EDMONTON PUBLIC SCHOOLS

March 9, 2010

TO: Board of Trustees

FROM: Trustee S. Huff, Planning and Policy Committee
               Trustee C. Ripley, Planning and Policy Committee
               Trustee K. Shipka, Chair Planning and Policy Committee

SUBJECT: Reviewed Board Policies Recommended for Affirmation, Minor Wording
               Changes or Rescission

RESOURCE
STAFF: Jenise Bidulock, Bruce Coggles, Jim Davies, Glenn Johnson, Darwin Martin,
               Cathy McCabe, Bob Morter, Anne Sherwood, Cory Sinclair, Carol Symons

RECOMMENDATION

That the following recommendations be considered as an
"omnibus" for the third time and approved:

1.   That revised Board Policy KA.BP - District Technology
     (APPENDIX I) be approved.

2.   That Board Policy HK.BP – Student Achievement and
     Growth (APPENDIX II) be affirmed.

3.   That revised Board Policy IH.BP – Supervision of
     Elementary and Junior High Students During Lunch
     (APPENDIX III) be approved.

4.   That revised Board Policy HHHA.BP – Tutoring
     (APPENDIX IV) be approved.

5.   That the following Board Policies be rescinded:

     • CCE.BP - Definition of a School (APPENDIX V)
     • JBB.BP - School Sponsored Educational Displays
       (APPENDIX VI)

6. That the change of all references to "Personnel" or "Personnel Services" in all policies and administrative regulations to "Human Resources" be approved.

7. That the change of all references to job titles as follows in all policies and administrative regulations be approved:

    - From Managing Director, Personnel Services to Managing Director, Human Resources
    - From Director, Personnel Support Services and Director, Personnel Staff Relations to Director, Staff Relations
    - From Director, Personnel Staff Recruitment and Staffing to Director, Staffing and Staff Development

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Recommendation 1

Board Policy KA.BP – District Technology was recommended for affirmation and was posted as a web-survey for stakeholder review.   This policy, by design, does not reference specific technologies but rather defines technology in a broad sense and describes how it enhances and supports work in the district. As a result, it is less sensitive to the rapid pace of technological change.

There were 30 responses to the web-survey and 10 comments most of which related to a lack of detail within the policy. Those details are contained within the referenced Administrative Regulations KA.AR – District Technology Standards and KB.AR – District Technology Specifications. The administrative regulations and supporting specifications are updated regularly to reflect ongoing technology changes affecting the District.

The Planning and Policy Committee reviewed the wording of the policy and have made some proposed revisions to better convey the intent of the policy to both acknowledge the value and importance of technology in enhancing student learning and the Board's expectation that the use of technology by staff and students must be responsible. The policy and administrative regulations respecting student behaviour and conduct were added to the references for this policy. Revised Board Policy KA.BP – District Technology (APPENDIX I) is recommended for approval.

In addition, the Planning and Policy Committee noted that in a number of survey results, comments have indicated confusion over what is policy and what is administrative regulation. The Planning and Policy Committee asked the Administration to consider including an explanation of what is "policy" in the web survey facility to help clarify the distinction between policy and administrative regulation for respondents in the future. The Administration has included an introduction to the web survey home page which provides an explanation of what are Board Policy statements approved by the Board and what are administrative regulations approved by the Superintendent of Schools. This introductory statement has also been added to the Index for the Board Policies and Regulations Manual.

Recommendation 2

Current Board Policy HK.BP - Student Achievement and Growth guides reporting student achievement and performance practices in the District.

The Administration had recommended a minor change to replace the word "growth" with "performance" to reflect changes that have been made to Alberta Education policies. The Planning and Policy Committee believes that the concept of performance and growth are addressed in the policy and chose to recommend affirmation of the policy as was and thereby retained the word "growth". The policy was posted as a web-survey for on-line stakeholder feedback. There were 26 responses of which 8 had comments. Most of the concerns expressed in the comments were relative to student effort and character traits that are addressed in the Administrative Regulation HK.AR – Communicating Student Achievement and Growth (Progress Reports and Individual Program Plans) and are not part of Board Policy HK.BP. Comments regarding the use of the word "growth" indicates some confusion as to what is being measured. In Administrative Regulation HK.AR, we use the word performance as it relates to curricular standards and use the word "Growth" in combination with the student's strengths and challenges (which could include social / emotional growth).

Board Policy HK.BP – Student Achievement and Growth (APPENDIX II) is recommended for affirmation.

Recommendation 3

Board Policy IH.BP – Supervision of Elementary and Junior High Students During Lunch was recommended for affirmation and posted for an on-line web survey. The intent of this policy is to ensure that students are adequately supervised during the lunch break and that parents who want the school to provide supervision are required to pay for the service unless specifically exempted. The policy enables principals to determine school policies and fees for lunch-time supervision at the school level within limitations established in the administrative regulations by the superintendent. Fees charged to a parent may not exceed their proportionate share of the actual cost of the service.

There were 62 responses to the web survey: 34 parents, 3 community members, 1 community/professional organizations, 8 principal/decision unit administrators, and 16 staff members. Of the 62 respondents, 44 or 73 per cent indicated no changes were necessary and 16 made comments. While there were a number of suggestions for clarity, the issues focused primarily around the corresponding administrative regulation. As such, a review of the administrative regulation will be undertaken this year.

The Planning and Policy Committee made a minor wording change to address an awkward negative in the last sentence which does not substantially change the policy. Revised Board Policy IH.BP – Supervision of Elementary and Junior High Students During Lunch (APPENDIX III) is recommended for approval.

Recommendation 4

Board Policy HHHA.BP – Tutoring authorizes the principal to approve the use of volunteers and private tutors during normal school hours to provide individual and small-group learning assistance to students when warranted. With respect to private tutors, principals, at times, have been asked by parents to allow a private tutor, employed by the parents, to assist a student during the school day

The existing policy was posted for affirmation as an on-line web survey from December 2, 2009 to January 13, 2010. There were 60 responses: 26 parents, 2 community members, 1 community/professional organizations, 10 principal/decision unit administrators, and 20 staff members, one respondent did not identify themselves. Of the 54 respondents, 46 or 77 per cent indicated no changes were necessary and 14 made comments and or suggestions for clarity. While the overall response to the policy was positive, a review of the comments suggested that understanding of the policy could be improved by clarifying responsibility for the costs of private tutors. In addition, comments suggested that both volunteers and private tutors need to be minimally screened. Minor wording modifications were made to address concerns about who pays and the safety and security of students. In addition, Board Policy GBCE.BP – Volunteers - Registration and Record Check and Administrative Regulation GBCE.AR – Volunteers- Registration and Record Check have been added as additional references for the policy.

Revised Board Policy HHHA.BP – Tutoring (APPENDIX IV) is recommended for approval.

Recommendation 5 – Rescissions

Board Policy CCE.BP – Definition of a School (APPENDIX V) is recommended for rescission. A school is defined under the *School Act* as a "structured learning environment through which an education program is offered to a student…" The policy is therefore redundant.

There were 42 responses to the on-line web-survey the vast majority of which were positive: 95% believed no clarification was needed; 87% believed no additional elements needed to be considered and 80% did not have concern about the policy. Some of the concerns that were expressed related to the mistaken belief that a school could be closed under the Superintendent of Schools' authority to approve of alternate structured learning environments. Only a Board may close a school "building" and then only in accordance with provincial school closure regulations.

Board Policy JBB.BP – School Sponsored Educational Displays (APPENDIX VI) is recommended for rescission. Since the emergence of FOIPP legislation (*Freedom of Information and Protection of Privacy Act*), the District and other public organizations are required to take comprehensive steps to protect the personal information of students and staff, and to obtain permission to disclose personal information outside the school setting. In addition, the District must follow the *Copyright Act* when creating displays, which requires a parent or independent student to give permission for their work to be displayed.

A total of 28 people participated in the on-line web survey: 11 parents, nine staff members, five principals/DU administrators, two community members and one community/professional organization. The majority of participants did not express concerns with rescission. Some commented that policy was a useful reminder to principals about legislated requirements.

As the District is required to follow these pieces of legislation and there is already administrative regulation and numerous publications and best practice references for principals respecting appropriate use of student personal information, a policy statement is not required and therefore Board Policy JBB.BP – School Sponsored Educational Displays (APPENDIX VI) is recommended for rescission.

Recommendations 6 and 7

Recommendations 6 and 7 are housekeeping items, due to the change in department name and focus from Personnel to Human Resources. All references to Personnel Department in the Board Policies and Regulations Manual will be changed to Human Resources.

AS:mmf

Edmonton Public Schools
Board Policies and Regulations

CODE: KA.BP   EFFECTIVE DATE: 25-04-2000
TOPIC: District Technology   ISSUE DATE: 26-04-2000
                                             REVIEW DATE: 04-2005

The Board believes that the learning and performance of all students and staff is enhanced through the ~~appropriate~~ use of technology.

~~DEFINITION OF TERMS~~

~~Technology, in its broadest sense, can be defined as all tools and machines that have been developed to enhance human control over the natural and made environment.~~   The focus of this policy is on digital technologies that are used to enhance teaching, learning, communication, and information management including computer hardware, software, network communications, electronic information resources and devices. The Board believes the use of technology by staff and students must be responsible and support student learning and digital citizenship.

Reference(s):

KA.AR - District Technology Standards
KB.AR - District Technology Specifications
IG.BP - Student Behaviour and Conduct
IG.AR – Student Behaviour and Conduct

EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools
Board Policies and Regulations

CODE: HK.BP
TOPIC: Student Achievement and Growth

EFFECTIVE DATE: 21-03-2000
ISSUE DATE: 22-03-2000
REVIEW DATE: 03-2005

The Board believes in the assessment, evaluation and communication of student achievement and performance, and the provision of valid and reliable information about student achievement and growth to students, their parents or guardians, district staff, and community members.

As an accountable public institution, the Board believes that the public should be provided with district and school-level information on an annual basis. With respect to reporting individual student achievement and growth, the Board believes in the importance of consistent practices throughout the District. District homogeneity will be reflected in the application of the Administrative Regulation for progress reports and individual program plans, and through the use of a common progress report format at kindergarten, elementary, junior high and senior high respectively.

Reference(s):

HK.AR - Communicating Student Achievement and Growth (Progress Reports and Individual Program Plans)
IO.AR - Student Records

EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools
Board Policies and Regulations

CODE: IH.BP   EFFECTIVE DATE: 20-06-2000
TOPIC: Supervision of Elementary and   ISSUE DATE: 22-06-2000
       Junior High Students During Lunch   REVIEW DATE: 06-2005

Schools shall provide lunch-time supervision at school for elementary and junior high students whose parents request the service and pay the required fees. ~~All users~~ **No user** of the service, with the exception of specific categories of students as defined in administrative regulations, shall pay fees ~~not~~ exceeding their proportionate share of the cost of the service.

Reference(s):

IH.AR - Supervision of Elementary and Junior High Students During Lunch
IHFA.AR - Supervision of Students

EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools
Board Policies and Regulations

CODE: HHHA.BP	EFFECTIVE DATE: 22-02-2000
TOPIC: Tutoring	ISSUE DATE: 25-02-2000
	REVIEW DATE: 02-2005

The Board recognizes the need, in certain instances, to provide individual and small-group learning assistance to students beyond that which can be provided in regular or special classes.

In support of this, the Principal, with due consideration for the safety and well-being of students, is authorized to approve the use of volunteers and private tutors during normal school hours at no cost to the school.

Reference(s):

JA.BP - Parent and Community Involvement
JA.AR - Parent and Community Involvement
IHFA.AR - Supervision of Students
HICA.AR - Field Trips
EIBA.AR - Liability Insurance for Volunteer Drivers
GBCE.BP – Volunteers – Registration and Records Checks
GBCE.AR – Volunteers – Registration and Records Checks

EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools
Board Policies and Regulations

CODE: CCE.BP   EFFECTIVE DATE: 25-04-2000
TOPIC: Definition of a School   ISSUE DATE: 26-04-2000
                                               REVIEW DATE: 04-2005

A "school" is defined as an instructional unit(s) as designated by the superintendent of schools, comprised of all programs, facilities, students and staff under the administration and supervision of a principal.

Examples of an instructional unit(s) are:
- A single school location.
- A school that is delivering programs in alternative district and private buildings.
- A single school unit comprised of two or more school locations.

Reference(s):

EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools
Board Policies and Regulations

CODE: JBB.BP   EFFECTIVE DATE: 29-08-1989
TOPIC: School Sponsored Educational   ISSUE DATE: 11-09-1989
        Displays   REVIEW DATE: 08-1994

The board approves of schools participating in educational displays provided that, in accordance with the *Copyright Act*, parental or independent student consent is obtained prior to student work being used for display purposes.

Reference(s):

Copyright Act

EDMONTON PUBLIC SCHOOLS