety in the Science Classroom
Alberta Users Guide for Waste Management

Approved: September 21, 2022

Revised:

ENVIRONMENTAL CONSIDERATIONS

Background

The Superintendent is committed to fostering procedures, practices and education programs which will protect and preserve the environment.

Procedures

1. The Superintendent will endeavour to purchase “environmentally friendly” products which will provide the highest possible level of performance.
2. The Superintendent will endeavor to operate school facilities and equipment in the most energy efficient manner consistent with human needs for safety and comfort.
 - 2.1 The Superintendent encourages all employees to practice energy conservation measures.
 - 2.2 The Secretary-Treasurer will keep in order a monitoring system of energy utilization.
 - 2.3 The efficient use of energy and water will be guiding principles in all renovations, new construction and operations.
3. The Superintendent encourages and supports initiatives to reduce, recycle and recover waste materials in the School.
4. The Superintendent supports staff development initiatives designed to advance environmental awareness, environmental education and care for the environment within annual budget allocations for training and development.
5. Environmental education will continue to be incorporated into the content and methodology of the instructional program.
6. The Superintendent will continue to promote local habitat conservation and improvement on all Charter Board-owned properties, where possible.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225 Education
 Act Occupational Health and Safety Act
 Public Health Act

Approved: September 21, 2022
Revised:

Administrative Procedure 550

USE OF SCHOOL FACILITIES

Background

The primary purpose of the School building is the education of the student. The Principal has the responsibility to coordinate and monitor the use of the School building in a manner that will assure optimum and effective use of the facility.

Procedures

1. In consultation with the School Council, the Principal shall determine what School activities shall take priority in the School facilities and as well establish those times that the public may be able to book the building.
2. The Principal, in consultation with the Superintendent, shall determine what additional activities shall take place in the School. Classification for public use of the building:
 - 2.1 Organized recreational programs including registered church groups.
 - 2.2 Further education courses that are provided at the request of the County Council for short term instructional purposes
 - 2.3 Private and for-profit organizations.
3. Fees will be assessed as per the Facility Use Agreement Form (Form 550-1).
4. No staff or public shall use the School without permission from the Principal.
 - 4.1 All parties wishing to book School facilities shall do so through the Principal.
 - 4.2 The facility shall be booked by an adult and there shall be adult supervision during the activity.
 - 4.3 The Facility Use Agreement Form (Form 550-1) shall be completed for all groups using the building.
 - 4.4 The Principal is responsible to collect all rental fees at the time of the rental and remit to the Secretary-Treasurer by June 30 (or August 31 if a summer event) for the operations and maintenance budget.
 - 4.4.1 For all special events and extra-curricular functions that occur at times outside of regular custodial shifts, the cost for custodial service shall be the responsibility of the event sponsor.

References: Section 25, 26, 33, 51, 52, 53, 68, 187, 197, 222 Education
 Act Societies Act

Approved: September 21, 2022
Revised:

PLAYGROUND EQUIPMENT

Background

The Superintendent welcomes the assistance of parents and other persons or organizations from the community in developing plans for playground equipment on School land, and in acquiring and installing the equipment.

Procedures

1. A letter of intent to develop a playground on the School site must be forwarded from the School Council to the Secretary-Treasurer for approval.
2. The Principal must also be involved in planning on behalf of the Charter Board for the selection and placement of playground equipment on School grounds.
3. Prior to the installations of any new playground equipment, the approval of the Secretary-Treasurer and the Principal must be obtained in writing in order that such factors as the following will be taken into account:
 - 3.1 Location;
 - 3.2 Safety standards;
 - 3.3 Equipment maintenance;
 - 3.4 Grounds maintenance;
 - 3.5 Access to utility lines and other services;
 - 3.6 Student and vehicular traffic flow; and
 - 3.7 Fire lanes.

References: Section 25, 26, 33, 51, 52, 53, 68, 197, 222 Education
 Act CSA Standards

Approved: September 21, 2022

Revised:

PERSONAL USE OF SCHOOL EQUIPMENT AND MATERIALS

Background

Equipment owned by the Charter Board has been purchased with public funds, on a tax exempt basis. As a result the Superintendent has a responsibility to ensure the equipment is used for the purpose for which it was intended.

Equipment and materials are to be used for educational purposes only.

Procedures

1. Use of equipment or materials by staff is not permitted unless this use directly supports the staff members' job related functions.
2. Staff members wishing to use School equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 2.1 Equipment is properly signed out;
 - 2.2 The Principal approves the out-of-School use;
 - 2.3 The equipment is returned promptly to the School to ensure its availability for use during the instructional day; and
 - 2.4 The person using the equipment is held liable for costs of repair or replacement required as a result of personal use.

References: Section 25, 26, 33, 52, 53, 68, 196, 197, 222, 225 Education Act

Approved: September 21, 2022

Revised:

CO-CURRICULAR AND EXTRA-CURRICULAR TRANSPORTATION

Background

The Superintendent recognizes that both co-curricular and extracurricular programs enhance the School experience and will provide transportation services for such activities within the limits of the following procedures.

Definitions

Co-curricular refers to those activities, which have the classroom or the instructional program as their base. Commonly referred to as a "Field Trip", it is expected that there will be classroom preparation by the teacher and students for this type of activity and follow-up work relating the activity to the curriculum. In most cases these activities would take place during regular school time.

Extra-curricular refers to those activities sponsored by the School that provide opportunities for student(s) to participate in activities related to the School program and supervised by teachers or other authorized personnel. The majority of these activities are to take place outside regular school hours.

School bus operator is the driver of the bus. This individual will be responsible for the safe operation and safety of the school bus while on a School activity. This individual is directly responsible to the Transportation Supervisor.

Supervisor is an individual assigned by the Principal to be responsible for the safety and the conduct of the students while on a School activity.

Teaching/Support staff are individuals who are either employed or recognized as School personnel assigned to conduct and carry out specific programs of the School. These individuals may be assigned by the Principal to assume responsibility for the co/extra-curricular activity.

Procedures

1. The Superintendent strongly feels that all travel is to be by school bus and will assure that the School has access to a bus, which may be scheduled and used by the School for co-curricular or extra-curricular trips. In special cases, commercial carriers shall be approved, but if private vehicles are used, Administrative Procedure 565 must be carefully followed.
2. Supervision shall be provided at all times while student(s) are being transported to co-curricular or extracurricular activities.
 - 2.1 The younger the group, the more supervision shall be expected, but at no time shall a group be without a supervisor, nor can the bus operator be assigned as a supervisor.
 - 2.2 However, a School employee may supervise and drive the bus.
 - 2.3 The Supervisor and or bus operator will review the code of conduct with students and

it will be posted on the bus.

3. The Contractor shall assume all costs associated with licensing, maintaining, and certifying the bus.
 - 3.1 The Supervisor shall be responsible for maintaining the interior cleanliness of the bus and shall remit the per kilometer rate as set by the Contractor.
4. The Principal shall be authorized to approve all trips within 100 km of the School boundaries as well as all trips to regularly scheduled league games or tournaments hosted by league teams.
5. The Superintendent shall be authorized to approve all other trips within the Province of Alberta subject to a request at least forty-eight (48) hours before the trip.
6. All other trips must be approved by the Charter Board and the request must be submitted at least six (6) weeks prior to the trip.
7. If overnight stay is a necessity, guidelines of Administrative Procedure 260 shall be carefully followed.
8. Each trip shall be documented, with a copy on the bus as well as one at the School on Form 562-1, including date and time of trip, destination, bus/vehicle operator, purpose and a list of passengers and supervisor(s).
9. A teacher requiring transportation for a co-curricular trip shall present to the Principal:
 - 9.1 A request outlining the purpose of the trip,
 - 9.2 The plans for incorporating the trip into the curriculum,
 - 9.3 The date and destination of the trip; and
 - 9.4 The number of passengers going, including any extra supervisors.
 - 9.5 This request shall be submitted at least two (2) weeks before the planned activity.
10. Teachers desiring busing for extra-curricular activities shall submit to the Principal a schedule of play outlining the dates upon which busing is required as early in the school year as possible.
11. Students desiring a spectator bus shall make the request to the Principal at least one (1) week before the activity and shall be at least one (1) day before, present to the Principal a list of passengers and enough collected fees to cover the cost of the bus.
 - 11.1 The Principal shall make arrangements for the trip using first the bus assigned to the School.
 - 11.2 If other buses are required, the Transportation Supervisor shall be contacted as soon as possible with a request.
 - 11.3 The Principal may at his/her discretion and cost, contact a contract school bus operator or book commercial carriers, or in extreme circumstances, use private vehicles (Administrative Procedure 565).

- 11.4 The Principal will arrange for qualified and approved personnel to operate the bus and will be responsible to negotiate for their services.
- 11.5 Adequate supervision will be provided.

References: Section 11, 25, 26, 33, 36, 37, 52, 53, 59, 59.1, 68, 197, 222, 225 Education
Act Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 96/2019
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

Approved: September 21, 2022
Revised:

SCHOOL BUS ACCIDENT

Background

In the event of a school bus accident the primary responsibility of all staff is to ensure the safety of students, other personnel and the public. Mitigating loss and damage to property is a second concern. Because accident situations are variable, it is recognized that procedures must allow sufficient flexibility to accommodate this. Staff members are expected to act as a reasonable parent and exercise best judgment as to what is to be done. The following procedures are established to provide guidance for this decision making.

Procedures

1. Contact the Transportation Supervisor immediately. The Transportation Supervisor will contact all emergency personnel required, Superintendent, Principal and parents. Specific instructions will be issued.
2. The driver shall check for injuries and administer or arrange for first aid as quickly as possible.
3. If there is danger of fire, the driver shall remove all passengers to a safe distance from the vehicle, ensuring the ignition key is in off position. In the winter it is important to protect passengers from the cold weather.
4. In the event that the RCMP are not available, and another vehicle is involved in the accident, regardless of fault, the bus driver shall obtain the following from the other driver:
 - 4.1 Name,
 - 4.2 Driver's license number,
 - 4.3 Vehicle make,
 - 4.4 Serial number,
 - 4.5 License plate number, and
 - 4.6 Insurance agent and address.
5. Where medical attention is not required, passengers may be dispersed as follows:
 - 5.1 If enroute to School, passengers are to be delivered to School as soon as possible and the Principal is to be advised that they were involved in an accident.
 - 5.2 If enroute home, passengers are to be delivered home as soon as possible and the parents advised that they were involved in an accident.

6. Since it is not possible to foresee all circumstances which may occur in an accident, it may be necessary to deviate from some of these instructions. In any event good common sense and reasonable actions must be used.

References: Section 11, 25, 26, 33, 52, 53, 59, 68, 196, 197, 222, 225 Education
 Act Freedom of Information and Protection of Privacy Act
 Traffic Safety Act
 Commercial Vehicle Safety Regulation 121/2009
 Student Transportation Regulation 96/2019
 Use of Highway and Rules of the Road Regulation 304/2002
 Vehicle Equipment Regulation 122/2009

Approved: September 21, 2022

Revised:

USE OF PRIVATE VEHICLES BY THE SCHOOL

Background

The Superintendent affirms that wherever possible, student(s) are to be transported in fully licensed and safety-checked school buses. Under some circumstances it may be necessary to use a smaller, private vehicle and in such cases the following procedures shall apply.

Procedures

1. Any private vehicle used by a School group shall carry a liability clause covering up to two million dollars (\$2,000,000).
2. The Charter Board assumes no responsibility for student(s) driving a private vehicle to any School function.
3. The designated, authorized driver shall be:
 - 3.1 At least twenty-three (23) years of age,
 - 3.2 Not a student in the School, and
 - 3.3 Possess a current, valid driver's license applicable to the vehicle being driven.
 - 3.4 A copy of the license and insurance is to be retained on file at the School.
4. Care shall be taken that nothing is done to imply an employment or contractual relationship between the driver and the School.
5. Owners of private vehicles used for field trips will be responsible for any liability claims that may result from such use.
6. Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall advise their insurance company.
7. Parents shall be notified in writing that a private vehicle will be used to transport their child and will be given the name of the driver.

References: Section 11, 25, 26, 32, 33, 52, 53, 59, 68, 197, 222, 225 Education Act
 Societies Act
 Traffic Safety Act
 Student Transportation Regulation 96/2019
 Use of Highway and Rules of the Road Regulation 304/2002
 Section 569, Insurance Act

Approved: August 26, 2022
Revised: September 5, 2025

USE OF CHARTER BOARD OWNED VEHICLES

Background

The Charter Board may provide vehicles to employees who require a vehicle to carry out their duties due to any of the following:

- Work assignment in various locations;
- Necessity of having tools and/or equipment in their possession at all times;
- Responsibility for transporting employees and/or materials to various sites; or
- Unusual circumstances that are approved by the Superintendent.

Procedures

1. Staff responsible for Charter Board owned vehicles shall ensure that the vehicles and/or parts reach their normal life-expectancy by making certain they receive regular service and maintenance.
 - 1.1 The Secretary-Treasurer may delegate this authority to the vehicle operator, although the Secretary-Treasurer is still responsible.
2. Staff are responsible to the Secretary-Treasurer for the care and operation of any Charter Board owned vehicles.
3. Charter Board owned vehicles are to be left at the location where the employee normally reports to work. Employees may take their vehicles home provided the Secretary-Treasurer is notified and has approved the action.
4. A Charter Board owned vehicle shall not be used for personal use.

References: Section 25, 26, 33, 52, 53, 68, 197, 222, 225 Education
 Act Traffic Safety Act
 Canada Customs and Revenue Agency Act
 Income Tax Act (Canada)

Approved: September 21, 2022

Revised: