



**AURORA ACADEMIC**  
CHARTER SCHOOL

**BOARD POLICIES  
&  
ADMINISTRATIVE REGULATIONS**

NOVEMBER 2024

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### Board Policies

Board policies are statements that relate to the governance of Aurora Academic Charter School (AACCS). They create a framework for the Board of Directors, Superintendent and staff to carry out their responsibilities and may contain statements of values, beliefs, expectations, and specific requirements. Some policies are broad-based and speak to Alberta Education requirements and School Act legislation, while others are specific to AACCS' unique needs.

All Board Policies must be approved, and regularly reviewed, by the Board of Directors.

### Administrative Regulations

Administrative Regulations relate to the administration of AACCS. These regulations, established by the Superintendent, outline the procedures and practices that direct staff work to meet the expectations or requirements of board policies. Administrative Regulations do not require the approval of the Board of Directors.

| <b>A. Foundations and Philosophy</b>   | <b>Revision Year</b> | <b>Review Year</b> | <b>Status</b> |
|--|----------------------|--------------------|---------------|
| <a href="#">1000 BP: Vision Statement</a>                                    | 2021                 | 2022               | adopted       |
| <a href="#">1010 BP: Mission Statement</a>                                   | 2021                 | 2022               | adopted       |
| <a href="#">1020 BP: Philosophy and Values</a>                               | 2021                 | 2022               | adopted       |
| <a href="#">1030 BP Board Code of Conduct</a>                                | 2022                 | 2026               | adopted       |
| <a href="#">1040 BP: AACCS Policy Making</a>                                 | 2021                 | 2026               | adopted       |
| <a href="#">1060 BP: Role of the Board</a>                                   | 2024                 | 2029               | adopted       |
| <b>B. Governance and Operations</b>  |                      |                    |               |
| <a href="#">2030 BP: Communication Protocols</a>                             | 2021                 | 2026               | adopted       |
| <a href="#">2040 BP: Code of Conduct for Members</a>                         | 2023                 | 2028               | adopted       |
| <a href="#">2040 AR: Code of Conduct for Members</a>                         |                      |                    |               |
| <a href="#">2040.2 BP: Code of Conduct for Non-Teaching Staff</a>            | 2023                 | 2028               | adopted       |
| <a href="#">2041 BP: Conflict of Interest</a>                                | 2023                 | 2028               | adopted       |
| <a href="#">2051 BP: Role of the Superintendent</a>                          | 2023                 | 2028               | adopted       |
| <a href="#">2052 BP: Evaluation of the Superintendent</a>                    | 2022                 | 2027               | adopted       |
| <a href="#">2060 BP: Role and Supervision of School Based Administration</a> | 2020                 | 2025               | adopted       |
| <a href="#">2060 AR: Role and Supervision of School Based Administration</a> |                      |                    |               |
| <a href="#">2062 BP: Administrative and Leadership Staffing</a>              | 2023                 | 2028               | adopted       |
| <a href="#">2070 BP: Role of the Teacher</a>                                 | 2023                 | 2028               | adopted       |
| <a href="#">2080 BP: Minutes and Records</a>                                 | 2021                 | 2022               | adopted       |
| <a href="#">2100 BP: Freedom of Information and Protection of Privacy</a>    | 2022                 | 2026               | adopted       |
| <a href="#">2150 BP: Appeal Procedures</a>                                   | 2024                 | 2029               | adopted       |
| <b>C. General School Administration</b>                                      |                      |                    |               |
| <a href="#">3150 BP: School Fees</a>   | 2022                 | 2027               | adopted       |
| <a href="#">3150 AR: School Fees</a>   |                      |                    |               |
| <a href="#">3160 BP: Conducting Research Studies</a>                         | 2020                 | 2025               | adopted       |
| <a href="#">3500 AR: Student Cumulative Records</a>                          |                      |                    |               |
| <a href="#">3700 BP: Crisis Policy</a>                                       | 2021                 | 2026               | adopted       |
| <a href="#">3800 BP: Abuse</a>   | 2024                 | 2025               | adopted       |
| <b>D. Business Administration</b>  |                      |                    |               |
| <a href="#">4005 BP: Annual Budget Development</a>                           | 2022                 | 2026               | adopted       |
| <a href="#">4006 BP: Annual Budget Implementation</a>                        | 2022                 | 2026               | adopted       |
| <a href="#">4010 BP: Financial Statements and Audit</a>                      | 2023                 | 2028               | adopted       |
| <a href="#">4015 BP: Procurement</a>   | 2022                 | 2026               | adopted       |
| <a href="#">4025 BP: Reserves, Surpluses and Deficits</a>                    | 2022                 | 2026               | adopted       |
| <a href="#">4100 BP: Charitable Status</a>                                   | 2022                 | 2026               | adopted       |
| <a href="#">4100 AR: Charitable Status</a>                                   |                      |                    |               |
| <a href="#">4200 BP: Corporate Credit Card Procedures</a>                    | 2024                 | 2025               | adopted       |
| <a href="#">4200 AR: Corporate Credit Card Procedures</a>                    |                      |                    |               |

## E. Human Resources

|   | Revision Year | Review Year | Status  |
|---|---------------|-------------|---------|
| <a href="#">5000 BP: Recruitment and Selection</a>              | 2024          | 2029        | adopted |
| <a href="#">5000 AR: Recruitment and Selection</a>              |               |             |         |
| <a href="#">5010 BP: Probationary Period</a>                    | 2023          | 2028        | adopted |
| <a href="#">5010 AR: Probationary Period</a>                    |               |             |         |
| <a href="#">5020 BP: Orientation</a>                            | 2022          | 2026        | adopted |
| <a href="#">5020 AR: Orientation</a>                            |               |             |         |
| <a href="#">5052 BP: Employee Benefits - Non-Teaching Staff</a> | 2022          | 2027        | adopted |
| <a href="#">5052 AR: Employee Benefits - Non-Teaching Staff</a> |               |             |         |
| <a href="#">5053 BP: Leave of Absence - Non-Teaching Staff</a>  | 2022          | 2027        | adopted |
| <a href="#">5053 AR: Leave of Absence - Non-Teaching Staff</a>  |               |             |         |
| <a href="#">5100 BP: Deferred Salary</a>                        | 2023          | 2028        | adopted |
| <a href="#">5120 BP: Staff Professional Development</a>         | 2024          | 2026        | adopted |
| <a href="#">5120 AR: Staff Professional Development</a>         |               |             |         |
| <a href="#">5130 BP: Staff Attire</a>                           | 2024          | 2029        | adopted |
| <a href="#">5130 AR: Staff Attire</a>                           |               |             |         |
| <a href="#">5300 BP: Recognition for Long Service</a>           | 2023          | 2028        | adopted |
| <a href="#">5300 AR: Recognition for Long Service</a>           |               |             |         |

## F. Student Policies

|   |      |      |         |
|---|------|------|---------|
| <a href="#">6000 AR: Admittance</a>                             |      |      |         |
| <a href="#">6035 BP: Student Code of Conduct</a>                | 2024 | 2026 | adopted |
| <a href="#">6036 BP: Aurora School Uniform</a>                  | 2022 | 2027 | adopted |
| <a href="#">6036 AR: Aurora School Uniform</a>                  |      |      |         |
| <a href="#">6040 BP: Student Discipline</a>                     | 2022 | 2027 | adopted |
| <a href="#">6040 AR: Student Discipline</a>                     |      |      |         |
| <a href="#">6050 BP: Field Trips</a>                            | 2021 | 2025 | adopted |
| <a href="#">6050 AR: Field Trips</a>                            |      |      |         |
| 6050.2 AR: Appendix 2 - Parental Consent Form                   |      |      |         |
| 6050.4 AR: Appendix 4 - Trip Preparation Checklist              |      |      |         |
| 6050.5 AR: Appendix 5 - Field Trip Volunteer Form               |      |      |         |
| <a href="#">6101 BP: Student Medical Needs</a>                  | 2019 | 2025 | adopted |
| 6101 AR: Student Medical Needs                                  |      |      |         |
| 6102 BP: Anaphylaxis/Life-Threatening Allergies                 | 2022 | 2027 | adopted |
| 6102 AR: Anaphylaxis/Life-Threatening Allergies                 |      |      |         |
| <a href="#">6130 BP: Student Evaluation</a>                     | 2022 | 2027 | adopted |
| <a href="#">6130 AR: Student Evaluation</a>                     |      |      |         |
| <a href="#">6170 BP: Extended Absences</a>                      | 2024 | 2029 | adopted |
| <a href="#">6170 AR: Extended Absences</a>                      |      |      |         |
| <a href="#">6180 BP: Sexual Orientation and Gender Identity</a> | 2018 | 2020 | adopted |
| 6180 AR: Sexual Orientation and Gender Identity                 |      |      |         |

## G. Curriculum and Instruction

|  |      |      |         |
|--|------|------|---------|
| <a href="#">7040 BP: Technology Policy</a> | 2024 | 2029 | adopted |
| 7040 AR: Technology Policy                 |      |      |         |
| 7040.1 AR: Staff Technology Policy         |      |      |         |
| <a href="#">7070 BP: Inclusion</a>         | 2023 | 2028 | adopted |
|  | 2015 | 2020 | adopted |

## H. Facilities and Management

|  | Revision Year | Review Year | Status  |
|--|---------------|-------------|---------|
| <a href="#">8030 BP: Community Use of Facility</a>                     | 2024          | 2029        | adopted |
| 8030 AR: Community Use of Facility                                     |               |             |         |
| <a href="#">8050 BP: School Emergencies</a>                            | 2024          | 2025        | adopted |
| 8050 AR: School Emergencies  |               |             |         |
| 8050.1 AR: School Emergencies - Pandemic Plan                          |               |             |         |
| 8100 AR: School Cancellation   |               |             |         |
| <a href="#">8200 BP: Tobacco, Alcohol and Cannabis Free Facilities</a> | 2024          | 2029        | adopted |
| <a href="#">8300 BP: Occupational Health and Safety</a>                | 2024          | 2029        | adopted |
| <a href="#">8350 BP: Video Surveillance</a>                            | 2024          | 2029        | adopted |

## I. Transportation

|   |      |      |             |
|---|------|------|-------------|
| <a href="#">9000 BP: Student Transportation</a> |      |      |             |
| <a href="#">9010 BP: Vehicle Parking</a>        | 2023 | 2028 | 3rd Reading |
|   | 2023 | 2028 | adopted     |

BOARD POLICY

**1000**

**VISION STATEMENT**

FOUNDATIONS AND PHILOSOPHY

Adopted: June 7, 1999  
Revised: March 18, 2021  
Review: 2022

**Vision Statement**

Aurora Academic Charter School is the best choice for highly-structured and enhanced academics.

**Accountability**

Monitored annually by the Board of Directors in consultation with the Superintendent.

**References**

Aurora School Charter Document  
Education Act



BOARD POLICY

**1010**

**MISSION STATEMENT**

FOUNDATIONS AND PHILOSOPHY

Adopted: October 2, 1997  
Revised: April 15, 2021  
Review: 2022

**Mission Statement**

Empower learning excellence through sequenced instruction in a student-centred environment, supported by families. Instruction is informed by research and delivered in a whole group setting with a focus on academic rigour and mastery.

**Accountability**

Monitored by the Board of Directors in consultation with the Superintendent.

**References**

Aurora School Charter Document  
Education Act

BOARD POLICY  
**1020**  
**PHILOSOPHY  
AND VALUES**  
FOUNDATIONS AND PHILOSOPHY

Adopted: October 2, 1997  
Revised: March 18, 2021  
Review: 2022

### **Philosophy**

It is the philosophy of Aurora School that children, when presented with an orderly and structured environment, and in the presence of properly sequenced whole group classroom instruction, can excel in an academically-oriented program.

The acquisition of skills in reading and writing from the earliest age is considered to be the foundation of the Aurora philosophy. Children learn the rules of the English language to a degree that renders them excellent spellers and excellent writers who read well above their respective grade levels. The Aurora program also stresses the importance of neat, high-quality work in their notebooks. Students are taught to be systematic in how they approach all subject areas.

### **Values**

Innovation, Hard Work, Empowerment, Respect and Integrity, Empathy and Compassion.

### **Accountability**

Monitored annually by the Board of Directors in consultation with the Superintendent.

### **References**

Aurora School Charter Document  
AR 1020: Foundations and Values  
Education Act

BOARD POLICY  
**1030**  
**BOARD CODE**  
**OF CONDUCT**  
FOUNDATIONS AND PHILOSOPHY

Adopted: June 15, 2015  
Revised: November 18, 2024  
Review: 2029

## Background/Purpose

Board membership is a significant challenge and responsibility. Decisions made by Board members directly affect the quality of educational services provided to students and the overall direction of the school. The importance of this role substantiates the need for Board members to establish and adhere to a Code of Conduct

## Policy Statement

The Board of Directors commits itself and its members to conduct that meets the highest ethical standards and is focused on students' best interests. All personal interactions and relationships will be characterized by mutual respect, while acknowledging the dignity and worth of each person.

Consequences for the failure of individual Board members to adhere to the Board Code of Conduct are specified in Appendix II: Board Code of Conduct Sanctions.

## Guidelines

1. Board Members are responsible to:
  - a. think in terms of students first;
  - b. understand that the basic function of Board members is governance and policy-making, and accept the responsibility of learning to discriminate between governance and operations;
  - c. participate in Board governance training at the commencement of their term, or as otherwise deemed appropriate.
  - d. be well-informed concerning the duties of Board members and the proper functions of the school;
  - e. understand AACS policies and procedures, meeting agendas, and reports, and arrive prepared for Board meetings;
  - f. follow communications protocols as outlined in Appendix I: Board Communication Matrix
  - g. accept the responsibility for seeking the improvement of education throughout the province of Alberta;
  - h. ensure the presence of the Superintendent and Secretary-Treasurer at regular meetings of the Board;
  - i. grant the Superintendent opportunities for discussion at Board meetings.
2. Board Member Responsibility to the School Community

Board members shall:

  - a. fairly appraise both the present and the future educational needs of the school community;
  - b. support school community aims and activities;
  - c. ensure that all school business transactions be conducted on an ethical basis; and
  - d. refuse to use their positions on the Board for personal gain, including financial, professional, or reputational advantages.



### 3. Board Member Relationship with Other Board Members

Board members respect their relationship with other members of the Board when they:

- a. recognize that authority rests only with the Board, as a whole, in official meetings and that an individual member has no authority to commit the Board to any course of action or position.
- b. recognize the integrity of their predecessors and associates and the merit of their work;
- c. make decisions only after relevant facts bearing on the subject are made known; and
- d. actively listen and hear each other, are open-minded, use courteous language and behaviour, take ownership of their behaviour and decisions, are transparent in their agendas, are solution-focused, and act on the behalf of the team.

### 4. Board Member Relationship with Staff

Board members shall:

- a. strive to procure the best professional leaders when vacancies exist;
- b. allow administration full authority for properly discharging their professional duties and expect responsibility for the achievement of desired results within established parameters;
- c. maintain a positive working relationship with the Superintendent and staff; and
- d. respect the confidentiality of privileged Board business and decision-making.

### 5. Board Member Conflict of Interest

Each Board member is directly responsible to the membership and to the Board. Upon election to office, Board members assume a position of public trust and are expected to conduct themselves in a manner that shall not impair the trust accorded to them or to the Board.

- a. The Board expects that:
  - i. all Board members shall be familiar with sections 85 to 90 of the Education Act, the Charter School Regulation, the articles of association, and the Aurora charter document.
  - ii. each Board member shall be solely responsible for declaring a position of conflict of interest and for disclosing the nature of a pecuniary interest in which they may profit personally or in other ways;
  - iii. the Board member shall make a declaration of conflict of interest during a meeting of the board and prior to board discussions of the subject matter that may place the Board member in a conflict of interest; and
  - iv. whether a conflict exists shall be determined, if necessary, by the remaining Board members voting on the issue.
- b. The Secretary-Treasurer shall record any declaration of a conflict of interest in the minutes of the meeting at which such declaration is made.
- c. Upon a Board member declaring a conflict of interest, the chairperson shall excuse that Board member from participation in the discussion and the vote on the issue. That Board member may leave the room in which the meeting is being held until discussion on the matter is concluded or may abstain from the discussion. That Board member shall not participate in any voting on the matter, and the Secretary-Treasurer shall record that the Board member did not participate in the voting on the matter.

## **COMMUNICATION CHANNELS**

Board members, administrators and staff receiving complaints from parents, groups, or community members will respect the lines of communication as outlined in Appendix I: Board Communication Matrix.

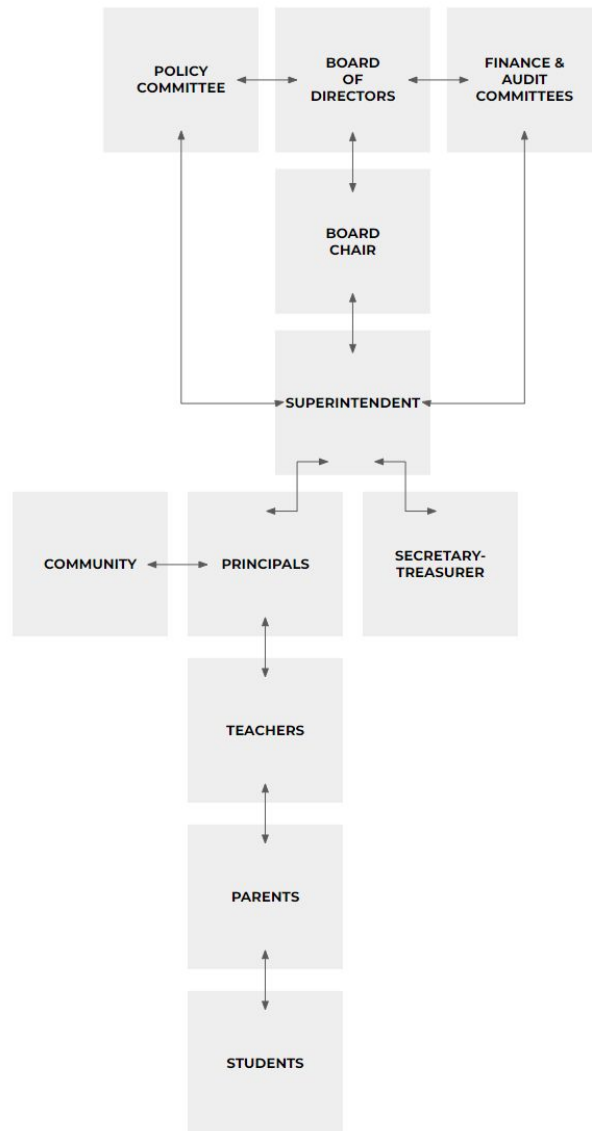
## **PROTOCOLS REGARDING ELECTED OFFICIALS**

Schools may choose to invite or be asked to host elected officials for a variety of reasons. All requests to host an elected official to visit must be directed to the Superintendent, who will communicate the following to the Board Chair:

- The purpose of the visit
- The educational value
- The proposed school, date, time (and alternate time) of the visit
- The participant list, including the number of students and staff
- The composition of media

The Superintendent will inform the Principal of the school regarding approvals following direction from the Board Chair. When visits have been confirmed, the Board Chair will be informed and provided the option to attend.

## Appendix I: Board Communication Matrix



## Appendix II: Board Code of Conduct Sanctions

1. Board members must conduct themselves ethically and prudently in compliance with the Board Code of Conduct. Board members' failure to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
2. A Board member who believes that a fellow Board member has violated the Board Code of Conduct may seek resolution of the matter through appropriate conciliatory measures before commencing an official complaint under the Board Code of Conduct.

3. A Board member who wishes to commence an official complaint under the Board Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Board Code of Conduct that are alleged to have been violated by the Board member. The Board member who is alleged to have violated the Board Code of Conduct and all other Board members must be forwarded a copy of the letter of complaint by the Board Chair or, where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is concerning the Board Chair's conduct, the letter of complaint shall be filed with the Vice-Chair.
4. When a Board member files a letter of complaint, and a copy of that letter of complaint is forwarded to all Board members, the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be considered to be a violation of the Board Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the Board's direction, following the complaint's disposition at a Board Code of Conduct hearing.
5. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other Board member must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all Boards a letter indicating support for having the complaint heard at a Board Code of Conduct hearing. Any Board member who forwards such a letter of support shall not be disqualified from attending and deliberating upon the complaint at a Board Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.
6. Where the Board Chair receives no letter supporting a hearing in the three (3) business day period referred to in section 5 above, the complaint will not be heard. The Board Chair shall notify all other Board members in writing that no further action of the Board will occur.
7. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a special meeting of the Board to allow the complaining Board member to present his/her views of the alleged violation of the Board Code of Conduct.
8. At the said special meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in a closed session of the special meeting.

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- a. The Board Code of Conduct complaint shall be conducted at a closed session, Board Code of Conduct hearing, of a special Board meeting convened for that purpose. All preliminary matters, including whether one (1) or more Board members may have a conflict of interest in hearing the presentations regarding the complaint, must be dealt with before the presentation of the complaint on behalf of the complaining Board member.
- b. The sequence of the Board Code of Conduct hearing shall be:
  - i. The complaining Board member shall provide a presentation which may be written or oral or both;
  - ii. The respondent Board member shall provide a presentation which may be written or oral or both;
  - iii. The complaining Board member shall then be allowed to reply to the respondent Board member's presentation;
  - iv. The respondent Board member shall be provided a further opportunity to respond to the complaining Board member's presentation and subsequent remarks;
  - v. The remaining Board members of the Board shall be allowed to ask questions of both parties;
  - vi. The complaining Board member shall be allowed to make final comments; and
  - vii. The respondent Board member shall be allowed to make final comments.
- c. Following the presentation of the parties' respective positions, the parties and all persons other than the remaining Board members who do not have a conflict of interest must leave the room, and the remaining Board members shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution.
- d. If the remaining Board members in deliberation require further information or clarification, the parties shall be reconvened and the requests made in both parties' presence. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Board Code of Conduct hearing to a later date.

- e. In the case of an adjournment, no discussion by Board members whatsoever of the matters heard at the Board Code of Conduct hearing may occur until the meeting is reconvened.
  - f. The remaining Board members in deliberation may draft a resolution indicating what action may be taken regarding the respondent Board member.
  - g. The presiding Chair shall reconvene the parties to the Board Code of Conduct hearing and request a motion to revert to the open meeting to pass the resolution.
  - h. All documentation related to the Board Code of Conduct hearing shall be returned to the Superintendent or his or her designate immediately after the Board Code of Conduct hearing and shall be retained according to legal requirements.
  - i. The presiding Chair shall declare the special Board meeting adjourned.
9. A violation of the Board Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
- a. Having the Board Chair write a letter of censure marked "personal and confidential" to the offending Board member, on the approval of a majority of those Board members present and allowed to vote at the special meeting of the Board;
  - b. Having a motion of censure passed by a majority of those Boards members present and allowed to vote at the special meeting of the Board;
  - c. Having a motion to remove the offending Board from one (1), some or all Board committees or other appointments of the Board passed by a majority of those Board members present, excluding the offending Board member, and allowed to vote at the special meeting of the Board;
  - d. Having a motion to terminate the offending Board member's membership on the Board passed unanimously by those Board members present and allowed to vote at the Board's special meeting.
10. Notwithstanding, the Board member may be removed from office by the passage of a special resolution at a Special Meeting of the Society.
11. The Board may, in its discretion, make public its findings at the special meeting or at a regular meeting of the Board where the Board has not upheld the complaint alleging a violation of the Board's Board Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate its disposition of the complaint publicly.

**Appendix III: Director Honoraria and Expenses**

Directors on the AACS Board provide many hours of service in fulfilling their legislated responsibilities to govern Aurora School Ltd.. Directorship carries with it a liability and accountability to both the Minister of Education and its members.

AACS will recognize the contributions made by Directors through the provision of honoraria, when budget permits. These honoraria are gratuitous, and neither the Board as a group nor any individual member will have the ability to enforce their payment through legal action.

As such, honoraria of this nature do not qualify as remuneration, which Charter Board members are unable to receive under Charter School Regulations 14(6).

- 1. For time spent attending to Charter Board-directed business, Directors will be eligible to receive honoraria based on the following:

| Honorarium Schedule           |  |
|-------------------------------|--|
| Per Diem Honorarium           | \$40 per meeting (2 hours or less)<br>\$75 per meeting (4 hours or less)                 |
|                               | \$150 for full-day meeting (4 hours or more)<br>\$225 for extended day (8 hours or more) |
| Chairperson's Honorarium      | \$2,250 per year plus meeting per diem   |
| Vice-Chairperson's Honorarium | \$1,125 per year plus meeting per diem   |

2. Directors will be eligible to receive honoraria for attendance at the following Board-directed Activities:
  - a. Public Board Meetings and Special Meetings of the Charter Board;
  - b. Committee Meetings of the Charter Board;
  - c. Authorized workshops, conventions, and retreats;
  - d. Meetings as required by Board Policy.
3. Directors have the option to waive honoraria.
4. Directors will not receive honoraria for activities of a service orientation, including but not limited to voluntary work or invitations to special events such as school openings or stakeholder BBQs.
5. Directors will group meetings into units of 2 hours, ½ day, full-day or extended day.
6. Directors must attend a meeting in its entirety to be eligible to receive an honorarium.
7. Payment of honoraria will be made monthly following submission and approval of the appropriate forms.
8. For the purpose of the Income Tax Act, honoraria paid to Directors will be included in the computation of Directors' taxable income.
9. Mileage for activities other than Board meetings, and other valid expenses incurred by Directors on behalf of the Society, may be reimbursed upon submission of appropriate forms and receipts (if applicable).. Recompense for mileage and accommodation are at the same rates as staff.

BOARD POLICY  
**1040**  
**AACS POLICY**  
**MAKING**  
FOUNDATIONS AND PHILOSOPHY

Adopted: June 15, 2015  
Revised: October 21, 2021  
Review: 2026

## Background

Board Policies are one way the Board of Directors (the Board) provides the administration and staff with a framework within which to discharge their responsibilities and duties in order to achieve the outcomes sought by the Board, pursuant to the School's Charter and current legislation and associated regulations. Policies also serve as a source of information and guidance to all that may be interested in or concerned with the school.

## Purpose

To provide clarity about the development and approval of Board Policies.

## Policy Statement

The Board is responsible for the development of policy, which governs the operations of Aurora School. Written policies shall constitute one way in which the Board exercises its governance of the school. The Board will endeavour to make policy decisions that are student-centred. All policies are approved by Board motion.

The Policy Committee must include a Board representative, the Superintendent (or designate), and the Principal of each school (or designate).

The policies of the Board shall be aligned with the vision, mission, values, Charter document, articles of association, and all relevant current legislation and regulations.

1. Board Policies are statements of intent, beliefs, expectations and principles regarding areas of Board responsibility, adopted by the Board to guide actions. They guide the desired operation of the school by creating a framework for the superintendent and staff to carry out their responsibilities.
2. Administrative Regulations are the guidelines, directions, procedures and assignment of responsibilities established by the Superintendent of Schools (Superintendent) in order to implement Board Policies and achieve desired outcomes for operation of the school. They set out the guidelines, practices, procedures, and requirements for implementation of Board Policies.

## Guidelines

1. The decision to initiate a policy change, that is, the development of a new policy or the review of an existing Board Policy that may result in policy affirmation, amendment or rescission, resides with the Board.
2. The Board may at any time adopt new or revise existing policy to:
  - a. comply with legislative requirements;
  - b. give substance to the Board's vision, mission and priorities;
  - c. provide the Superintendent with parameters for the effective operation of the school and to inform and guide actions of staff;
  - d. provide the Board with parameters for effective governance; and
  - e. articulate the school's culture and communicate its values and philosophy to students, parents and the public.

3. All Board Policies shall:
  - a. conform to the Education Act and regulations, policies and orders issued under the authority of the Education Act, and other relevant provincial and federal legislation;
  - b. consider the best interest of students;
  - c. support the Board's vision, mission and priorities;
  - d. be consistent with other Board Policies;
  - e. create a framework within which the Superintendent can exercise professional judgment in discharging responsibility for the administration of the school;
  - f. be capable of implementation, review and evaluation.
4. All Board Policies shall have a consistent format and the following sections as appropriate:
  - a. Background/Purpose: a statement indicating the intent and rationale for the policy;
  - b. Definitions: definitions of terminology used specific to the understanding of the policy statement;
  - c. Policy Statement: statements of belief, values and philosophy or approach;
  - d. Guidelines: statements of specific expectations, outcomes or results to be achieved by the Board itself or by the Superintendent and the staff;
  - e. Accountability: a statement of how the effectiveness of the policy implementation will be measured and reported to the Board; and
  - f. References: a listing of references pertinent to the understanding of the policy such as related legislation, policies and administrative regulations.
5. All policies will be reviewed every five years or earlier, or when necessary.
6. Stakeholders may, at any time, request through the Superintendent or Board Chair that the Board give consideration to the development of new policy or to an amendment to an existing policy.
7. The Board may, at any time, suspend a policy.
8. The Board may, under exigent circumstances, invoke a new policy without the customary three readings.
9. The Board will form a Policy Committee to assist the Board in policy development, revision and/or review, and will set suitable procedures to allow for input from all stakeholders.
10. In exigent circumstances, the Superintendent may take immediate action in the absence of policy direction. At the next meeting of the Board, the action taken shall be confirmed, modified, or rejected as an appropriate future action.
11. The Superintendent shall be responsible for establishing and maintaining Administrative Regulations in the form of written directives, procedures and assignments of responsibility that direct the implementation and achievement of desired outcomes of Board Policies.
12. All Administrative Regulations shall:
  - a. conform to the Education Act and regulations, policies and orders issued under the authority of the Education Act and other relevant provincial and federal legislation;
  - b. support the Board's vision, mission and priorities;
  - c. consider the best interest of students;
  - d. be consistent with other relevant Board Policies and Administrative Regulations;
  - e. be capable of implementation, review and evaluation;
  - f. be developed and reviewed with appropriate consultation and collaboration; and
  - g. clearly assign responsibilities by function, department or position title to ensure accountability for implementation.
13. All Administrative Regulations shall have a consistent format and the following sections as appropriate:
  - a. Objective: a statement indicating the intent and rationale for the regulation;
  - b. Definitions: definitions of terminology used specific to the understanding of the administrative regulation;
  - c. Responsibility: statements assigning responsibility for specific aspects of implementing the administrative regulation;
  - d. Regulation: the rules that shall or may be followed by staff, students, parents or others.
  - e. References: a listing of references pertinent to the understanding of the administrative regulation such as related legislation, policies and administrative regulations.

14. The Superintendent shall inform the Board of new Administrative Regulations or substantive changes to existing regulations before the regulation is made public.
15. The Superintendent shall be responsible for establishing and maintaining a plan to ensure that board members, employees, students, parents, and any other interested individuals or groups have access to Board Policies and Administrative Regulations.

## Procedures

1. Review of Current Policies
  - a. In September of each year, the Superintendent will advise the Board and all stakeholders of those policies that, pursuant to the five-year review cycle, are under review during the current school year.
  - b. Policies under review will be discussed by the Policy Committee which shall:
    - i. recommend that the policy continue in force;
    - ii. recommend that the policy be deleted because it is redundant;
    - iii. make minor wording and formatting amendments that do not change the substance or intent of the policy; or
    - iv. advise the Board that significant changes in substance or intent are necessary. In this case, procedures as outlined in Section B will be followed.
2. Policy Development and Policy Amendment
  - a. The steps in policy development or amendment that will normally be followed are:
    - i. Proposed policies or policy amendment will be developed under the direction of the Board by the Policy Committee. The Policy Committee may meet with stakeholders as part of the development process.
    - ii. Proposed policy or policy amendment will then be referred to the Board.
  - b. Comments or suggestions on a proposed policy or policy amendment submitted to the Superintendent will be forwarded to the Policy Committee for discussion.
  - c. Secretary to the Policy Committee (or designate) will make policies under development available to staff.
  - d. If the proposed policy or policy amendment is not approved by the Board, the Board may:
    - i. approve the policy in its original form;
    - ii. amend the policy and then move approval of the amended policy;
    - iii. refer the policy to the Policy Committee with instructions for reconsideration;
    - iv. take no further action.
3. Administrative Regulations
  - a. The Superintendent reserves the authority and responsibility for the preparation and approval of all Administrative Regulations.
  - b. The Superintendent is responsible for establishing and maintaining a plan for Administrative Regulation development and the ongoing review and renewal of Administrative Regulations.
  - c. In September of each school year, the Superintendent will advise the Board and all stakeholders of those Administrative Regulations that, pursuant to the five-year review cycle, are under review during the current school year in conjunction with the policy review cycle.

## Reference

Education Act



BOARD POLICY

**1060**

**ROLE OF THE BOARD**

FOUNDATIONS AND PHILOSOPHY

Adopted: June 15, 2015  
Revised: April 22, 2024  
Review: 2029

## **Role of the Board of Directors**

### **Background/Purpose**

The Board of Directors (Board) of Aurora School is established pursuant to the Education Act and the school's Charter to govern the affairs of the school. Its function is similar to that of a Board of Trustees of a non-Charter public school jurisdiction.

### **Policy Statement**

The Board, as a representative of the parents and other stakeholders of the school, is a governing decision-maker and direction-setter. The Board:

- integrates information from many sources;
- processes that information;
- evaluates the information and makes a decision compatible with the school's beliefs, values and goals as reflected in its Charter and "Foundations and Philosophy" policy statements.

### **Guidelines**

In accordance with law, Alberta Education directives, the school's Charter, school community expectations, and in support of the school's Mission Statement, the Board's role includes the following:

- accountability to the Minister of Education on the operation of Aurora and the adherence, pursuit, and/or attainment of Aurora's vision, mission, values, goals, and objectives.
- representing the interests of the school community and reflecting the values of that community in its decision making;
- serving as an advocate for and steward of the school;
- responding to media requests via the Board Chair;
- setting priorities and policies to provide leadership and overall direction for the school;
- allocating resources for the school to fulfill its responsibilities;
- monitoring the implementation of policies;
- monitoring the results achieved by the school;
- reporting the results achieved to its public;
- hiring and evaluating the Superintendent of Schools

BOARD POLICY  
**2030**  
**BOARD**  
**COMMUNICATION**  
**PROTOCOLS**  
GOVERNANCE AND OPERATIONS

Adopted: June 15, 2015  
Revised: December 16, 2021  
Review: 2027

**Background/Purpose:**

Engagement with Stakeholders is a primary goal of the Aurora School Board. The following protocols recognize the importance of clear engagement and communication through the correct channels.

This policy is in place to:

- provide a framework that outlines who should communicate with whom, when they should do so, and the scope of communication with attention to potential conflict of interest and confidentiality;
- ensure clear and consistent protocols for all Directors to prevent any miscommunication or damage to stakeholders' and Directors' confidence; and
- respond to requests for information or reporting.

Board communications are:

1. a clear and united message, through the Board Chair, unless otherwise delegated;
2. only on issues within the scope or authority of the Board;
3. considerate of the Board's responsibility to the public;
4. consistently aligned with Aurora School policies and processes;
5. considerate of confidentiality obligations.

**Policy Statement:**

In recognition of Aurora School's mission, vision and values, the Communication Protocols for its Board of Directors supports the transparency of practices, expectations and roles. Clear, consistent processes are critical to ensuring effective, consistent messaging with stakeholders in accordance with Aurora School's mission, vision, and values.

**Guidelines:**

1. **Formal Board Communications**
  - a. All media requests should be directed to the Board Chair or the school's designated media representative as appointed.
  - b. The Superintendent, or delegate(s), communicates on behalf of, and represents Aurora School.
  - c. The Board Chair communicates on behalf of, and represents the Board of Directors.
  - d. Individual members of the Board of Directors refer all enquiries to the Board Chair and Superintendent. This applies to event invitations, media, public, management, staff and other stakeholder requests and communications.
2. **Informal Board Communications**
  - a. Individual Directors will inevitably and legitimately have informal communications with stakeholders, including staff, parents/guardians, and other stakeholders. In all these instances, it is incumbent upon Directors to be explicitly clear that they are communicating in a personal capacity and not in a Board capacity.
  - b. If specific operational issues arise, It is appropriate for the Director to direct the individual to the appropriate communication channels in accordance with Board Policy 2035.

### **3. Media Relations**

- a. In the interest of keeping Directors aware of issues, the Board Chair and Superintendent will share relevant media and other emerging communications issues or requests.
- b. In instances where the issues are high profile or contentious, the Board Chair and/or Superintendent will ensure that Directors receive key messages in a timely manner.
- c. Directors will refer any requests for media interviews to the Board Chair and Superintendent.
- d. Media requests for information may require a timely response and will be handled on a priority basis.
- e. The Board Chair and Superintendent may be required to respond during a crisis situation.
  - i. The Emergency Response Plan and Crisis Policy outline overall organizational protocol in such situations.

### **4. Social Media**

- a. Social Media refers to online tools that provide individual users and/or organizations with the ability to create and share content with online communities. This could include, but is not limited to Facebook, Twitter, video/photo sharing sites such as Instagram, YouTube, blogs, etc. Aurora's website and social media platforms will enhance engagement with stakeholders.
- b. The Superintendent will ensure that the use of social media on behalf of Aurora School will reflect the principles outlined in this policy and in accordance with the Aurora School brand.

### **5. Considerations for Board and Staff Communications**

- a. Communication between the Board and staff should be carried out with recognition of the distinct reporting relationship between the Board and the Superintendent as its only employee.
- b. In Board Meetings there are two situations that arise involving Director/staff communication.
  - i. The first is where an agenda item is identified with a staff member other than the Superintendent as the presenter. In this case, questions to and/or dialogue with the named staff are appropriate. The Board Chair, or the staff in question, should redirect questions that go clearly beyond the topic being presented, to the Superintendent or person delegated on a specific subject.
  - ii. The second situation involving general discussion will see questions to staff being directed through the Board Chair. The Board Chair will normally refer the questions to the Superintendent who may respond directly, may request a response from staff or may defer a response if internal discussion or decisions are required. The Board Chair may also defer a response based on his/her responsibility to ensure the effectiveness of the meeting.

#### **Accountability:**

*Superintendent.*

#### **References:**

*Education Act  
Alberta Charter Schools Regulation  
Aurora School Ltd. Charter*

BOARD POLICY  
**2040**  
**CODE OF CONDUCT**  
**FOR MEMBERS**  
GOVERNANCE AND OPERATIONS

Adopted: October 2, 1997  
Revised: February 27, 2023  
Review: 2028

## Code of Conduct for Members

### Background/Purpose

This Code of Conduct applies to Members of Aurora School in their interactions with staff, students and other Members.

### Definitions

“Members” means:

1. Members of the Aurora School Board of Directors;
2. Parents and Guardians of Aurora students

### Policy Statement

Aurora School expects Members to conduct themselves ethically and professionally. The school does not tolerate bullying, intimidation, or harassment towards its administrators, staff, students, volunteers, other Members, or any other member of the school community.

### Guidelines

1. Members are expected to be actively involved in their child’s school work and progress, encourage and assist their child in following all the school rules, and assist school staff in dealing with disciplinary issues involving their child.
2. Members are expected to be courteous and respectful in their communications with administrators, staff, and other Members.
3. Members must declare and avoid any conflict of interest.
4. Aurora School may deny access to school property to Members who engage in unacceptable conduct.
5. Members must ensure proper and ethical communication and work directly with the person with whom any question or concern has arisen. Should the member remain unsatisfied, they may escalate the situation to the staff member’s supervisor. Escalation may continue until the member is satisfied or until the Board of Directors has ruled on the matter.

### Accountability:

Superintendent and Board of Directors

### References:

Education Act

ADMINISTRATIVE REGULATION  
**2040**  
**CODE OF CONDUCT  
FOR MEMBERS**  
GOVERNANCE AND OPERATIONS

Adopted: September 4, 2019  
Revised: August 18, 2020  
Review: 2024

## **Code of Conduct for Members**

### **Objective**

To support Board Policy on Code of Conduct for Parents/Members. A member is a parent or guardian of a child attending Aurora School and herein referred to as the Parent.

### **Definitions**

"Members" may also mean:

1. Members of the Aurora School Ltd. Board of Directors;
2. Members of the AACCS School Council(s)
3. Parents and Guardians of AACCS students

### **Responsibility**

Principal(s)

### **Regulation**

Aurora School expects parents to conduct themselves ethically and professionally. The school does not tolerate bullying, intimidation, or harassment towards its administrator, staff, students, volunteers, other parents, or any other member of the school community.

Parents are not permitted to disturb or interrupt teaching and other school proceedings, including those pertaining to instruction and/or supervision of students at school or school-related activities. If a parent wishes to have a detailed discussion about their child with a teacher, it is required that an appointment be made with that teacher or other faculty member in advance. This process is to ensure the teacher or faculty member can prepare and allow time for thorough discussion and scheduling.

Parents are welcome to wait in the school lobby area and check-in with the school receptionist or secretary for appointment(s) with staff. Please do not enter classrooms or move about the school hallways during school hours to assure security and safety for our students and staff.

If a parent has concerns with the services provided by the teacher to a child, the first discussion should be with the teacher after scheduling an appointment with the teacher. If concerns continue after discussion/meeting with the teacher, then the principal may be contacted by the parent.

At times, teaching and learning sequences may involve online/virtual sequences with teachers and students. At no time are any online/virtual learning sequences to be recorded by anyone. No sound or images are to be recorded at any time by anyone. This is to protect the privacy of all individuals, both students and staff involved in any online learning process.

Teaching and learning situations, either at school or online are private events between the teacher and the students, and all students and staff deserve privacy as mandated by FOIP Act legislation. Parents are not to participate or watch lessons at any time unless specifically invited to do so by the teacher for a very specific situation or time frame. Again, at no time should any teaching and/or learning sequence be recorded whether online or in-person.

Persistent criticism of or interference with school programs, teacher performance, or interaction with students or staff that is unwarranted and/or unsubstantiated will not be tolerated.

The principal shall:

1. Provide parents with a copy and electronic access to the publicly posted Code of Conduct for Parents/Member.
2. Investigate all complaints of bullying, intimidation, or harassment towards its administrators, staff, students, volunteers, other parents, or any other member of the school community.
3. If it is determined through this investigation that a parent has not adequately followed BP 2040 Code of Conduct for Parents/Members, the principal will:
  - a. Make every reasonable attempt to meet with the parent.
  - b. Try to elicit the parents's help to reach a satisfactory resolution.
  - c. If satisfactory resolution cannot be reached or if the behavior(s) persists, the principal according to the Education Act, may ban the parent from the school. This must be done in writing, and inform the parent that they are acting in contravention of the Education Act. This decision must be made judiciously and with reasonable care. This decision may be appealed to the superintendent in writing.

### **References:**

BP 2040 Code of Conduct for Parents/Members  
Education Act



BOARD POLICY  
**2040.2**  
**CODE OF CONDUCT  
FOR NON-TEACHING  
STAFF**  
GOVERNANCE AND OPERATIONS

Adopted: September 29, 2005  
Revised: February 27, 2023  
Review: 2028

## **Code of Conduct for Non-Teaching Staff**

### **Background/Purpose**

Code of Ethics and Code of Conduct policy applies to all non-teaching staff of Aurora School.

### **Policy Statement**

Non-teaching staff of Aurora School are expected to display ethical and professional conduct. This commitment includes the proper use of authority and appropriate decorum in group and individual behaviour when acting as representatives of Aurora School.

### **Guidelines**

1. Non-teaching staff must ensure proper and ethical communication and work directly with the person with whom any question or concern has arisen. Should the member remain unsatisfied, they may escalate the situation to the staff member's supervisor. Escalation may continue until the member is satisfied or until the Board of Directors has ruled on the matter.
2. Non-teaching staff must represent loyalty to the interests of Aurora School.
  - a. This loyalty supersedes the interests of advocacy or special interest groups.
3. Non-teaching staff must avoid any conflict of interest with respect to their fiduciary responsibility.
  - a. There must be no self-dealing or any conduct of private business or personal services between any non-teaching staff and Aurora School, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information.
  - b. Non-teaching staff must not use their positions to obtain for their family members employment with Aurora School.
4. Non-teaching staff do not have the authority to exercise individual authority over the organization except as explicitly set forth in Aurora School policies or bylaws.
  - a. Non-teaching staff interacting with the Principal(s), Superintendent, and other staff must recognize the lack of authority in any person or group of persons, except as noted above.
  - b. Non-teaching staff interaction with the public, press, or other entities must recognize the same limitation and their inability to speak for Aurora School.
  - c. Non-teaching staff will make no judgements of the Principals', Superintendent's or other staff member's performance except as the performance is assessed against explicit Aurora School policies or bylaws by the official process.

5. Non-teaching staff cannot use Aurora School information for their own direct benefit or advantage. This requires that such information be kept confidential whenever required in the best interest of Aurora School.
  - a. That part of a meeting wherein financial information, negotiation strategies, or personal matters may be disclosed shall be kept confidential. The proceedings of any meeting of Aurora School or of any committee which are conducted in private – or any records – shall be kept in confidence by all non-teaching staff of Aurora School.
6. Non-teaching staff will deal with outside entities or individuals, with members, and with all staff in a manner that reflects fair play, ethics, and straightforward communication.
7. Non-teaching staff members must strive toward absolute integrity in their relationships with parents and staff. They must not knowingly or carelessly by omission or commission misinform or mislead, withhold information that should be disclosed, or do anything else to cast doubt upon the honesty, integrity, or motives of any individual within the school community.
8. Non-teaching staff shall meet expectations as reasonably required by school authorities, and they shall meet contractual obligations unless released by mutual consent or according to law.
9. Non-teaching staff will treat students in a professional manner.
  - a. Non-teaching staff will interact with students in a manner that respects the rights and dignity of all without prejudice.
  - b. Non-teaching staff, unless in the best interests of the student or as legally required, may not divulge confidential information received during their duties.
10. Non-teaching staff will dress in a professional manner.

**Accountability:**

Superintendent and Board of Directors

**References:**

Education Act





BOARD POLICY  
**2041**  
**CONFLICT OF  
INTEREST**  
GOVERNANCE AND OPERATIONS

Adopted: October 2, 1997  
Revised: June 19, 2023  
Review: 2020

## **Conflict of Interest**

### **Background/Purpose**

All members of Aurora School Board committees are responsible to the membership they serve. It is the responsibility of the Board member/committee member to conduct his/her business and financial affairs in a manner which will not impair the public trust.

### **Definitions:**

Pecuniary interest means, with respect to a person, an interest in a matter that could monetarily affect the person or the corporation in which the person is a shareholder, director or officer.

Cooling-off Period: the period of time during which an individual cannot be employed within the organization or serve on the Board of Directors.

### **Policy Statement**

The Education Act provides that a Board member shall disclose any pecuniary interest and abstain from discussing and voting on certain matters. Every member of the Aurora School Ltd. who has directly or indirectly any interest in any contract or transaction or any business or undertaking that provides supplies or services of any kind to Aurora School Ltd. shall declare their material interest in the forgoing. They then will absent themselves from discussion and voting on such contract or transaction.

### **Guidelines**

1. If a member has made a declaration in compliance with the above provisions and he/she has not voted in respect of the contract or transactions, and if he/she has acted honestly and in good faith, he/she is not accountable to the Board for any profit or gain realized and the contract or transaction is not voided.
  - a. The above provisions apply to the members of the various Committees of the Board of Directors. Each committee member in order to make sufficient disclosure is required to do so not only to the committee members, but also to the Board of Directors in writing. Where possible, this disclosure should take place prior to Board or committee discussions of the subject matter, which may place the member in conflict of interest.
  - b. All nominees for election or appointment to committees of the Board of Directors or representative on affiliated groups, including the School Council shall declare in writing all possible potential conflict of interest. These shall be made known to the Board of Directors prior to election/appointment.
2. A conflict of interest shall exist where a member of the Board of Directors or any of its committees is privy to information that may be construed as confidential and of benefit to that individual or any organization with which they may be associated. In such situations, a member shall be required to give an undertaking that such information be kept confidential.

3. It is a requirement for any individual who serves as an employee to abide by a cooling-off period of 18 months before accepting a position as a Board Member. Likewise, a sitting Board Member must observe a cooling-off period of 18 months before accepting a position as an employee.
4. Nothing in this section shall prevent a member from briefly stating their position or interest in the matter or answering relevant questions from other members.
5. It shall be the responsibility of the Board or committee secretary to record in the minutes the member's declaration.

### **Accountability**

Board Members and Board Secretary in accordance with the Education Act.

### **References**

Section 14, Charter School Regulations  
BP1030: Board Code of Conduct Policy



BOARD POLICY  
**2051**  
**ROLE OF THE**  
**SUPERINTENDENT**  
GOVERNANCE AND OPERATIONS

Adopted: June 17, 2008  
Revised: April 17, 2023  
Review: 2028

## **Role of the Superintendent**

### **Background/Purpose**

The Superintendent is a critical functionary and plays an integral role in the administration and operations of Aurora School. This policy provides guidance and clarity of the Superintendent's role pursuant to the Education Act.

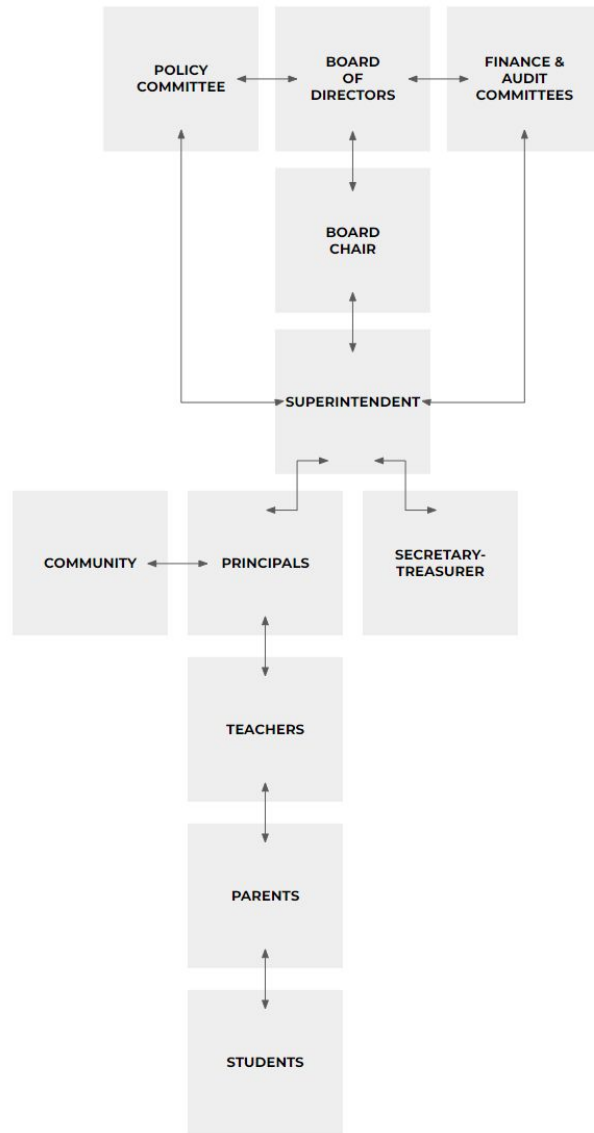
### **Policy Statement**

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the school, is responsible for the operations of the school, and is accountable to the Board of Directors.

### **Guidelines**

1. The Superintendent's primary roles are to:
  - a. supervise the operation of Aurora School and the delivery of educational programs
  - b. implement educational policies established by the Minister, and Alberta Education
  - c. ensure that Aurora School students are given the opportunity to meet the standards of education set by the Minister
  - d. ensure that the fiscal management of Aurora School is in accordance with the terms and conditions of any grants received by the Board
  - e. provide leadership in all matters related to education at Aurora School
  - f. gather, provide opportunities, encourage and support research initiatives in the interests of students and in alignment with authority goals and priorities.

2. The Superintendent is the Board's primary link to the operation of Aurora School. As such, the Superintendent will have the following primary responsibilities and authority:
  - a. to implement the Board's goals and to ensure that Aurora School's mission and vision are fulfilled according to the charter
  - b. to attend, participate, and provide advice at all meetings of the Board, except when requested not to do so by the Board. The Superintendent shall provide the Board with accurate, timely reports and information on all matters relating to the operations and performance of Aurora School so as to enable the Board to make informed decisions
  - c. to ensure that all programs in Aurora School comply with the standards outlined in the Program of Studies set out by Alberta Education
  - d. to appoint personnel as per Board policy and to report such appointments to the Board
  - e. to promote best teaching practices by creating an environment and procedures that are supportive of continual improvement and are committed to the efficacy, development, and growth of teachers.
  - f. to establish and maintain a program of public relations to keep the public well-informed of the activities and needs of Aurora School and to foster a cooperative working relationship between the school and the community
  - g. to ensure that all employment contracts are prepared and administered in keeping with the goals and financial resources of Aurora School
  - h. to ensure that Aurora School's Three Year Education Plan, Annual Education Results Report, and annual budget are prepared and implemented according to the goals of Alberta Education and the Board
  - i. to develop with the Board mutually agreed upon annual Superintendent priorities, goals, and action plan
  - j. to ensure the lease, maintenance, and operations of Aurora School facilities are in order
3. As part of the Superintendent's responsibility to provide information to and counsel the Board, the Superintendent shall:
  - a. submit timely and accurate data on any school matter to the Board as requested
  - b. advise the Board of any relevant trends, activities, or changes that occur within Aurora School
  - c. advise the Board if, in the Superintendent's opinion, the Board is not in compliance with its own policies
  - d. inform the Board of any directives or communications from the Deputy Minister to the Superintendent
4. The Superintendent shall ensure that Aurora School's assets are properly maintained and reasonably protected from risk. To do this, the Superintendent shall:
  - a. ensure that the Board and staff are not unreasonably exposed to risk of liability
  - b. ensure that the school's intellectual property, information, and files are reasonably protected from loss or significant damage
  - c. ensure that the administration of school funds is done under controls that are sufficient to meet the external auditor's standards to ensure the lease, maintenance, and operations of Aurora School facilities are in order
5. The Superintendent shall build and maintain strong relationships with educational partners, through such activities as:
  - a. Participation in the College of Alberta School Superintendents;
  - b. Attendance in The Association of Alberta Public Charter Schools
  - c. Creation, participation, and dissemination of research, as noted above.
  - d. The Superintendent must ensure proper and ethical communication and work directly with the person with whom any question or concern has arisen as outlined in Appendix I: Communication Matrix.



## Accountability

Monitored by the Board of Directors in conjunction with the Superintendent's performance review cycle.

BOARD POLICY  
**2052**  
**EVALUATION OF THE  
SUPERINTENDENT**  
GOVERNANCE AND OPERATIONS

Adopted: October 21, 2008  
Revised: January 20, 2022  
Review: 2027

## Evaluation of the Superintendent

### Background/Purpose

Pursuant to Section 113 of the *School Act*, the Board of Directors is mandated to employ a superintendent of schools with the approval of the Minister of Education.

### Policy Statement

The superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the school jurisdiction. The Superintendent is responsible for the operations of the school, and is accountable to the Board of Directors. The Board will annually review the performance of the Superintendent.

### Guidelines

1. Each fall, the Board will formally review the Superintendent's performance for the preceding school year. The Superintendent's performance review will begin each year no later than March and conclude by June and a report will be made to the Board at their June board meeting. The review will be guided by the Superintendent Leadership Quality Standard document.
2. Every third year or sooner, or as the Board deems necessary, the Board shall retain the services of an independent consultant to conduct a complete review of the Superintendent's performance. The consultant will independently plan and implement the review including the selection of individuals to participate in the review.

### Accountability:

Monitored annually by the Board of Directors.

### References:

Superintendent Leadership Quality Standard (September 1, 2019)

BOARD POLICY  
**2060**  
**ROLE AND**  
**SUPERVISION OF**  
**SCHOOL BASED**  
**ADMINISTRATION**  
GOVERNANCE AND OPERATIONS

Adopted: October 2, 1997  
Revised: May 20, 2020  
Review: 2025

## **Role and Supervision of School Based Administration**

### **Background/Purpose**

The Principals and Assistant Principals are integral parts of the administrative team at Aurora Academic Charter School. The school-based administration must display educational and instructional leadership in the operations of Aurora School. This policy is compliant with the Alberta Education Act and Leadership Quality Standard.

### **Policy Statement**

The Board of Directors recognizes the Alberta Education Leadership Quality Standard for School Leaders in Alberta as an accepted performance expectation for school-based administration

- a. **Role of the Principals** The Principals at Aurora School are key members of the leadership team. Reporting to the Superintendent, each Principal will demonstrate leadership qualities expected of Aurora staff and community along with all related Alberta Education legislation and regulations. The Superintendent and Aurora Charter School Board of Directors expect the Principals to be instructional leaders and learning facilitators, managers, school community facilitators, visionaries, and problem solvers. The Board further expects that school Principals shall carry out their responsibilities in accordance with the Aurora Charter and Articles of Association, Alberta Education policies and regulations, Alberta Education Leadership Quality Standard, and applicable provincial and federal statutes.
- b. **Role of the Assistant Principals** The Assistant Principals (APs) at Aurora School actively participate in the administration of the school. As a member of the administrative team, the APs work in a professional manner at all times and exemplify the qualities necessary to fulfill the expectations of the Alberta Education Leadership Quality Standard and Alberta Education Act and associated regulations. The APs report directly to the Aurora Principals.
- c. **Duties of the Principals**
  1. The Principals shall provide opportunities for the staff and School Council to provide advice on school-based decisions related to any matter related to school operations. This includes advice on:
    - a. programs, instructional services and co-curricular activities; and
    - b. the allocation of funds to support the programs, instructional services and co-curricular activities.
  2. The Superintendent may assign to the Principal's other duties, responsibilities and obligations. Prior to September 30th of each year, the Principals will notify all staff of the key duties of each member of the administration team. Page 1 of 3 Issue Date October 2, 1997 Revision Date May 20, 2020 Review Year 2025 Aurora Academic Charter School Policy Category: B. Aurora School Governance and Operations Code: BP 2060 Policy Name: Role and Supervision of School Based Administration

- d. The leadership roles identified by the Alberta Education Leadership Quality Standard include:
- Fostering Effective Relationships: The school leader builds positive working relationships with members of the school community and local community.
  - Modeling Commitment to Professional Learning: A leader engages in career-long professional learning and ongoing critical reflection to identify opportunities for improving leadership, teaching, and learning.
  - Embodying Visionary Leadership: A leader collaborates with the school community to create and implement a shared vision for student success, engagement, learning and well being.
  - Leading a Learning Community: A leader nurtures and sustains a culture that supports evidence-informed teaching and learning.
  - Supporting the Application of Foundational Knowledge about First Nations, Métis and Inuit: A leader supports the school community in acquiring and applying foundational knowledge about First Nations, Métis, and Inuit for the benefit of all students.
  - Providing Instructional Leadership: A leader ensures that every student has access to quality teaching and optimum learning experiences.
  - Developing Leadership Capacity: A leader provides opportunities for members of the school community to develop leadership capacity and to support others in fulfilling their educational roles.
  - Managing School Operations and Resources: A leader effectively directs operations and manages resources.
  - Understanding and Responding to the Larger Societal Context: A leader understands and appropriately responds to the political, social, economic, legal and cultural contexts impacting schools and the school authority.
- e. Supervision of School Based Administration 1. The Principals at Aurora School will demonstrate leadership qualities expected of Aurora staff and community as described in the Education Act and Leadership Quality Standard. Principals will employ active supervision of their respective Assistant Principals and office administration team. The Superintendent or designate is responsible for the supervision of the Principal.

**Accountability:**

Annually by Superintendent for Principals and Principals for Assistant Principals.

**References:**

Alberta Education Act Alberta Education Leadership Quality Standard



ADMINISTRATIVE REGULATION  
**2060**  
**ROLE AND**  
**SUPERVISION OF**  
**SCHOOL-BASED**  
**ADMINISTRATION**  
GOVERNANCE AND OPERATIONS

Adopted: October 13, 2015  
Revised: May 20, 2020  
Review: 2025

## **Role and Supervision of School-Based Administration**

### **Objective:**

The Principals at the Aurora School will demonstrate leadership qualities expected of Aurora staff and community as described in The Education Act and Alberta Education Leadership Quality Standard. This regulation provides direction for operationalization of the intentions of Board Policy 2060.

### **Responsibility:**

Superintendent and Principals

### **Regulation:**

1. The Principals will develop their professional growth plan and annual goals to reflect Aurora School leadership commitments as addressed in policy and in alignment with the Alberta Education Leadership Quality Standard.
2. The Principals report directly to the Superintendent who is responsible for the supervision and evaluation of the Principals. Performance review will be undertaken annually by the Superintendent. The performance review will be based on Aurora policies and regulations, the Alberta Education Leadership Quality Standard, and the Education Act.
3. The Principals will provide action plans that reflect the findings of the annual review. Should there be major performance issues, these will be communicated in writing by the Superintendent and/or designate at a time frame provided to address such issues with appropriate support provided. 4. The Principals will provide annual written performance review of Assistant Principals to the Superintendent by June 30th of each year.

### **References:**

Board Policy BP 2060 Role and Supervision of School-Based Administration  
Education Act  
Alberta Education Quality Leadership Standard

BOARD POLICY  
**2062**  
**ADMINISTRATIVE  
AND LEADERSHIP  
STAFFING**  
GOVERNANCE AND OPERATIONS

Adopted: February 26, 2014  
Revised: September 18, 2023  
Review: 2028

## **Selection of Aurora Based Administration Staffing**

### **Background/Purpose**

It is recognized that the recruitment and selection of senior administration are critical to the educational program and operations of Aurora School.

### **Policy Statement**

Recruitment and selection of senior administrative personnel is a shared responsibility between the Board and the Superintendent. Strong leadership and administration for the school are essential to the effective and efficient operation of the Aurora School.

The Aurora Board of Directors believes that filling administrative vacancies should be completed through selection teams and fair, objective, and based on merit.

Formula for Adding Additional Administrative FTE:

For schools with 101 to 250 students, 1.0 FTE  
For schools with more than 250 students, a 1.0 FTE Administrator per 250 pupils will be appointed on a prorated basis.  
Each ECS student shall be considered as one pupil.

### **Guidelines**

- The Board has the sole authority to recruit and select an individual for the position of Superintendent. This includes assuming the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current employees are made aware of staff vacancies.
- Recruitment and selection of the Secretary-Treasurer is a shared responsibility of the Board and Superintendent. The designation of the Secretary-Treasurer is the sole authority of the board.
- The Board reserves the authority to establish senior central office administrative staff positions in addition to those of the Superintendent and Secretary-Treasurer, which are statutory positions.
- While the staffing of personnel in Central Office (other than that of the Superintendent and Secretary-Treasurer) is the responsibility of the Superintendent, the composition and organization of Central Office is a shared responsibility between the board and superintendent.
- Each of these established positions shall have a role description, and each person occupying one of these positions shall have a written contract of employment.
- The following process will be followed for the selection of the secretary-treasurer position and principal position(s).
  - The Board shall name two Directors to serve on the Selection Committee;
  - The Superintendent, or designate, and one to two additional individuals selected by the Superintendent shall also serve on the Selection Committee;
  - The successful candidate must be supported by a majority of the Selection Committee.
  - The Superintendent must be one of the votes in the majority.

The Superintendent is delegated full authority to determine contract renewals for the Secretary-Treasurer and other senior administrator direct reports.

**Accountability:**

Monitored by the Board of Directors and Superintendent after each appointment process.



BOARD POLICY  
**2070**  
**ROLE OF THE  
TEACHER**  
GOVERNANCE AND OPERATIONS

Adopted: February 1, 1999  
Revised: February 27, 2023  
Review: 2028

## **Role of the Teacher**

### **Background/Purpose**

The role of the Teacher should reflect Aurora School's philosophy and organization.

### **Policy Statement**

Teachers have a foundational role in supporting the academic and social development of students.

### **Guidelines**

1. The Teacher is responsible for:
  - a. the achievement of the mission and educational goals established for the school as stated in the charter
  - b. the implementation of Board policies and administrative directives within the contractual agreement
  - c. the maintenance of professional relationships with school staff, students, parents, and other affiliated groups or organizations
  - d. instruct students using direct instruction methodology, in keeping with the Aurora Academic Charter School Direct Instruction Model
  - e. instruct from a student-centred approach
  - f. implement curriculum from the Aurora Academic Charter School Scope & Sequence
  - g. acting in collaboration with school administration as a partner in research and innovation

### **Accountability:**

Principals and Superintendent

### **References:**

Education Act

BOARD POLICY  
**2080**  
**MINUTES AND  
RECORDS**  
GOVERNANCE AND OPERATIONS

Adopted: May 13, 1998  
Revised: April 21, 2021  
Review: 2022

## **Minutes and Records**

### **Background/Purpose**

Boards are required to maintain records of all proceedings of Board meetings and Board Committee meetings including agenda and minutes. In addition, the approved budget, by-laws, legal agreements, accounts and financial statements are available to School employees and members.

### **Policy Statement**

The Board will maintain accurate records of all proceedings of the Board and Board committee meetings required by the Education Act.

### **Guidelines**

Responsibilities will be shared among several groups or organizations.

1. The following records and documents will be made available to school employees and members upon request:
  - a. The approved agendas and minutes of public Board meetings;
  - b. Record of proceedings of all Board committee meetings;
  - c. The annual budget approved by the Board;
  - d. All legal agreements entered into by the Board (exclusive of student or employee records or contracts); and
  - e. Audited financial statements for the previous year's operations.
2. The Secretary Treasurer or their designate is responsible for the maintenance of Board and Board Committee recorded minutes and records.
3. The Secretary Treasurer is responsible for responding to requests from school employees or members for public documents and records

### **Accountability:**

Annual monitoring by Board of Directors.

BOARD POLICY  
**2100**  
**FREEDOM OF  
INFORMATION AND  
PROTECTION OF  
PRIVACY**  
GOVERNANCE AND OPERATIONS

Adopted: May 17, 2007  
Revised: April 21, 2022  
Review: 2026

## **Freedom of Information and Protection of Privacy**

### **Background/Purpose**

This policy is to provide direction with respect to the requirements of Alberta's Freedom of Information and Protection of Privacy Act (FOIP), as it applies to Aurora Academic Charter School (Aurora).

### **Policy Statement**

As a public organization, Aurora will manage information in a manner that supports a commitment to providing the public with open access while, at the same time, protecting individuals' privacy.

### **Guidelines**

1. Aurora protects individuals' Personal Information. Aurora collects, uses, and discloses Personal Information only for purposes authorized by FOIP. Personal information provided by parents to obtain services will be used only to provide those services.
2. Pursuant to FOIP:
  - a. Aurora allows individuals, subject to limited and specific exceptions set out in FOIP, the right to access information about them held by Aurora.
  - b. Aurora allows individuals the right to request corrections to information about them held by Aurora School.
  - c. Individuals may seek an independent review of decisions made by Aurora through the Office of the Commissioner.
  - d. Aurora may charge fees
3. The superintendent will ensure a FOIP coordinator is designated.

### **Accountability**

Superintendent

### **Reference**

AR 2100 (Protection of Information and Privacy) Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25

BOARD POLICY  
**2150**  
**APPEALS**  
**PROCEDURE**  
GOVERNANCE AND OPERATIONS

Adopted: May 2001  
Revised: October 21, 2024  
Review: 2029

## Appeals Procedure

### Background/Purpose

Aurora School favours the timely resolution of disputes or concerns by those involved through the use of cooperative and collaborative processes. In accordance with the Education Act, the board has established appeal procedures for bringing concerns regarding student matters forward.

### Policy Statement

The Board supports the provision of an appeal procedure to allow appeals of decisions made by an employee of Aurora School on any matter that may significantly affect the education of a student.

### Guidelines

1. Students engaging in the appeal process must be either represented by a parent or legal guardian, or be at least 16 years of age. Concerns that begin in the classroom should first be discussed with the classroom teacher.
2. Concerns of a student, parent, or legal guardian regarding decisions made that significantly affect the education of a student (including those concerns not resolved at the classroom level) should be discussed with the school Principal.
3. If a satisfactory resolution is not achieved, the student, parent, or legal guardian is to be referred to the Superintendent, who will review the decision and recommend the action he/she deems appropriate.
4. If there is still no satisfaction from the student, parent, or legal guardian with the decision, the Superintendent will inform them of their right to appeal to the Board of Directors of Aurora School.
5. Upon receipt of the written request for an appeal, the Superintendent will inform the Board of Directors of the request.
6. The Chair of the Board of Directors will advise the student, parent, or legal guardian (in writing) of the date, time, and location of the appeal hearing, and inform the student, parent, or legal guardian of the right to be accompanied by a single advocate (at the parent's expense). The Chair will also notify the Superintendent and the Principal of the date, time, and location of the appeal hearing.
7. The board shall:
  - 7.1 Hear the appeal
  - 7.2 Call any expert resources required to assist with the decision
  - 7.3 Make a decision regarding the disposition of the appeal
  - 7.4 Inform the student, parent, or legal guardian, in writing, of their decision within 15 days

8. As per the Education Act, a parent, legal guardian or student (16 years of age or older) may request in writing that the Minister of Education review a board's decision in the following maers:
  - the provision of specialized supports and services to a student in accordance with section 11(4) or to a child enrolled in an early childhood services program
  - the expulsion of a student
  - which board is responsible for a student or child
  - access to or the accuracy or completeness of a student record

**Accountability:**

Annual monitoring by the Board of Directors.

**References:**

Education Act





BOARD POLICY  
**3150**  
**School Fees**  
GENERAL SCHOOL ADMISSION

Adopted: January 27, 2011  
Revised: September 19, 2022  
Review: 2027

## School Fees

### Background/Purpose

This policy will assure that Aurora Academic Charter School fees and related schedules are compliant with Alberta Education, the School Fees Regulation, and the Education Act expectations and associated regulations.

### Policy Statement

Fees may be charged to parents/guardians upon registering their child/children with Aurora School. These fees will follow Alberta Education and Education Act policies and regulations to assure a fair and accountable system for all stakeholders. Aurora School will not charge any fees for textbooks, workbooks or photocopying, printing or paper supplies.

### Guidelines

1. The Aurora Superintendent and Secretary-Treasurer, in consultation with Aurora Principals, will annually review the Aurora school fee schedule as part of the budget review process.
2. The Secretary-Treasurer will present the annual fee proposal to the Aurora Board of Directors during the spring budget proposal process. The Secretary-Treasurer will outline the fee schedule, rationale for increasing, decreasing or retaining fees, and any proposal of new fees (if applicable).
3. Following Board approval, a draft fee schedule and rationale for increasing, decreasing or retaining fees will be presented to parents/guardians at the School Council and school website. Input from parents/guardians is requested in a reasonable time frame.
4. The fee schedule defines what the fees cover. Fees charged to parents/guardians may include and are not limited to:
  - a. Transportation fees
  - b. Technology user fees
  - c. Fees for optional courses and related consumables
  - d. Field-trips
  - e. Extracurricular fees
  - e. Activity fees
  - f. Lunch supervision fees
  - g. Yearbooks
  - h. Other fees to enhance education over and above basic education requirements and accountabilities.
5. In cases of financial hardship, parents may submit a written request to their school principal for one or more fees to be waived for a particular year period. A form for requesting a fee waiver can be found in Aurora Administrative Regulation (AR) 3150. Note: A principal may adapt fee payment schedule or waive particular fees for parent(s)/guardian(s) on a case by case basis when the parent/guardian demonstrates financial difficulty.
6. The Aurora principal will review completed Request for Waiving Fees form and inform parent/guardian within ten (10) working days of receipt of the written request. Requests for waived fees not approved by the principal can be appealed to the Secretary-Treasurer.

7. If for any reason a student for whom fees have been paid, does not utilize benefits for fees collected, the parent/guardian may request in writing that fees be refunded, other than the non-refundable registration deposit. Written requests for fee refunds should be addressed to the Aurora Secretary-Treasurer who will reply within ten (10) working days.

**Accountability:**

The Aurora annual consolidated fee revenue schedule will be reviewed annually by the Board of Directors and Superintendent in conjunction with the annual budget. When required by current policies and regulations, this process will include submission and approval by Alberta Education.

**References:**

Education Act  
School Fees Regulation  
AR 3150 School Fees



ADMINISTRATIVE REGULATION  
**3150**  
**SCHOOL FEES**  
GENERAL SCHOOL ADMISSION

Adopted: October 16, 2017  
Revised: September 17, 2018  
Review: 2020

## **School Fees**

### **Background/Purpose**

The purpose of this regulation is to provide clarity and accountability on permissible fees charged to parent(s)/guardian(s) and independent students. This regulation will assure that Aurora Academic Charter School fees and related revenue schedules are in alignment and compliant with Alberta Education regulations and the Alberta Education Act.

### **Responsibility**

Superintendent, Principals, and all Aurora Academic Charter School staff and programs

### **Regulation**

1. Fees and related schedules will be set annually by school administration (Principal) in compliance with Alberta Education policy and approved by Aurora Superintendent, Aurora Board of Directors and Alberta Education;
2. All fees and related schedules will be clear, transparent, and accountable to assure understanding by all stakeholders;
3. All students will have access to our core instructional programs irrespective of fees and related schedules;
4. Fees will be assessed and used for the purposes clearly stated in the respective Aurora Academic Charter School revenue schedule;
5. Fees charged for enhanced educational programs, goods, and/or services must adhere to the direct costs associated with the particular enhancement;
6. School principals must submit annually a proposed fee schedule to the Superintendent and Secretary Treasurer. This fee schedule will include existing fees and any proposed increases or new fees. This fee schedule will be:
  - a. Made available to parent(s)/guardian(s);
  - b. Contained in the School Annual Report;
  - c. Reflect ongoing input from stakeholders (parents, students, staff, School Council, Board of Directors, and Principals);
7. The Principal may waive or adjust fee payments for a student on a case by case basis parent(s)/guardian(s) share clear evidence and proof of financial hardship or for compassionate grounds.

## REQUEST FOR WAIVING OF FEES FORM

Please return the completed form to your school principal. Please print clearly.

Date: \_\_\_\_\_

To the Aurora School Principal,

Please consider this request for the waiving of fees for my student for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_.

This request is being submitted because:

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Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Home E-mail address: \_\_\_\_\_

Work E-mail address: \_\_\_\_\_

### References:

BP 3150 School Fees



BOARD POLICY  
**3160**  
**CONDUCTING**  
**RESEARCH STUDIES**  
GENERAL SCHOOL  
ADMINISTRATION

Adopted: June 17, 2020  
Revised:  
Review: 2025

## **Conducting Research Studies**

### **Background/Purpose**

Aurora Academic Charter School is actively engaged in research to inform policy and practice. As a Public Charter School in Alberta, innovation and research are expectations of our ongoing operations coupled with strategic dissemination and knowledge mobilization. All research conducted at Aurora will follow ethical principles to assure safety, confidentiality, and mutual benefit for our students, staff, parents, and stakeholders.

### **Policy Statement**

Any and all research conducted within or in partnership with Aurora Academic Charter School by staff or by external researchers must have approval by the Superintendent of Schools before the particular research project is initiated.

### **Guidelines**

1. The Superintendent will be informed directly about any proposed research projects or surveys in a timely manner.
2. All proposed research projects must successfully complete an Aurora ethics review that is approved by the Superintendent, and the Principal(s) of the school(s) involved in the project. All proposed research projects that are affiliated with a post-secondary teaching institution(s) must, in addition, have a successfully approved ethics review for that particular institution(s).
3. Any research project may be terminated at any time by the Superintendent or designate.
4. Upon completion, all research projects conducted at Aurora must provide to the Superintendent an abstract, executive summary and complete report of the particular research project and findings.
5. All approved research projects must be considerate of students', teachers', parents', staff and administrators' schedules and work demands so as to not place an unreasonable time or work demand.
6. The total number of research projects conducted concurrently will be limited to those approved by the Superintendent so as to minimize disruption on our teaching and learning programs.
7. Any student, parent, staff member, board member or community stakeholder may opt-out of any approved research project at any time.

### **Accountability**

Any and all research conducted at Aurora are accountable to the Superintendent of Schools.

### **Reference**

Alberta Education – Alberta Research Network  
University of Alberta Research Ethics

ADMINISTRATIVE REGULATION  
**3500**  
**STUDENT**  
**CUMULATIVE**  
**RECORDS**  
GENERAL SCHOOL ADMISSION

Adopted: December 12, 2018  
Revised: April 17, 2019  
Review: 2024

## **Student Cumulative Records**

### **Objective**

To ensure that all students records are maintained and stored in compliance with the Alberta Education Act student records regulation by all staff with secure and confidential protocols.

### **Responsibility**

Responsibility for each student record lays with the principal(s). Student records are to be maintained by the School Head Secretaries.

### **Regulation** **Guidelines and Procedures:**

1. The student record must contain the following:
  - a. All information affecting the decisions made about the education of the student that is collected or maintained by Aurora School including:
    - i. Student's legal name as registered by legal parent(s)/guardian(s)
    - ii. Legal name of the student's legal parent(s)/guardian(s)
    - iii. Alberta School Number (ASN)
    - iv. Court approved custody arrangements
    - v. Birthdate of the student
    - vi. Addresses, email addresses and telephone numbers of the student and of the student's parent/guardian
    - vii. Student's Birth Certificate
    - viii. All Psychometric testing results
    - ix. Any formal intellectual, behavioral, or emotional assessment or evaluation requested by the parent or the school
    - x. Any health information the parent of the student or the student wishes to be placed on the student record
    - xi. The annual report card xii. Information about any out-of-school suspension of more than one day or expulsion (to be removed on the 3rd anniversary of the suspension document date, unless otherwise deemed the retention of such information to be for the safety of the student and/or students and staff)
    - xii. Indigenous and/or Francophone status as shared by legal parent(s)/guardian(s)
    - xiii. All Individual Program Plans (IPPs) and any amendments to the particular plan
    - xiv. Name change records where applicable
    - xv. Current legal immigration documentation and expiration dates if applicable an in compliance with current legislation and regulations
    - xvi. CTBS - Canadian Test of Basic Skills
    - xvii. PAT - Provincial Achievement Tests
    - xviii. Student record history from previous educational institution(s)

- b. Student records must be retained for 7 years after graduating Grade 12. Retaining records for longer than 7 years requires the authorization of the board.
- c. Disposal and disclosure of student records must be in accordance with the Personal Information Protection Act and the Student Record Regulation.
- d. Student records for withdrawn or graduating students are transferred to the receiving school upon request by the School Head Secretaries. Outgoing electronic documents sent by email must be encrypted.
- e. For incoming students a request is sent by the School Head Secretaries to the previous education institution. Upon receipt, student records must be saved to the online student record file.

**References:**

BP 3500 - Student Cumulative Records  
Student Record Regulation, Alberta Regulation 166/2018  
Freedom of Information and Protection of Privacy Act



BOARD POLICY  
**3700**  
**CRISIS POLICY**  
GENERAL SCHOOL  
ADMINISTRATION

Adopted: September 18, 2019  
Revised: October 21, 2021  
Review: 2026

## **Crisis Policy**

### **Background/Purpose**

The Board recognizes its responsibility to the Aurora School community to provide crisis response, and trauma-informed practice, when there are significant school or community events that could negatively impact the mental health and wellness of students and school staff.

### **Policy Statement**

The Board will make reasonable efforts to ensure that crisis management plans commensurate with the needs of Aurora Academic Charter Schools are maintained.

Aurora School has and maintains a Crisis Intervention Action Guide that anticipates the most probable circumstances of crisis and pre-plans training and response procedures to be followed to minimize harmful or negative effects of the crisis.

#### Definition

1. Crisis  
For the purposes of this policy statement, the word "crisis" is defined as any unusual situation, falling under or impinging on the jurisdiction of the school that could interfere with the social-emotional and physical wellbeing of students and staff.

### **Guidelines:**

1. Minimizing risk and limitation of harm are fundamental considerations in Trauma-Informed Management Plans.
2. Safety considerations for classes, school-related activities, buildings, and events are part of crisis management.
3. The existence of a Crisis Management Plan does not preclude the use of professional judgment to modify the plan when it is warranted.
4. The Board will promote a culture within the school that encourages consistent consideration for the safety and well-being of students and staff in the creation and implementation of all plans, policies and procedures.
5. Resources/Guidelines are in place for the following topics and crises:
  - a. abduction
  - b. assault
  - c. armed intruder
  - d. death in the school community
  - e. school bus accident
  - f. suicide or suicide-related
  - g. unauthorized persons on premises

### **Accountability**

School Principals  
Superintendent will oversee Crisis Policy on a five year cycle

### **Reference**

Crisis Intervention Activation Guide



BOARD POLICY  
**3800**  
**ABUSE**  
GENERAL SCHOOL  
ADMINISTRATION

Adopted:  
Revised:  
Review:

## **Background/Purpose**

To maintain an environment that is free from harassment or abuse. All employees, student, volunteers, school trustees, visitors, parents, independent contractors will refrain from, report and not tolerate any abuse, harassment or bullying directed towards others, whether or not it occurs within the school building, during the school day or by electronic means.

## **Policy Statement**

Aurora School Ltd. will not tolerate any form of physical, sexual, emotional, verbal, or psychological abuse, nor any form of neglect or harassment.

## **Definitions**

Physical Abuse is defined as but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling or the abusive use of restraints.

Sexual Abuse is defined as but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration with a penis, digital or object of the vagina or anus, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.

Emotional Abuse is defined as but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoat, blaming.

Verbal Abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

Psychological Abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitative behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

Neglect is defined as but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status and refusing or withdrawing physical or emotional support.

Harassment is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

## Procedures

1. Students and staff are encouraged to tell the perpetrator that their conduct is unacceptable and unwelcome.
2. Students are encouraged to inform a staff member if the offending behaviour does not stop or if they take serious offense to a behaviour(s) they consider physical, sexual, emotional, verbal, or psychological abuse, harassment or bullying.
3. Staff is encouraged to inform their direct report to the Principal or Superintendent if the offending behaviour does not stop or if they take serious offense to a behaviour(s) they consider physical, sexual, emotional, verbal, or psychological abuse, harassment or bullying.
4. All school staff are committed to helping students and staff deal with problems of physical, sexual, emotional, verbal, or psychological abuse, harassment or bullying.
5. Staff who have reasonable and probable grounds to believe that a child is in need of intervention shall forthwith report the matter to the:
  - a. Principal, or
  - b. Superintendentwho are required to report the matter to the Police/RCMP.
6. When a staff member or student's behaviour has been determined to constitute physical, sexual, emotional, verbal, or psychological abuse, harassment or bullying, the staff member or student will be subject to disciplinary action pursuant to Board policy.
7. The principal may request parents to seek external assessment and/or counseling services to assist students who are either recipients or perpetrators of harassment or bullying.
8. When a staff member's behaviour has been determined to constitute physical, sexual, emotional, verbal, or psychological abuse, harassment or bullying, the Staff Member will be subject to disciplinary action up to and including termination.
9. The above noted policies are to be reviewed and signed off on annually.

## Accountability

Shared responsibility between the Superintendent and Principals. This policy is required by *Intact Public Entities Canada* as a condition of insurance coverage.

## Acknowledgement

I, \_\_\_\_\_, have reviewed and acknowledge the above policies and procedure in place regarding abuse and allegations of abuse.

Signature: \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Witness: \_\_\_\_\_

## References

Child, Youth and Family Enhancement Act. (Alberta)  
Occupational Health and Safety Act  
Canadian Charter of Rights and Freedoms  
Canadian Human Rights Act  
Criminal Code  
Individual's Rights Protection Act  
ATA Code of Professional Conduct

BOARD POLICY  
**4000**  
**ANNUAL BUDGET -  
DEVELOPMENT**  
BUSINESS ADMINISTRATION

Adopted: May 16, 2016  
Revised:  
Review: 2020

## **Annual Budget - Development**

### **Background/Purpose**

To provide direction for implementation of Board Policy on development of the annual budget

### **Policy Statement**

The Board of Directors will ensure that Aurora School maintains sound financial practices and policies.

### **Guidelines:**

The Secretary Treasurer, under the supervision of the Director of Finance, and Superintendent, will:

1. develop the annual budget and present it for approval to the Board of Directors three weeks prior to the Alberta Education deadline;
2. monitor school finances to ensure that revenues and expenditures stay within budgetary guidelines;
3. ensure that all financial reporting to Alberta Education be completed in a timely and forthright manner;
4. provide to the Board of Directors a monthly breakdown of budgeted expenditures and revenue along with a comparison to actual expenditures and revenues; and
5. provide Principals with a school-based annual budget.

### **Accountability**

Monitored annually by the Director of Finance, Secretary Treasurer, Superintendent and Principals

### **Reference**

Alberta Education Guidelines for the School Jurisdiction Budget Report

BOARD POLICY  
**4005**  
**ANNUAL BUDGET  
DEVELOPMENT**  
BUSINESS ADMINISTRATION

Adopted: January 20, 2022  
Revised:  
Review: 2026

## **Annual Budget Development**

### **Background/Purpose**

The long-term financial health of Aurora School is critical to ensure a strong educational program. This policy provides direction for the creation and oversight of the annual budget.

### **Policy Statement**

The annual budget should support the long-term financial health of Aurora School, be student-centred, prudent, transparent, and aligned with the strategic priorities for Aurora School. Each year the Secretary-Treasurer shall prepare for Board consideration and approval a Financial Forecast and final annual budget, as outlined below. The annual budget is the financial component of our assurance model.

### **Guidelines**

1. Under the supervision of the Superintendent, the Secretary-Treasurer will seek input from the Board, School Council and school administration with respect to budget priorities for the upcoming year.
2. Under the supervision of the Superintendent, the Secretary-Treasurer will complete a Financial Forecast (Appendix A) prior to the budget year. This will reflect input received by the Board, School Council, and school administration.
3. The Financial Forecast will be presented to the Board one week prior to the April Board meeting for discussion and approval. Following this, the Secretary-Treasurer, under the supervision of the Superintendent, shall submit a dra annual budget to the Board a week in advance of the May Board meeting.
4. On or before May 31 of each year, concerning the annual budget for the year beginning September 1, following Board review and approval, a final budget in the form prescribed by the Minister of Education will be submitted to Alberta Education.
5. Under the supervision of the Superintendent, the Secretary-Treasurer will monitor school finances to ensure that revenues and expenditures stay within budgetary guidelines.
6. Under the supervision of the Superintendent, the Secretary-Treasurer will ensure that all financial reporting to Alberta Education be completed in a mely and forthright manner.
7. The Director of Finance will provide to the Board of Directors a monthly breakdown of budgeted expenditures and revenue along with a comparison to actual expenditures and revenues.

## Appendix A

### **Accountability**

Director of Finance, Secretary-Treasurer, and Superintendent

### **References:**

Education Act



BOARD POLICY  
**4006**  
**ANNUAL BUDGET  
IMPLEMENTATION**  
BUSINESS ADMINISTRATION

Adopted: January 20, 2022  
Revised:  
Review: 2026

## **Annual Budget - Implementation**

### **Background/Purpose**

The approved budget provides the Superintendent clear direction from the Board with regard to the allocation and expenditure of funds.

### **Policy Statement**

The Board entrusts and delegates the responsibility for budget implementation and adherence to the Superintendent of Aurora School.

### **Guidelines:**

1. The Superintendent may delegate roles and tasks of budget implementation, but retains overall responsibility for the budget implementation and adherence.
2. The Superintendent is responsible for ensuring the budget is implemented in accordance with Board policy and guidelines, and that implementation is clear and transparent in Board communications and meetings.
3. Any financial activity that is not pre-approved by way of inclusion and assignment in the annual budget requires Board approval.
4. As further checks and balances, the Finance and Audit Committee will review budget implementation and its alignment with Board-approved direction.

### **Accountability**

Superintendent, Secretary-Treasurer, and Finance and Audit Committee.

### **Reference**

4005 BP Annual Budget Development  
4025 BP Reserves, Surpluses, and Deficits

BOARD POLICY  
**4010**  
**FINANCIAL**  
**STATEMENTS AND**  
**AUDIT**  
BUSINESS ADMINISTRATION

Adopted: May 16, 2016  
Revised: March 15, 2023  
Review: 2028

## **Financial Statements and Audit**

### **Background/Purpose**

Financial reporting must be transparent and responsible.

### **Policy Statement**

The audited financial statements shall be received and approved by the Aurora School membership at the Annual General Meeting.

### **Guidelines:**

1. The auditors will present the audited financial statements to the Board at the regular November Board meeting. The Board will make a motion to determine whether to accept these audited financial statements.
2. At the Annual General Meeting, held each November, the Director of Finance will present the accepted audited financial statements and the appointment of the school auditor to members.
3. Every five years, the Board of Directors will solicit proposals from qualified firms or individuals for appointment as the school auditor. This occurred in 2022, and following this schedule, a new request for proposals will be issued in 2027.

### **Accountability**

Superintendent, Director of Finance, Board of Directors

### **Reference**

Education Act  
4015 BP: Procurement

BOARD POLICY  
**4015**  
**PROCUREMENT**  
BUSINESS ADMINISTRATION

Adopted: January 20, 2022  
Revised:  
Review: 2026

**Procurement**

**Background/Purpose**

In executing the approved budget as per BP 4005 Annual Budget Development and BP 4006 Annual Budget Implementation, the process of purchasing, procuring, and contracting functions at Aurora School will be guided by this policy.

**Policy Statement**

Aurora School utilizes its resources to the greatest benefit of our students' education. Procedures for all expenditures made with school funds need to be efficient, economical, transparent, legal, ethical, and in compliance with all applicable legislation, regulation, and guidelines. Procurement should be free from conflicts of interest (actual, potential, or perceived).

**Guidelines**

1. The procurement method is as follows:

| Aggregate Value of Purchase                             | Method of Quotation  |
|---|--|
| Goods, services, or construction projects under \$5000  | No formal requirement to obtain competitive prices, all purchases must be efficient, economical, legal, ethical, and in compliance with all applicable legislation, regulation, and guidelines |
| Goods, services, or construction projects above \$5,000 | Written quotes required (minimum of three; rationale to be documented if fewer than three quotes obtained)   |

2. For Capital projects \$500,000 or greater, Board approval is required for the tender and the bid selection.
3. Situations when sole-sourcing is permitted are as follows:
  - a. Where it can be demonstrated that only one supplier can meet the requirements of a procurement
  - b. where an unforeseeable situation of urgency exists and the services, or the goods or services in respect to construction, could not be obtained by means of open procurement procedures
  - c. when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise confidentiality
  - d. of services provided by lawyers and notaries
  - e. in the absence of a receipt of any bids in response to a call for tender



Monitored on a five-year cycle.

**Accountability**

Secretary-Treasurer, Superintendent, Finance & Audit Committee

**References:**

BP 4005 Annual Budget Development  
BP 4006 Annual Budget Implementation



BOARD POLICY  
**4025**  
**RESERVES,  
SURPLUSES AND  
DEFICITS**  
BUSINESS ADMINISTRATION

Adopted: January 20, 2022  
Revised:  
Review: 2026

## **Reserves, Surpluses and Deficits**

### **Background/Purpose**

The long-term financial health of Aurora School is critical to ensure a strong educational program. As resources permit, operating reserves will be established to ensure appropriate cash flow and to provide for ongoing operational needs. The Board supports the establishment and maintenance of transparent capital reserves for the purpose of providing for present and future cash requirements.

### **Definitions**

1. Capital Reserves: Funds set aside which will ensure the mely purchase and/or replacement of capital assets (goods valued in excess of \$5,000).
2. Operating Reserves: Funds set aside for operational purposes.

### **Guidelines:**

1. All reserves shall be accounted for and reported on by the Secretary-Treasurer.
2. Delineation of reserves will be accounted for in a clear and transparent manner.
3. Spending or allocation of reserves must be approved by the Board. The financial reporting of reserves will occur in conjunction with the year-end.
4. The Board may authorize the establishment of earmarked reserves for expenses or specific projects.
5. Should the intended purpose, event, or expenditure cease or change significantly in the future, any remaining amount in the reserve should be allocated or re-allocated to the appropriate expense operating reserve or reallocated through the annual review process.
6. Accumulated surpluses carried forward as outlined above are available for the operation of the school.
7. Where required by applicable legislation, regulaon, or other guideline, the current year's net interest income from reserves shall be allocated or re-allocated accordingly; where not required by applicable legislation, regulation or other guideline, the current year's net interest income from reserves shall be allocated as per Board direcon.
8. The use and allocation of capital reserves, unless legislated, must be approved by the Board.

### **Accountability**

Director of Finance, Secretary Treasurer, and Superintendent

### **Reference**

AR 4005 BP Annual Budget Development AR  
4006 BP Budget Implementation

BOARD POLICY  
**4100**  
**CHARITABLE STATUS**  
BUSINESS ADMINISTRATION

Adopted: October 2, 1997  
Revised: April 21, 2022  
Review: 2026

## **Charitable Status**

### **Background/Purpose**

To ensure that Aurora School preserves its charitable status.

### **Policy Statement**

The Superintendent is responsible for maintaining the charitable status business of the school.

### **Accountability**

Superintendent

### **Reference**

AR 4100 Charitable Donations

ADMINISTRATIVE REGULATION  
**4100**  
**CHARITABLE STATUS**  
BUSINESS ADMINISTRATION

Adopted: October 13, 2015  
Revised:  
Review: 2020

## **Charitable Status**

### **Objective**

To provide direction for the implementation of Board Policy regarding charitable donations.

### **Responsibility**

The Secretary Treasurer is responsible for maintaining the charitable status business of the school.

### **Regulation**

1. Donations must conform to the Income Tax Act as it relates to charitable organizations.
2. Charitable receipts can only be signed by signing officers of Aurora School.
3. It is the responsibility of the Secretary Treasurer to maintain all charitable and corporate registrations in current status.

### **Reference**

BP 4100 Charitable Donations

BOARD POLICY  
**4200**  
**CORPORATE CREDIT  
CARD PROCEDURES**  
BUSINESS ADMINISTRATION

Adopted: January 20, 2014  
Revised: December 16, 2024  
Review: 2025

## **Corporate Credit Card Procedures**

### **Background/Purpose**

Use of school funds must be aligned with the approved budget or other Board approvals, transparent, and responsible.

### **Policy Statement**

The use of corporate credit cards should build efficiency by simplifying the acquisition, receipt and payments of purchases and travel expenses, supported by board policies and procedures. Credit cards should only be used when other means are not feasible.

### **Guidelines:**

1. Corporate credit cards may be issued to the Superintendent, Principals, Secretary-Treasurer, Facilities Manager, and Technology Manager, and Foods Program lead teacher.
2. Credit cards are issued to individuals for their exclusive use and may not be used by anyone else, including assistants or administrative staff, under any circumstances. If purchases or transactions need to be made on behalf of the cardholder (e.g., by a secretary for a principal), these must be arranged through approved alternative methods, such as requisition forms or purchase orders. Allowing another individual to use a corporate credit card is considered a violation of the terms of use and may result in revocation of the card and/or other disciplinary actions.
3. Corporate credit cards should only be used when other forms of payment are not possible (ex. purchase order).
4. All persons who are issued a school credit card shall be required to sign an agreement regarding the acceptable use of the card.
5. The credit limit for each card is determined based on the position, as outlined in Appendix I. These limits, designed to reflect the responsibilities and financial needs of each role, are capped and reviewed periodically to ensure alignment with organizational requirements.
6. Selection of corporate credit cards should be on the basis of the lowest fees.
7. Any rewards, benefits, or points should be directed back to the school.

### Appendix I: Credit Limits

| Position                   | Proposed Credit Limit (\$) | Rationale   |
|----------------------------|----------------------------|---|
| Superintendent             | 20,000                     | High-level authority for large expenses, conferences, and emergency needs.              |
| Secretary-Treasurer        | 50,000                     | Financial administration requiring frequent transactions for organizational operations. |
| Principal (each)           | 10,000                     | Regular school-based expenses, including supplies, events, and staff travel.            |
| Facilities Manager         | 10,000                     | Facility maintenance, repairs, and unexpected equipment purchases.                      |
| Technology Manager         | 8,000                      | Technology-related purchases, repairs, and software subscriptions.                      |
| Foods Program Lead Teacher | 1,000                      | Limited to food program supplies and related purchases.                                 |

#### **Accountability**

Superintendent, Secretary-Treasurer, and Finance and Audit Committee

#### **Reference**

AR 4200 Corporate Credit Card Procedures

ADMINISTRATIVE REGULATION  
**4200**  
**CORPORATE CREDIT  
CARD PROCEDURES**  
BUSINESS ADMINISTRATION

Adopted: October 13, 2015  
Revised:  
Review: 2020

## **Corporate Credit Card Procedures**

### **Objective**

To provide direction for the implementation of Board Policy 4200 regarding Corporate Credit Cards.

### **Responsibility**

Corporate credit cards may be issued to the Superintendent, Principals, or other staff who frequently make purchases for the school.

### **Regulation**

- A. Availability of Corporate Credit Cards
  - 1. School credit card holders must acknowledge through a completed School Credit Card Request form that they have read and understood the Corporate Credit Card Procedures.
  - 2. Approval from the Superintendent and Board Chair must be obtained prior to the issuance of a corporate credit card.
- B. Use of Corporate Credit Cards
  - 1. Corporate credit cards may be used for the following business purposes:
    - a. Payment for business related travel and meals.
    - b. Fees to attend conferences and seminars.
    - c. Supplies, including supplies required by staff or the school administration.
    - d. Other school related purchases as appropriate.
- C. Restrictions on Use of Corporate Credit Cards
  - 1. Corporate credit cards may not be used for personal expenditures of any nature.
  - 2. Corporate credit cards are for the sole use of the individual whose name is imprinted on the card.
  - 3. The purchase limits, set out in Policy 4020: Administration of School Funds, apply to credit card purchases (\$5,000 per transaction).
  - 4. The splitting of payments in order to circumvent the requirements of the policy will be considered an abuse of the card.
  - 5. A maximum monthly credit limit of \$10,000 will be given.
  - 6. Misuse of the card may result in suspension of credit card privileges and/or disciplinary action up to and including dismissal.
- D. Payment of Credit Card Billings
  - 1. Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.
  - 2. Goods returned, must be returned for credit on the card. Cardholders must not accept a cash refund for returned goods.

### **Reference**

BP 4200 Corporate Credit Card Procedures

BOARD POLICY  
**5000**  
**RECRUITMENT AND  
SELECTION**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: April 22, 2024  
Review: 2029

## **Recruitment and Selection**

### **Background/Purpose**

Recruitment and selection of staff is critical in maintaining the high quality of staff needed at Aurora School.

### **Policy Statement**

Aurora School believes that the process of filling staff vacancies should be fair, objective, and inclusive, based on merit, resulting in the selection of the best candidate for the job. We are committed to promoting diversity, equity, and inclusion in our hiring practices, ensuring that all qualified candidates are given opportunity and consideration.

### **Guidelines:**

Unless specifically indicated this policy is applicable to all staff at Aurora School.

### **Accountability**

Monitored annually by the Superintendent of Schools and on a five year cycle by the Board of Directors in accordance with annual work plan.

### **Reference**

AR 5000 Recruitment and Selection



ADMINISTRATIVE REGULATION  
**5000**  
**RECRUITMENT AND  
SELECTION**  
GOVERNANCE & OPERATIONS

Adopted: October 13, 2015  
Revised: December 6, 2022  
Review: 2027

## **Recruitment and Selection**

### **Background/Purpose**

To provide direction for implementation of Board Policy 5000 on the recruitment and selection of staff.

### **Guidelines**

1. Recruitment
  - a. Recruitment during a given year will be coordinated by the Superintendent.
  - b. Aurora School will post all staff vacancies for a minimum of seven (7) calendar days.
    - i. Aurora School staff will be considered for posted vacancies, provided that a written application is submitted to the Principal or Superintendent, as applicable, prior to the closing date for competition.
  - c. Where Aurora School wishes to receive applications from external candidates, consideration may be given to advertising through appropriate, cost-effective mediums.
  - d. Advertisements for staff vacancies will be developed by the Principal or Superintendent, as applicable. Advertisements will contain relevant information on the position.
    - i. the nature of the staff vacancy
    - ii. key responsibilities and required qualifications
    - iii. advertisements will highlight the benefits of working at Aurora School and reference
    - iv. teaching philosophy
    - v. curriculum
    - vi. class size
    - vii. parental engagement
    - viii. discipline
    - ix. current (within six months) Police Check and Vulnerable Sector Check
    - x. valid teacher certification
  - e. Applications received for staff vacancies will be screened by the Superintendent and/or Principal(s), who will provide the Superintendent a short list of applicants, including resumes, cover letters, evaluations, and teaching certificates for all short-listed applicants. All short listed applicants will be approved by the Superintendent prior to the interview process. 1 October 13, 2015  
December 6, 2022 2027 3

2. Selection
  - a. School-Based Administration and/or the Superintendent will assess the suitability of applicants for staff vacancies. The Superintendent will be invited to all interviews.
  - b. Candidates will be assessed based on the following factors:
    - i. education
    - ii. experience
    - iii. knowledge
    - iv. skills/abilities
    - v. alignment with Aurora's charter documents and policies
  - c. Assessments will include the following:
    - i. structured interview(s)
    - ii. reference checks with supervisors and may include professional colleagues
    - iii. validation of formal qualifications
    - iv. criminal reference check and vulnerable sector check (6 months or less) provided by the applicant
    - v. where appropriate, in-class observation
  - d. The Principal and/or the Superintendent will develop detailed interview plans for all interviews:
    - i. outlining the questions that will be asked of each candidate
    - ii. setting the interview panel, which may include the Principal, Superintendent, other School-Based Administrators, and/or other relevant school personnel
    - iii. any necessary skills tests
  - e. The Principal and/or the Superintendent will maintain detailed summaries for each candidate assessed through the selection process, which may be shared with the Superintendent.
3. Offer of Employment for School-Based Positions
  - a. The Interview Panel will make a written recommendation for hire to the Superintendent of Aurora School. The Superintendent will inform the Secretary-Treasurer of the successful candidate, and the Secretary-Treasurer will draw up the terms of employment.
  - b. The Superintendent will be responsible for extending an offer of employment and may delegate contacting the candidate to the Interview Panel. Upon the candidate accepting the offer of employment, the Secretary-Treasurer will draw up the contract of employment and contact the candidate for signature.
  - c. For supply teacher positions, the Principal(s) are empowered to short-list, interview, and hire applicants without consultation with the Superintendent, so long as the Superintendent has approved hiring for those positions.
  - d. In the case of short-term leaves, the Principal may appoint a supply teacher upon approval from the Superintendent.
4. Unsuccessful Candidates The Superintendent and/or School-Based Administration will ensure all applicants who are not successful are contacted to advise them the position has been filled.
5. Nepotism In filling staff vacancies, preferential treatment will not be given to friends or relatives of employees. Individuals may not be employed in positions where they are subject to the direct or indirect influence of a family member. Family members are defined as spouse, common-law spouse, children, parent, grandparent, grandchildren, sibling, sibling-in-law, parent-in-law, children-in-law, aunt, uncle, niece, nephew, step-children, step-sibling, step-parent.

## **Accountability**

Superintendent, School-Based Administration

BOARD POLICY  
**5010**  
**PROBATIONARY**  
**PERIOD**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: February 27, 2023  
Review: 2028

## **Probationary Period**

### **Background/Purpose**

All new teachers and non-teaching staff must complete a probationary period of employment with Aurora School.

### **Policy Statement**

Aurora School requires that all newly hired teachers and non-teaching staff should serve a probationary period prior to being appointed to a continuous position at Aurora School.

The purpose of the probationary period is to assess each new employee's performance and to determine suitability for appointment to a continuous position.

### **Guidelines**

1. Probationary period for teachers:
  - o Teachers may receive a probationary contract if they were not employed as a teacher, other than as a substitute or temporary teacher, by Aurora School Ltd. in the preceding school year.
  - o Probationary contracts terminate on June 30 next following the commencement date specified in the contract.
  - o If evaluations of the teacher indicate that a further probationary period is required, and the teacher agrees, an additional probationary period may be added ending no later than June 30 following the date of the renewal of the contract.
2. Probationary period for non-teaching staff will be the first three months of continuous employment.

Unless specifically indicated, this policy is applicable to all newly hired employees at Aurora School.

### **Accountability**

Superintendent

### **Reference**

AR 5010 Probationary Period

ADMINISTRATIVE REGULATION  
**5010**  
**PROBATIONARY**  
**PERIOD**  
HUMAN RESOURCES

Adopted: October 13, 2015  
Revised:  
Review: 2020

## **Probationary Period**

### **Objective**

To provide direction for implementation of Board Policy regarding a probationary period of employment.

### **Responsibility**

Superintendent.

### **Regulation**

- A. Probationary Period
  - 1. All newly recruited staff members must complete a 12 month probationary period prior to their being eligible for a continuous contract.
  - 2. Newly hired staff members may only be appointed to a continuous position at Aurora School when the employee has demonstrated performance satisfactory to the Principal.
  - 3. A probationary contract of employment shall terminate on the June 30 next following the commencement date specified in the contract.
- B. Termination prior to completion of the probationary period
  - 1. A probationary contract may be terminated by the Board subject to the Education Act.
  - 2. A probationary contract may be terminated by a teacher subject to the Education Act.

### **Reference**

BP 5010 Probationary Period

BOARD POLICY  
**5020**  
**ORIENTATION**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: April 21, 2022  
Review: 2026

## **Orientation**

### **Background/Purpose**

Aurora believes that all newly hired employees should be provided with an orientation.

### **Policy Statement**

The purpose of the orientation is to welcome and acculturate new employees and to provide them with concise and accurate information that is beneficial to their initial success. The orientation supports them in their engagement as they develop and pursue excellence for themselves and for Aurora.

### **Accountability**

Superintendent

### **Reference**

AR 5020 Orientation

ADMINISTRATIVE REGULATION  
**5020**  
**ORIENTATION**  
HUMAN RESOURCES

Adopted: October 13, 2015  
Revised: August 13, 2019  
Review: 2020

## **Orientation**

### **Objective**

To provide direction for implementation of the Board Policy regarding orientation of new staff.

### **Responsibility**

Principals, Secretary Treasurer

### **Regulation**

- A. Orientation
1. Orientation includes giving new employees a full picture of Aurora School. New recruits should learn, respective to their position:
    - a. History
    - b. Mission, Vision, Values
    - c. Philosophy
    - d. School community
    - e. Structure and reporting relationships
    - f. Goals
    - g. Key responsibilities
    - h. Expectations and standards of performance for their position (TQS)
    - i. Curriculum and embellishments
    - j. Direct instruction model and strategies
    - k. Record Keeping
    - l. Reporting and evaluation
    - m. Terms and conditions of employment
    - n. Health, safety and emergency procedures
  2. Orientation should emphasize:
    - a. The uniqueness of Aurora School's culture and teaching methodology
    - b. The value of individuals working collectively to achieve Aurora School goals
  3. Orientation can include:
    - a. Meetings with the principal, the superintendent, and with other staff members
    - b. In-services
    - c. Mentorship with another staff member
    - d. Guided tour of the school
    - e. Follow-up survey in January of that year to assess the effectiveness of the orientation process

### **Reference**

BP 5020 Orientation

BOARD POLICY  
**5052**  
**EMPLOYMENT**  
**BENEFITS -**  
**NON-TEACHING**  
**STAFF**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: June 20, 2022  
Review: 2027

## **Employment Benefits - Non-Teaching Staff**

### **Background/Purpose**

Aurora School employees should have an effective and competitive benefits plan. All staff are valued members of our community and strive to offer the most affordable, competitive, and fair benefits plan possible for all staff to create a welcoming, caring, and supportive environment.

### **Policy Statement**

Aurora School believes that employee benefits should be fair and equitable, tax-effective, and affordable for the employer and employees.

### **Accountability**

Superintendent

ADMINISTRATIVE REGULATION  
**5052**  
**EMPLOYMENT**  
**BENEFITS -**  
**NON-TEACHING**  
**STAFF**  
HUMAN RESOURCES

Adopted: September 9, 2019  
Revised:  
Review: As Required

## **Employment Benefits - Non-Teaching Staff**

### **Objective**

Outlines the operation and implementation of the Aurora School employee benefit plan.

### **Responsibility**

Employee enrolment in the Aurora School benefit plan is carried out by the Secretary Treasurer.

### **Regulation**

#### A. Benefit Plans

1. When the enrollment and other requirements of the insurer(s) have been met, the employer shall take steps to contract for and implement the following group benefit plans:
  - a. Life Insurance
  - b. Accidental Death and Dismemberment
  - c. Dependent Life Insurance
  - d. Short-term Disability
  - e. Long-term Disability Insurance
  - f. Extended Health Care
  - g. Dental Care Insurance
  - h. Health Spending Account

#### B. Payment of Premiums

1. The payment of contributions for the plan as set out in Section A above shall be as follows:
  - a. Life Insurance. The employee shall pay 100% of the cost of Life Insurance premiums.
  - b. Accidental Death and Dismemberment. The employee shall pay 100% of the cost of Accidental Death and Dismemberment premiums.
  - c. Dependent Life Insurance. The employee shall pay 100% of the cost of Dependent Life Insurance premiums.
  - d. Short-term Disability. The employer shall pay 100% of the cost of Short-term Disability premiums.
  - e. Long-term Disability Insurance. The employee shall pay 100% of the cost of Long-term Disability Insurance.
  - f. Extended Health Care. The employer shall pay 100% of the Extended Health Care premiums.
  - g. Dental Care Insurance. The employer shall pay 100% of the cost of Dental Care premiums.
  - h. Health Spending Account. The employer shall pay 100% of the cost of Health Spending Account premiums



C. Eligible Employees

1. All employees 0.5 FTE or greater shall be required to enroll in the benefit plans.

D. General Provisions

1. Notwithstanding Section B, the requirement to participate in Extended Health Care or Dental Care insurance, as a condition of employment shall be waived for those employees who already have group insurance coverage as dependents of their spouses and who therefore elect not to participate. Further, employees with no dependents other than spouses may elect to take single coverage in any Extended Health Care or Dental Care insurance plans if their spouses have single coverage in the same or comparable plans.
2. The implementation and operation of the Aurora School Benefit Plan, hereinbefore referred to, shall, at all times, be subject to and governed by the terms and conditions outlined in the policies or contracts entered into with the underwriters of the plans.

**Accountability**

Secretary-Treasurer

**References**

BP 5052 – Employee Benefits – Non-Teaching Staff  
Manulife Group Benefits Plan  
NexGen Rx Health Spending Account



BOARD POLICY  
**5053**  
**LEAVE OF ABSENCE -**  
**NON-TEACHING**  
**STAFF**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: June 20, 2022  
Review: 2027

## **Leave of Absence - Non-Teaching Staff**

### **Background/Purpose**

Aurora School understands that employees may require leave from school for various reasons

### **Policy Statement**

Aurora School believes that providing support and assistance to employees is necessary for a positive and caring work environment.

### **Guidelines**

Aurora School may provide additional leave of absence in addition to labour standards for non-teaching staff which may include:

1. compassionate leave
2. Convocation
3. personal leave

### **Accountability**

Superintendent

ADMINISTRATIVE REGULATION  
**5053**  
**LEAVE OF ABSENCE -**  
**NON-TEACHING**  
**STAFF**  
HUMAN RESOURCES

Adopted: September 9, 2019  
Revised:  
Review: 2020

**Leave of Absence - Non-Teaching Staff**

**Objective**

Aurora School believes it is appropriate to provide support and assistance to employees who are unable to work due to matters beyond their control.

**Responsibility**

Secretary-Treasurer in consultation with school-based administration.

**Regulation**

A. Sick Leave

1. Where approved by the employer, sick leave with pay will be provided for the purpose of obtaining necessary medical or dental treatment or on account of injury, illness or disability.
2. The total amount of sick leave with pay taken in a school year shall not be more than:
  - a. ten (10) working days for full-time employees or proportion thereof an employee's FTE.
  - b. For absences of more than three consecutive days, the employee must provide a medical note.
3. For medical leaves qualifying for short or long term disability, employees must follow guidelines as outlined in Aurora School's group benefit plan.

B. Maternity Leave

1. An employee who has completed 52 weeks continuous employment shall, upon his/her written request at least six weeks in advance, be granted maternity/parental leave to become effective at any time within 12 weeks of the estimated date of delivery, provided that the maternity leave commences not later than the date of delivery.
2. If the pregnancy interferes with the employee's job performance during the 12 weeks before the estimated date of delivery, the employer can require the employee to start maternity leave. This notice must be given in writing.
3. Maternity leave shall be without pay and benefits except for that portion of maternity leave during which the employee has a valid health-related reason for being absent from work and is also in receipt of sick leave, Employment Insurance (EI), Supplemental Unemployment Benefits (SUB), Short Term Disability (STD) or Long Term Disability (LTD). The total period of maternity leave shall not exceed 18 months.

4. An employee on maternity or parental leave shall provide the employer with 6 weeks written notice of readiness to return to work at which time the employer will reinstate the employee into a position. The employee must be reinstated in the same or a comparable position with earnings and other benefits at least equal to those received when the leave began.
5. Parents and/or adoptive parents are eligible for unpaid, job-protected parental leave as per current Government of Canada legislation. Parental leave must be completed within 52 weeks of the date a baby is born, or newly adopted child is placed with the parent.

C. Compassionate Leave

1. Compassionate leave shall be approved by the employer in a case of critical illness or death of the employee's spouse, son, daughter, father, mother, sister, brother, grandparent, father-in law, mother-in-law, daughter-in-law, sister-in-law, son-in-law, brother-in-law, or grandparent of spouse:
  - a. for critical illness, up to four consecutive calendar days without loss of salary, provided that such leave is taken within a five (5) consecutive day period, commencing with the date the employee was notified of the illness
  - b. for death, up to five calendar days without loss of salary.
2. The length of leave provided for in Section C1 may be extended at the discretion of the employer, should additional time be required for travel.
3. For school-based employees, notification of compassionate leave must be given to the principal. For central office or whole-school staff, notification must be given to the secretary-treasurer. The employer may require documentation to verify the reason for the absence.
4. Leave may be granted for up to one day to attend the funeral of someone not named in C.1.

D. Convocation

1. Leave of up to one calendar day without loss of salary shall be approved for an employee to attend his/her convocation.

E. Personal Leave

1. In consultation with the principal and/or secretary treasurer, and with two weeks notice where operationally possible, an employee may be granted up to one day personal leave with pay per school year, except where circumstances put such a leave in conflict with the interests of the school.
2. Any employee under contract for 61 to 100 days in a school year may be granted 1/2 day personal leave with pay per school year.

F. Additional Leave

1. With approval of the superintendent, additional leave of absence may be granted by the employer with or without pay.

## References

BP5053: Leave of Absence – Non-Teaching Staff

BOARD POLICY  
**5100**  
**DEFERRED SALARY**  
HUMAN RESOURCES

Adopted: January 16, 2023  
Revised:  
Review: 2028

### **Deferred Salary**

#### **Background/Purpose**

To provide Aurora School employees with a deferred salary program option.

#### **Policy Statement**

Aurora School believes eligible employees should be given the opportunity to finance a one-year leave of absence without compensation by deferring portions of their salary to provide for a self-funded leave of absence for personal and professional development purposes.

All leaves will be granted; timing of leaves will be managed to ensure school operations are not negatively affected.

#### **Accountability**

Superintendent

#### **References**

AR 5100: Deferred Salary

BOARD POLICY  
**5120**  
**STAFF**  
**PROFESSIONAL**  
**DEVELOPMENT**  
HUMAN RESOURCES

Adopted: February 1, 1999  
Revised: September 24, 2024  
Review: 2026

## **Staff Professional Development**

### **Background/Purpose**

The Board of Directors supports professional development (PD) opportunities for all staff members in their individual pursuit of lifelong learning that enhances educational services for Aurora students. The Board will also provide PD support in areas that the Board targets for organizational growth.

### **Policy Statement**

The Board of Directors will support and encourage staff members who take the initiative in their ongoing development of skills and competencies. The Board will allocate funds in the annual budget to assist staff in participating in such professional growth.

### **Guidelines**

1. Certified Staff (Teachers)

As per the Collective Agreement, when the Board reviews Guideline 1 of Policy 5120 - Professional Development, the Board shall notify the Alberta Teachers Association. The Association will be invited to the appropriate meeting of the Policy Committee.

According to the Teacher Quality Standard (Ministerial Order #016/97), teachers are obligated to: "...engage in ongoing professional development."

The Professional Growth Account is available to all permanent full-time and part-time certified staff members. Staff members on Leave of Absence are not eligible.

Each eligible certified staff member has access to the account to a maximum of \$1500 during the period of September 1 to August 31 of each fiscal year. Part-time certified employees will be eligible for an amount starting at \$250 and prorated to their FTE above that amount.

2. Non-Certified Staff

The Professional Growth Account is also available to all permanent full-time and part-time non-certified staff members. Staff members on Leave of Absence are not eligible.

Each eligible non-certified staff member has access to the account to a maximum of \$1500 during the period of September 1 to August 31 of each fiscal year. Part-time non-certified employees will be eligible for an amount starting at \$250 and prorated to their FTE above that amount.

### **Accountability**

Annual review by the Board of Directors.

### **References**

AR 5120 Staff Professional Development

ADMINISTRATIVE REGULATION  
**5120**  
**STAFF**  
**PROFESSIONAL**  
**DEVELOPMENT**  
HUMAN RESOURCES

Adopted: October 13, 2015  
Revised:  
Review: 2020

## **Staff Professional Development**

### **Objective**

To provide direction for implementation of Board Policy 5120 regarding staff professional development.

### **Responsibility**

The Principal(s) will be responsible for approval and the Secretary Treasurer for disbursement of funds.

### **Regulation**

It is the individual staff member's choice to apply for PD funding. Unused funds can be carried over for one year to a maximum of 50% of staff member's allocated professional development funds.

Teachers are not responsible for covering substitute teacher costs out of their Professional Growth Account.

For non-certified staff, the money must be used for work-related professional development and/or training.

### **Procedures**

1. Staff members who wish to access PD funding support are to make application on forms made available for this purpose.
2. Staff members must obtain approval from the Principal at least two weeks prior to activities that require them to be out of school.
3. Approvals for PD expenses will be made by the Principal based on educational merit to Aurora School program of studies.
4. The cost of teacher registration fees for the ATA Teachers' Convention will be included in individual teachers' \$1000 PD allocation.
5. The Principal may require teachers to attend particular professional development activities. In such cases, Aurora School will pay the expenses and the teacher's account is not affected.
6. The Board may also provide professional development support in areas that the Board targets for organizational growth.
7. Reimbursement will be made for eligible account items upon presentation of original receipts.
8. Eligible expenses for PD include:
  - a. University/college Course Tuition
  - b. Conference, seminar, workshop
  - c. Food when on PD (up to \$20/lunch, \$30/dinner) [receipts required]
  - d. Lodging when on out-of-town PD (up to \$150/night)
  - e. Mileage when on out-of-town PD over 100 km from Edmonton (52¢/km)
  - f. Parking when on PD (up to \$20/day)
  - g. ATA conference workshops and Specialist Council conferences
  - h. Alcohol will not be expensed

### **References:**

BP 5120 Staff Professional Development

BOARD POLICY  
**5130**  
**STAFF ATTIRE**  
HUMAN RESOURCES

Adopted: October 2, 1997  
Revised: October 21, 2024  
Review: 2029

## **Staff Attire**

### **Background/Purpose**

Employee attire should be reflective of Aurora School's traditional, student-centered, teacher-directed approach.

### **Policy Statement**

Employees are required to wear appropriate business attire when in the school or representing the school at official functions.

### **Accountability**

Monitored annually by Superintendent and reviewed on a five year cycle by the Board of Directors as part of its annual work plan.

### **Reference**

AR 5130 Staff Attire



ADMINISTRATIVE REGULATION  
**5130**  
**STAFF ATTIRE**  
HUMAN RESOURCES

Adopted: October 13, 2015  
Revised: August 21, 2018  
Review: 2023

## **Staff Attire**

### **Objective**

To provide direction for the implementation of Board Policy on staff attire.

### **Responsibility**

It is the responsibility of the Principals to ensure the implementation of and compliance with this policy and regulation. In case of a disagreement, the Principal's' decision is final.

### **Regulation**

1. Staff must be well-groomed at all times (clothing clean, pressed).
2. The wearing of the approved Aurora collared shirts by staff will be considered to be appropriate business attire.
3. Denim and athletic clothes are not appropriate including sweatshirts, t-shirts, and leggings worn as pants,
4. Predetermined days that allow for exceptions to the dress code may occur from time to time (certain non-uniform days, athletic days, certain field trips).
5. Physical Education teachers may dress appropriately for those classes following the same rules as students. It is preferred that they change into appropriate clothing for classroom teaching at lunch.
6. Appropriate footwear must be worn. Dress shoes, dress sandals with a back, and leather-type casual shoes are appropriate. Flip flops, crocs, birkenstock-style, and work-out/running shoes are not appropriate for classroom wear.

### **Reference**

BP 5130 Staff Attire

BOARD POLICY  
**5300**  
**RECOGNITION FOR  
LONG SERVICE**  
HUMAN RESOURCES

Adopted: November 20, 2006  
Revised: March 15, 2023  
Review: 2028

## **Recognition for Long Service**

### **Background/Purpose**

This policy stipulates the board's commitment in to recognizing long service in our school community.

### **Policy Statement**

The Board acknowledges that its employees are its most valuable asset and will honour those individuals.

### **Guidelines**

1. Service Awards will be awarded to individuals at the completion of each five year phase of employment (i.e. awards will be given for 5, 10, 15, 20, 25, and 30 years of service with Aurora School).
2. Long service awards are consistent with Canada Revenue Agency administrative policy that outlines the parameters in which the long service award is not a taxable benefit.
3. Employees who resign their positions at Aurora Charter School and then subsequently return shall continue their long service years count from where they left off.

### **Accountability**

Superintendent

### **References**

AR 5300 Recognition of Long Service

ADMINISTRATIVE REGULATION  
**5300**  
**RECOGNITION FOR  
LONG SERVICE**  
HUMAN RESOURCES

Adopted: March 12, 2018  
Revised:  
Review: 2020

**Recognition for Long Service**

**Objective**

To support Board Policy on Recognition for Long Service.

**Responsibility**

Secretary-Treasurer

**Regulation**

1. When fewer than 12 months are served, calculations for eligibility will be made as such:
  - for 3 - 6 months of service, recognition is given for half a year;
  - for 7-12 months of service, recognition is given for one full year
2. Where broken service periods are involved, each partial month of employment will be counted as a full month for the purposes of calculating the total service period.
3. Service Award eligibility (i.e. years of service) is determined by this policy only. The intent of this policy is to provide guidelines to determine when gifts will be given to employees from the Board in appreciation for employee service.
4. For the purpose of Service Awards, any leave will not be considered a break in service provided there was no resignation. Employees who are rehired after resigning from a previous position with Aurora School will begin at year one for award purposes.
5. Employees who resign in good standing or have been laid off after completing their fifth (or multiple of five) year of employment will be eligible to receive a Service Award for those years.
6. For each five-year increment, gift costs will not exceed the following dollar values:

| Number of Years | Gift Value (\$) |
|-----------------|-----------------|
| 05              | 100             |
| 10              | 200             |
| 15              | 500             |
| 20              | 500             |
| 25              | 500             |
| 30              | 500             |
| 35              | 500             |
| 40              | 500             |

7. Notwithstanding the above guidelines, the Board will deal with all exceptional situations.

**Reference**

BP 5300 Recognition for Long Service  
Canada Revenue Agency (CRA)

BOARD POLICY  
**5400**  
**EMPLOYEE**  
**PERSONNEL**  
**RECORDS**  
HUMAN RESOURCES

Adopted: May 17, 2007  
Revised: October 13, 2015  
Review: 2020

## **Employee Personnel Records**

### **Policy Statement**

Aurora School recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of the school's programs and services. As well, Aurora School maintains these records in a secure manner and information is treated as confidential at all times.

### **Accountability**

Monitored on a five year cycle by the Board of Directors in accordance with its annual work plan.

### **References**

AR 5400 Employee Personnel Records  
BP 2100 Freedom of Information and Protection of Privacy

ADMINISTRATIVE REGULATION

**5400**

**EMPLOYEE  
PERSONNEL  
RECORDS**

HUMAN RESOURCES

Adopted: October 13, 2015  
Revised: August 30, 2019  
Review: 2020

## **Employee Personnel Records**

### **Objective**

To provide direction for implementation of Board Policy 5400 on Employee Personnel Records.

### **Responsibility**

The Secretary Treasurer, in consultation with the Superintendent, is responsible for the administration of this policy.

### **Regulation**

1. Personnel records are maintained primarily to provide an individual record of service.
2. An employee's personnel file shall contain:
  - a. documentation including correspondence associated with application of employment, curriculum vitae, transcripts, any required security checks, and a copy of a teacher's Teacher Qualification Service (TQS), and a copy of a teacher's Alberta Teaching Certificate, if applicable,
  - b. employment contracts,
  - c. evaluation reports, and
  - d. copies of correspondence between the employee, school administration, and Board of Directors.
3. A personnel file shall not contain anonymous items.
4. Employees may review the contents of their personnel file, upon request to the Secretary Treasurer at times that are mutually agreeable. The Secretary Treasurer shall monitor the review of their file. Employees may not remove any part of their file from the School. Employees may request copies of individual documents contained in their files and these shall be provided by the Employer in a reasonable period of time.
5. Other than provided for in item 4 above, access to personnel files is restricted to those who deal with employee welfare or supervision. These individuals shall treat the files as confidential.

### **References:**

BP 5400 Employee Personnel Records

ADMINISTRATIVE REGULATION

**6000**

**ADMITTANCE**

STUDENT POLICY

Adopted: November 16, 2015  
Revised: February 7, 2019  
Review: 2023

**Admittance**

**Objective**

To provide direction for implementation of Board Policy on admittance of students

**Responsibility**

Superintendent, Secretary Treasurer, Principals

**Regulation**

- A. Prerequisites to Admittance Prior to admittance of their children, parents/legal guardians shall attend an interview to review Aurora School's mission, philosophy, curriculum, teaching methodology, dress code, and discipline policy. Parents or guardians shall sign an interview sheet that outlines these items as well as gathers information about their children and their specific learning needs. Parents/legal guardians are strongly encouraged to consider whether or not the philosophy and practice of the school meets their family's needs and capabilities for the future. Students will complete a placement assessment during the initial interview to determine their readiness for the grade level that they are applying for. Admittance age requirements will be consistent with Alberta Education current legislation and regulations.
- B. Procedures
  - 1. Parents/legal guardians begin the registration process for their child or children by creating an online account in Family Zone. All pertinent information regarding the prospective student(s) along with required documents, must be entered, uploaded, and added for the application to be considered complete.
  - 2. Aurora School will use an online register, maintained by the parents/legal guardian(s), through Family Zone pursuant to procedure B.1. All student information on the waitlist is managed strictly by the parents/legal guardians of the student(s) using the online Family Zone system.
    - a. Aurora School will not give out information regarding the waitlist position of the student.
    - b. Waitlist position is determined by registration date in Family Zone according to BP 6000.
  - 3. When an opening becomes available, the parent/legal guardian of the student in range on the waitlist will be contacted by email and provided a scheduled appointment for placement assessment.
    - a. The school will only use the main email address provided in Family Zone.
    - b. Families will have 2 business days to respond to the email.

4. Students will be removed from the waitlist for whom:
  - i. The parent/legal guardian declined a placement assessment;
  - ii. The parent/legal guardian did not respond to the assessment or offer of admission within the designated time allowed;
  - iii. The parent/legal guardian declined the offer of admission;
  - iv. The parent/legal guardian withdrew after registration;
  - v. The information entered into Family Zone is determined inaccurate, false or misleading;
  - vi. The student had an unsuccessful assessment at Aurora School. A maximum of one assessment will be offered per school year. At the Principal's discretion, a student may be allowed to have a chance to do one more assessment the following year, otherwise the student will be removed from the waitlist and need to reapply.
5. Placement assessments will include:
  - a. Current school/preschool records and recommendations;
  - b. A grade-level assessment prepared by teachers under guidance of Principal at Aurora School;
  - c. An interview by a teacher or administrator, including a chance for parents/legal guardians to discuss the Aurora program and requirements.
6. Students who meet assessment requirements will be offered a position in that grade level. Students who do not meet requirements may re-apply onto the waitlist for the next school year.
7. Families who do not login and update their Family Zone account information each year by October 31 will be considered inactive.
  - a. It is the responsibility of the parent/legal guardian to ensure their child is on the correct online Family Zone waitlist grade and year.
8. The current 2019/20 school year minimum entrance age for kindergarten children of Aurora is 4 years and 6 months as of September 1st of the year they begin kindergarten (four years prior to March 1st of the assessment year prior to kindergarten). For the 2020/21 school year and following years, as per current Education Act, minimum entrance age for kindergarten students is 5 years old on or before December 31st of the year the student is enrolled.

## **References:**

BP 6000 Admittance  
Alberta Education Act

BOARD POLICY  
**6035**  
**STUDENT CODE OF  
CONDUCT**  
STUDENT POLICIES

Adopted: April 17, 2017  
Revised: September 24, 2024  
Review: 2026

## Background/Purpose

Aurora Academic Charter School supports staff, students, parents, and the community in ensuring positive student behavior and conduct. This policy sets the framework and assurances to establish, implement, and maintain a teaching and learning environment that offers each student and every employed staff member with a welcoming, caring, respectful and safe learning environment that includes a detailed code of conduct for students that addresses bullying and other inappropriate behavior.

## Policy Statement

This policy aims to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. No staff and student shall be discriminated against as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. To be effective our policy must be simple, fair, clearly communicated to our stakeholders, and actively enforced.

## Guidelines

- A. A student shall comply with the following code of conduct:
1. Respect yourself and the rights of others in the school.
  2. Ensure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
  3. Whether inside or outside of school, during school hours or outside of them, or electronically/online:
    - a. Will not engage in bullying behaviour.
    - b. Will refuse to tolerate bullying or bullying behavior.
    - c. Will not share intimate, derogatory or discriminatory images.
  4. Inform a trusted adult in a timely manner of incidents of bullying, harassment, discrimination, intimidation, or any safety concerns in the school.
  5. Act in ways that honour and represent you and your school.
  6. Attend regularly and punctually.
  7. Be ready to learn and actively engage in and diligently pursue your education.
  8. Know and comply with the rules of your school.
  9. Cooperate with all school staff.
  10. Be accountable for your behavior to your teachers and other school staff.
  11. Contribute positively to your school and your school community.
- B. Unacceptable behaviours include, but are not limited to:
1. Behaviours that interfere with the learning of others, disrupt the school environment, or create unsafe conditions.
  2. Acts of bullying, harassment, or intimidation in any context including electronically, whether or not inside the school building or during the school day.
  3. Physical violence.
  4. Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concerns.



5. Illegal activity such as:
  - a. Possession, use, or distribution of illegal or restricted substances,
  - b. Possession or use of weapons,
  - c. Theft or damage to property.
6. Discrimination as outlined in the Alberta Human Rights Act and Canadian Charter of Rights and Freedoms, based on race, colour, ancestry, place of origin, religious beliefs, gender, physical or mental disability, marital status, family status, source of income, or sexual orientation, will not be permitted.
- C. Expectations for School and Classroom Discipline Practices

It is expected that school and classroom discipline practices in general, will be based on the following:

1. Procedures are fair, objective, consistent, and reasonable.
2. Avoidance of threats and other measures that can be regarded as excessive.
3. Early detection of attendance concerns and other potential discipline problems and early action to resolve them without resorting to severe punitive measures.
4. Early and ongoing communication with parents throughout the entire process of dealing with discipline problems.
5. Inclusion of restorative justice protocols to support student behavioral and learning success.
6. Recommendation for counseling services when deemed appropriate.
7. Concentration upon the development of positive school practices and effective teaching as a means of encouraging appropriate student behaviour and maintaining school order.
8. Prompt action to resolve discipline problems, especially those that may lead to a suspension.
9. Decisions regarding the use of disciplinary measures should be made on consideration of the following:
  - a. Effect of the student's behaviour on other students, the staff, and the school;
  - b. Nature of the action or incident that calls for disciplinary measures;
  - c. Student's previous conduct;
  - d. Student's age, maturity and individual circumstances;
  - e. Impact of proposed action on the student's future behavior;
  - f. Ensure that support is provided for students who were impacted by inappropriate behavior, as well as for students who engage in inappropriate behavior;
  - g. Consideration of previous disciplinary actions.

## **Accountability**

Shared responsibility between the Board, Superintendent and Principals

## **References**

The Education Act (Alberta),  
BP 6040 Student Discipline  
Alberta Human Rights Act  
Canadian Charter of Rights and Freedoms

BOARD POLICY  
**6036**  
**AURORA SCHOOL**  
**UNIFORM**  
STUDENT POLICIES

Adopted: March 17, 2022  
Revised:  
Review: 2027

## **Aurora School Uniform**

### **Background/Purpose**

This policy sets out the purpose, intent, and guidelines of the use of uniforms at Aurora.

### **Policy Statement**

Uniforms help build a sense of community in our schools and promote inclusivity and unity. Uniforms also increase school safety by quickly identifying students and non-students by teachers, reducing instances of bullying, and being less of a distraction during learning. Personal expression is valued and encouraged at Aurora. Aurora's uniforms are non-binary, meaning there are no 'girls' uniforms' or 'boys' uniforms.' Any item may be selected and worn by any student.

### **Definition**

Uniforms include pants, skirts, shorts, skorts, shirts, dresses, sweaters/sweatshirts, and vests. Not included in this definition, nor policy, are coats, snow pants, other outerwear, hair accessories or shoes.

### **Guidelines**

1. Students must be properly outfitted in the school uniform each day;
2. Uniforms must be purchased through Aurora School's uniform supplier and,
3. Tights and leggings do not need to be purchased through Aurora School's uniform supplier but should be plain white, blue, black, or grey.

### **References**

AR6036 – Aurora School Uniform  
Aurora Student Handbook

ADMINISTRATIVE REGULATION  
**6036**  
**AURORA SCHOOL**  
**UNIFORM**  
STUDENT POLICIES

Adopted: March 17, 2022  
Revised:  
Review: 2026

## **Aurora School Uniform**

### **Objective**

To provide direction for the implementation of Board Policy 6036 regarding the Aurora School Uniform

### **Responsibility**

School administration and teachers as required by the regulation

### **Regulation**

- A. School Uniform
  1. Students must be properly outfitted in the school uniform each day each day as specified in the Aurora Student Handbook
  2. Students are required to wear their gym uniform for Physical Education classes.
  3. To give grade 5 – 9 students some autonomy, some uniform items can only be worn by students in these grades.
  4. School uniform are required for select field trips or events (as deemed appropriate by the teacher and administrator) when representing Aurora Charter School.
- B. Dress Day
  1. Students are expected to be in dress day are according to uniform requirements found in the Aurora Student Handbook on Mondays or as directed by the school administration.
- C. Alternative Dress Days (ADD)
  1. Alternative Dress Days (ADD) are scheduled throughout the school year to give students the opportunity to wear clothing outside of the school uniform.
  2. ADDs are theme and/or colour based according to the schedule found in the school newsletter.
- D. Non-Compliance Procedures
  1. First Occurrence: Providing there is a parent note, homeroom teachers will in most cases grant a one-day exemption for excuses such as, "in the wash," "forgotten at grandmother's," and so on. The student should carry the note initialed by the homeroom teacher so that it can be produced if questioned by another teacher or administrator.
  2. Second Occurrence: Teacher should place uniform sckcr in homework book and/or contact parents.
  3. Third Occurrence: Teacher should provide a referral to administration so that contact with parents can be made advising them of the consequences of further non-compliance. If possible, have clothes delivered from home.
  4. Fourth Occurrence: Referral to the principal for a one-day full suspension.
  5. Fifth and Subsequent Occurrences: Further suspensions and possible application for expulsion.

This process may be preempted if particular students repeatedly do not comply. For new registrants during the school year, consideration may be given while they wait for their uniform order. At the beginning there will likely be a few rulings required regarding acceptable uniform are.

### **References**

BP6036 – Aurora School Uniform  
Aurora Student Handbook

BOARD POLICY  
**6040**  
**STUDENT DISCIPLINE**  
STUDENT POLICIES

Adopted: February 18, 1998  
Revised: October 17, 2022  
Review: 2027

## Student Discipline

### Background/Purpose

Effective student discipline is at the foundation of our program.

### Definitions

1. Personal harassment is defined as any behaviour that has as its intent or effect to alarm, provoke, intimidate, or belittle a person, regardless of medium (ex. in-person, online), place, or time. It can include but is not limited to, the following:
  - a. unwanted physical contact
  - b. unwelcome remarks or compromising invitations
  - c. verbal abuse or display of suggestive material
  - d. inappropriate gestures
  - e. threats of physical harm
  - f. bullying, as defined in the Education Act.

### Policy Statement

An orderly, respectful, and studious environment allows for the fulfillment of our learning objectives. Furthermore, we believe that effective teaching and supervision alleviate the vast majority of discipline concerns. To be effective our policy must be simple, fair to those concerned, fully communicated to our stakeholders, and fully enforced.

1. Suspensions are defined as exclusions of up to five school days from regular student activities (classes, school, riding on a school bus, or extra-curricular activities). A suspended student may be reinstated by the Principal within five days.
2. Expulsions are defined as exclusions from regular student activities for more than five school days.

### Guidelines

Our expectations for student behaviour are those found in The Education Act for Student Responsibilities. A student, as a partner in education, has the responsibility to:

1. attend school regularly and punctually,
2. be ready to learn and actively engage in and diligently pursue the student's education,
3. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
4. respect the rights of others in the school,
5. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
6. comply with the rules of the school and the policies of the board,
7. cooperate with everyone authorized by the board to provide education programs and other services,
8. be accountable to the student's teachers and other school staff for the student's conduct, and
9. positively contribute to the student's school and community.

## General Provisions

Expectations for School and Classroom Discipline Practices: It is expected that school and classroom discipline practices, in general, will be based on the following:

1. Treatment of individuals which is consistently typical of that which would be practiced by a kind, firm, and judicious parent.
2. Procedures which are fair, objective, consistent, and reasonable.
3. Avoidance of threats and other measures that can be regarded as excessive.
4. Early detection of attendance concerns and other potential discipline problems and early action to resolve them without resorting to severe punitive measures.
5. Early and ongoing communication with parents throughout the entire process of dealing with discipline problems.
6. Recommendation for counselling services when deemed appropriate.
7. Concentration upon the development of positive school practices and effective teaching as a means of encouraging appropriate student behaviour and maintaining school order.
8. Prompt action to resolve discipline problems, especially those that may lead to a suspension.
9. Decisions regarding the use of disciplinary measures should be made on consideration of the following:
  - a. Effect of the student's behaviour upon other students, the staff, and the school.
  - b. Nature of the action or incident that calls for disciplinary measures.
  - c. Student's previous conduct.
  - d. Student's age and maturity.
  - e. Impact of the proposed action on the student's future behaviour.
  - f. Previous disciplinary actions

## Expulsions

Expulsion procedures as set out in the Administrative Regulation are to be consistent with the Education Act. If a student is suspended, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if:

1. the student has displayed an attitude of willful, blatant and repeated refusal to comply with the Student Responsibilities as laid out in the Education Act,
2. the student has displayed an attitude of willful, blatant and repeated refusal to comply with the school code of conduct
3. the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
4. the student has distributed an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.

Expulsion procedures must ensure that the rules of natural justice and due process are followed, including a right to request a review of the Board's decision to the Minister.

The seriousness of misbehaviour may warrant immediate suspension or a recommendation to the Board for expulsion on the first offence.

## Accountability

Superintendent

## References:

*AR 6040 Student Discipline*  
*The Education Act*

ADMINISTRATIVE REGULATION  
**6040**  
**STUDENT DISCIPLINE**  
STUDENT POLICIES

Adopted: November 16, 2015  
Revised: February 10, 2023  
Review: 2027

**Background/Purpose**

To provide direction for implementation of the Board Policy on Student Discipline.

**A. Definitions:**

1. Suspensions are defined as removal from the activities in section E for a period of up to and including five school days. A suspended student will be reinstated by the Principal after five days unless being recommended for expulsion.
2. Expulsions are defined as removal from regular student activities for more than 5 school days.

**B. Responsibility:**

Teachers and School Principals.

**C. Regulation:**

Removal from Class

1. A teacher may remove a student from a class for 1 block subject to the following procedures:
  - a. The teacher informs the student about the removal and the reasons for the removal.
  - b. The student is given an opportunity to offer an explanation for his/her action.
  - c. The teacher directs the student to administration to remain under the supervision of the school until the student's normal class dismissal time.
  - d. The first instance of a student being removed from class, the teacher will report to the Principal verbally or in writing. Should the same student be removed from that class in the future, the teacher reports in email all of the circumstances surrounding the removal to the Principal in a timely manner.
  - e. The teacher informs the parents of the student of the removal and the circumstances surrounding it.
2. The Principal, in consultation with the relevant teacher, may follow one of the following courses of action:
  - a. Reinstatement of the student
  - b. Conditionally reinstate the student
  - c. Remove the student from one or more classes for a certain term
  - d. Suspend the student from school for a certain term

## D. Suspensions:

1. Suspensions should generally be used only after less severe forms of action have been taken.
2. Circumstances under which suspension may be considered include but are not limited to:
  - a. Open opposition to authority and/or disrespectful behaviour, language, or tone to staff and other members of the school community
  - b. Use of improper foul language
  - c. Repeated disruptive classroom behaviour
  - d. Deliberate destruction, tampering, and/or vandalism of school/personal property or school computer systems
  - e. Possession and distribution of any intimate images
  - f. Personal or sexual harassment; physically threatening or sexually inappropriate behaviour
  - g. Physical assault on another person
  - h. Behaviour that endangers the safety of that student or others
  - i. Repeated bullying behaviour, whether in person or virtual
  - j. Use, possession of, distribution of, or active contact with drugs, cannabis products, alcohol, tobacco products, or vaping products.
  - k. Possession of or active contact with a weapon on a student's person or in a student's locker
  - l. Any other violation of the Student Code of Conduct as determined by the administrator
3. The circumstances for student suspensions extend to actions, words, or behaviour performed on school grounds as well as off school grounds, such as on school buses, field trips, sporting events, and online.
4. If the student is not to be reinstated within five school days after the date of the suspension, the Principal shall forthwith inform the Board of the suspension and report to the Board all the circumstances respecting the suspension and the Principal's recommendation. The student remains suspended until the Board has made a decision according to the *Education Act*.
5. The Board shall, within ten school days after the date of the suspension, reinstate the student or expel the student from school in accordance with the *Education Act*.

## E. Suspension from School and School-Related Activities:

1. The Principal may suspend a student from:
  - a. One or more class periods
  - b. One or more courses or education programs
  - c. School
  - d. Riding on a school bus
  - e. School-related activities
2. When a Principal suspends a student from school, school activities or riding the school bus, the following procedures will apply:
  - a. The Principal will confer with the affected staff to gather information about the student's misbehaviour.
  - b. The Principal will inform the student about the proposed suspension, its consequences, and the reason the suspension is being considered.
  - c. The student will be given an opportunity to offer an explanation for his/her behaviour.
  - d. If a suspension is deemed warranted, the Principal will inform the student of the reason for the suspension and length of the suspension.
  - e. The Principal shall forthwith inform the parents/guardians of the student of the suspension, including reasons and length, and shall report in writing all the circumstances respecting the suspension to the parents/guardians with a copy to the Superintendent.
  - f. The Principal shall, if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
  - g. Where a student is not to be reinstated within five school days of the date of his/her suspension, the Principal shall immediately report in writing all the circumstances of the suspension to the Board, together with his/her recommendations.
  - h. Upon receiving a report from a Principal, the Board shall, within ten (10) school days from the first day of suspension, reinstate or expel the student.
  - i. Before the Board makes the decision, the student and the student's parent may make representations to the Board with respect to the Principal's recommendation to expel the student.

## F. Suspension with Recommendation for Expulsion:

1. When the student's misbehaviour or history of misbehaviour is very serious, the Principal may suspend the student and refer the matter to the Board along with a recommendation for expulsion.
2. When a suspension with recommendation for expulsion is referred to the Board, the following procedures will apply:
  - a. The Principal shall inform the parents/guardians of the student and the Superintendent and shall immediately report in writing all the circumstances of the suspension to the parents/guardians with a copy to the Superintendent. Parents/guardians shall be advised (by double registered letter) of the date of the Board meeting at which the hearing will be held, their right to make representations to the Board with respect to the Principal's recommendation to expel the student.
  - b. According to the *Education Act*, the Board, or a Committee of the Board empowered to act on behalf of the Board shall, within ten (10) school days from the first day of the suspension, conduct a hearing into the case and render a decision to either reinstate or expel the student from school.
  - c. The Principal shall prepare documents and statements outlining the circumstances leading to the suspension with recommendation for expulsion and other relevant data that may assist the committee to make a judgement. Information will include documented instances of student misconduct as well as administrative responses to the behaviour.
  - d. The procedure to be followed in conducting the hearing is as follows:
    - i. The Chairman or the Chairman's designate will chair the meeting.
    - ii. The Principal or designate will present his/her report documenting the case along with a recommendation for disposition.
    - iii. The student and parents/guardians will be given an opportunity to respond to the information presented, as well as to add information they feel is relevant.
    - iv. The Committee may ask questions or request additional information from parents/guardians, students or personnel.
    - v. The Board Committee and the Superintendent shall debate in private, without other administration, students, or parents/guardians present, the merits of the case and make a decision to reinstate or expel the student.
3. The Committee's decision is deemed to be a decision of the Board. The Board decision shall be communicated in writing to the student and parents/guardians, with copies sent to the Principal and the Superintendent. If a student is expelled, the board shall forthwith notify, in writing, the student's parent and the student if the student is 16 years of age or older of the expulsion and of the right to request a review by the Minister.
4. The Board may re-enroll a student who has been expelled.
5. If the student is expelled during the school year, the Board must offer the student an alternative education program for the remainder of the school year.

## G. Expulsions:

1. Expulsion procedures are consistent with the *Education Act*.
2. Expulsion will only be used when:
  - a. It is deemed that other means of corrective action, including consultation with parents and suspensions have failed to achieve orderly and appropriate student behaviour.
  - or
  - b. The student's continued presence in the school is deemed to seriously threaten or disrupt the orderly functioning of the school, or the student's presence is deemed to be a danger to persons or property.
3. Expulsion procedures must ensure that the rules of natural justice and due process are followed, including a right to request a review of the Board's decision to the Minister.
4. The seriousness of misbehaviour may warrant immediate suspension or a recommendation to the Board for expulsion on the first offence.

## References:

*BP 6040 Student Discipline*  
*The Education Act*  
*BP 8200 Student Code of Conduct*



BOARD POLICY  
**6050**  
**FIELD TRIPS**  
STUDENT POLICIES

Adopted: May 15, 2017  
Revised: February 16, 2021  
Review: 2025

### Policy Statement

Aurora School recognizes that certain types of field trips and excursions have positive educational value.

While field trips and excursions have educational value, care must be taken to ensure they are organized to maximize the educational benefit, and ensure the protection and safety of students.

### Guidelines

1. Field trips approved by Aurora School must have:
  - a. Educational goals established for the trip that are compatible with the objectives of the course(s) being taught
  - b. Educational value
  - c. An itinerary outlining approximate times and specific locations
2. All field trips require prior approval from the designated authority as indicated below:
  - a. For field trips within Edmonton and surrounding area - Principal
  - b. For field trips outside of Edmonton and the surrounding area, - Superintendent
3. Any field trip may be cancelled and/or prior approval(s) withdrawn should circumstances related to the safety and well-being of students change. No request for compensation by the School or Board will be considered.
  - a. Trips may be cancelled by the Board, the Superintendent, a Principal, or a supervising teacher
4. Staff and authorized supervisors are protected by the school's liability insurance when acting within the scope of their duties as approved by the school's administration. Regarding liability coverage:
  - a. Secretary-Treasurer shall verify adequate liability coverage for the type of activity is in place for overnight field trips.
  - b. Coverage is effective only for activities held within Canada or continental USA; international travel is approved by the Superintendent on a case-by-case basis.
  - c. A Parental Consent Form must be signed by the parents and participants students for each field trip. The form must clearly detail the risks involved with the trip and ask the parents to acknowledge their recognition of those risks.
  - d. Consent forms must include consent from parents authorizing the teacher leader to arrange for any necessary medical treatment.
  - e. The school shall keep a record of each field trip for two years. This includes consent forms, administration authorization, and trip information letters.
  - f. Where possible, the teacher in charge of the field trip will be included in the decision to withdraw approval.

### References

AR 9010: Vehicle Parking

ADMINISTRATIVE REGULATION  
**6050**  
**FIELD TRIPS**  
STUDENT POLICIES

Adopted: November 16, 2015  
Revised: October 28, 2019  
Review: 2020

### **Objective**

To provide direction for implementation of Board Policy on Field Trips.

### **Responsibility**

Principals and Teachers

### **Regulation**

1. Field trips must obtain approval by the Principal. The Principal is authorized to approve field trips, providing:
  - a. The trip is an integral part or extension of the curricular program
  - b. Parents are advised of the nature of the trip, and that they complete a parental consent form
  - c. Students who are unable to pay any fees are not to be excluded
  - d. Adequate supervision is provided for
  - e. Meaningful arrangements are made for students not attending the trip
2. The Principal may deny any child access to a particular field trip when concerns over behavior or attitude arise.
3. In planning a field trip for his/her students, a teacher must:
  - a. Assess the educational value of the trip against the loss of instructional time
  - b. Review staff and liability implications.
  - c. Have initial discussion with the Principal to review costs and policy requirements, and to obtain approval in principle.
  - d. Consult with other teachers regarding classes to be missed, and arrange for teacher coverage where necessary.
  - e. Complete the Field Trip Request Form found in the Staff Handbook.
  - f. Provide details. If the trip involves more than one school day, the proposal should include details such as educational value, costs, supervision, and itinerary; once parental permission has been received.
  - g. Adhere to the itinerary. Once parental permission has been received, do not undertake major deviations from the proposed itinerary. Where such a major change is required and time permits (24 hours or more), notification must be made immediately. If time does not permit immediate or advance confirmation, then notification must be made as soon as practically possible.
  - h. Provide (when possible) a daily update by phone or email to the Principal for the duration of out-of-province or out-of-country field trips. Written records of these updates should be kept.
4. In terms of supervision:
  - a. All field trips must be under the direct supervision of at least one teacher. Parents and volunteers listed on the field trip checklist are considered agents of the school for insurance purposes. Parents and volunteers accompanying students on field trips are responsible to the teacher supervisor. All field trip volunteers (including parents/guardians) must provide a current vulnerable sector police information check for overnight field trips that involve students.

- Prior to leaving on a field trip, they must be instructed of their supervisory responsibilities by the teacher supervisor. They must also acknowledge their acceptance of responsibility by filling out the Field Trip Volunteer Form (Appendix 5, 6050.5).
- b. Both male and female supervisors will be provided for overnight co-educational field trips
  - c. An appropriate student/supervisor ratio should be adhered to using the following guideline.
  - d. The teacher is responsible for ensuring that an acceptable level of student discipline is maintained
  - e. Everyone involved in the trip must be dressed and equipped in a manner appropriate to the activities to be undertaken
5. In terms of safety, the Principal and staff should take reasonable measures to minimize the risks to students participating in field trips. Safety guidelines are as follows:
- a. Outdoor activities should normally not be conducted when temperatures fall below levels appropriate for both the activity and the age of the students.
  - b. A first aid kit must be taken by staff on every field trip.
  - c. When field trips involve swimming or boating, the supervising teacher must ensure that the activity is under the direct supervision of a person trained in water safety procedures with a minimum of a current Bronze Medallion and Emergency First-Aid.
  - d. When field trips involve backcountry hiking, the supervising teacher must ensure that the activity is under the direct supervision of a person trained in Emergency First-Aid and CPR.
  - e. All students involved in boating activities must wear an approved Personal Floatation Device.
  - f. Recognized safety procedures will be adhered to. Sources: Safety Guidelines for Physical Activity in Alberta Schools, Alberta Red Cross.
6. For field trips planned for remote wilderness areas and overnight, the supervising teacher must:
- a. Be familiar with the area and have established safety and emergency procedures understood by all participants
  - b. Inform appropriate local authorities (RCMP, Forestry or park officials) about the itinerary, location, and route
  - c. Establish procedures to contact the school Principal in the event of an emergency
  - d. Ensure that any area use permits and licenses have been obtained
  - e. Be responsible for carrying: list of student participants, phone contact numbers, Alberta Health Care numbers, information regarding medication and medic-alert needs of participants, cell phone (when available)
  - f. Have students fill out a Medical Information Form (see Appendix C)
  - g. Fill out of Trip Preparation Checklist (see Appendix D) and have it signed by the Principal

## References

6050 BP: Field Trips  
6050.1 AR

BOARD POLICY  
**6101**  
**STUDENT MEDICAL  
NEEDS**  
STUDENT POLICIES

Adopted: October 2, 1997  
Revised: May 15, 2019  
Review: 2024

**Background/Purpose:**

To ensure students who have serious medical needs have access to continued education and support.

**Policy Statement:**

The administration will consult with the parent/guardian to secure a partnership with local and regional health providers to determine how to best meet the needs of the student, including any necessary stakeholder education. Aurora School acknowledges that the determination of the need for, and the correct means of medical support, is a shared responsibility with parents/guardians, physician(s) and school personnel. Aurora School employees may be required to respond to an emergency medical situation.

**Guidelines:**

Staff will act in accordance with the directions set out in Administrative Policy and corresponding Administrative Regulation 6101 Student Medical Needs and Anaphylaxis/Life Threatening Allergies.

**Accountability:**

This policy will be reviewed on a five year basis or sooner as needed by the Superintendent in consultation with school-based administration.

**References:**

Emergency Medical Aid Act, R.S.A. 2000 (Alberta's Good Samaritan legislation).  
AR 6101 - Student Medical Needs

BOARD POLICY  
**6130**  
**STUDENT**  
**EVALUATION**  
STUDENT POLICIES

Adopted: December 3, 1997  
Revised: March 17, 2022  
Review: 2027

**Background/Purpose:**

At Aurora School, student evaluation is designed to assess students' progress, assist in establishing and maintaining standards, assess the school's program, and support the ongoing improvement of student achievement. In support of this, Aurora values, respects, and celebrates student success through both formal and informal recognition programs.

**Policy Statement:**

Aurora is committed to employing equitable, consistent, and fair evaluatory practices. The quality of student learning is based on established performance standards.

**Guidelines:**

- Student evaluation will be accurate, fair, and equitable; students have a right to appeal following the appeal procedures;
- evaluation is used to inform and improve the quality of educational programs offered;
- evaluation is communicated in a timely manner to students and parents;
- standardized tests (including Provincial Achievement Tests) and internal common assessment instruments are used to assess the quality and effectiveness of school programs; and,
- student excellence is formally recognized.

**Accountability:**

Monitored on a five-year cycle by the Board of Directors in accordance with its annual work plan.

**References:**

6130A AR Student Evaluation  
6130B AR Student Recognition

ADMINISTRATIVE REGULATION

**6130**  
**STUDENT**  
**EVALUATION**  
STUDENT POLICIES

Adopted: November 16, 2015  
Revised: August 30, 2024  
Review: 2025

**Objective:**

To support the implementation of Board Policy on student evaluation

**Responsibility:**

School principals and teachers.

**Regulation:**

- A. **Planning**  
Prior to the beginning of each school year, the Principals or their designates will ensure that yearly plans are submitted, made available to parents, and checked to ensure the Program of Studies is being covered. Unit plans and lesson plans will be kept in accordance with directives in the Staff Handbook.
- B. **Reporting**
  - a. Student progress will be summarized in three report cards per year in Primary and two interim reports and two end-of-year semester reports in Secondary. The Principals or their designates will review report cards prior to distribution.
  - b. As part of the Principal's annual (or semi-annual) report, an analysis will be made of student results on Provincial Achievement Tests and standardized tests such as the Canadian Achievement Test (4). This analysis should serve to enhance future curriculum and delivery.
- C. **Parent-Teacher Conferences**  
Following the first and second report cards in Primary and interim reports in Secondary scheduled parent-teacher interviews will be arranged. The school calendar will stipulate the dates and times. These scheduled interviews in no way preclude teacher-parent meetings on other occasions as need be.
- D. **Promotion, Retention, Acceleration**  
Basic to the Aurora School philosophy is the importance of quantifiable student achievement, and the belief that students cannot effectively cope with a particular level and course of studies, without having successfully completed the previous level and course of studies.

A summative evaluation for each child will be the final report card in June. Students must show readiness for the next grade, or will be offered a space to repeat their current grade.

- a. The following steps need to have been completed for students who are in danger of not meeting grade standards:
- b. No later than two weeks following the issuing of each report card, teachers must inform the Principal of the students for whom retention (or acceleration) is being considered.
- c. The Principal or designate will notify parents in an email and every attempt will be made for a conference to discuss strategies for improvement. The Principal will include in the email strategies and resources for improvement.
- d. No later than five weeks following the issuing of the spring report card, the Principal must inform the parent(s) in writing that retention (or acceleration) is being contemplated for their child.
- e. In the Secondary, parents and students who are at risk of retention will meet with the Principal at the beginning of June to discuss the standard that students must meet for the final report card. The results of the conversation will be emailed to parents as a final notification of retention standards. Where the Principal has reviewed all the important aspects of the student's situation, and retention or acceleration has been decided upon, a letter to that effect must accompany the final report card home.

- f. In the Primary, between the second and third report cards, every attempt should be made to meet with the parents of students for whom retention (or acceleration) is being contemplated, so that the situation can be thoroughly reviewed. Where the Principal has reviewed all the important aspects of the student's situation, and retention or acceleration has been decided upon, a letter to that effect must accompany the final report card home.

E. Appeals

Where a parent, and/or student has a concern about an evaluation strategy, technique, mark, or retention:

1. an informal resolution should be sought:
  - a. with the teacher of the course or grade
  - b. and if unresolved, with the Principal of the school
  - c. and if a resolution is still not reached, with the Superintendent
2. A formal and written request for resolution of an issue which was not satisfied through informal discussion:
  - i. may be made to the Principal within one week of the incident, who will respond in email. Appeals of retention must be made within one week of the June report card.
  - ii. If unresolved, may be made to the Superintendent within one week of the Principal's decision
  - iii. the Superintendent will compile background information supporting his/her recommendation to the Board
  - iv. the Board will review the formal request and the Superintendent's background and recommendation prior to making a decision

F. Course Challenges Grade 10-12

- f. A student may apply to the Principal to Any senior high school student in Alberta who believes that they possess the knowledge, skills and attitudes for a senior high school course, and is ready to demonstrate that achievement through a formal, summative assessment process, may request for course challenge to their principal. For diploma examination courses, this applies only to the school-awarded mark.
- g. The student is responsible for providing evidence of readiness to challenge a course..
- h. The senior high school principal shall make the final decision about the student's readiness for the course challenge. The principal shall base this decision on the consultation with the student, the parent(s) and the teacher of the course.
- i. The Principal shall make arrangements to provide appropriate course challenge assessments for the full range of senior high school courses offered by the school authority, except for those courses in the Exceptions section of the Guide to Education
- j. A student who successfully demonstrates through the course challenge process that they possess the outcomes for the course to at least the acceptable standard, shall be awarded a final course mark and credits for the course challenged, except in diploma examination courses, which require the school-awarded mark to be blended with the diploma examination mark. The percentage mark for the course challenge is to be reported in PASI.
- k. Upon the student's successful completion of a course challenge, waived prerequisite credits and either a percentage mark or a "P" for pass are granted by the principal for courses lower in the course sequence. If a student wishes to receive a percentage mark on their Alberta Transcript.
- l. A student shall attempt a particular course challenge only once. If the student is unsuccessful, but wants credit in the course or wishes to raise their mark, the student is required to take the course

F. Student Awards and Recognition

At the heart of Aurora School's philosophy is the pursuit and recognition of effort and excellence in all aspects of school life. The motto, "All hard work yields a profit" is interpreted beyond the implications and refers to the innate self-satisfaction derived from the personal accomplishment of students.

Beyond this quiet personal satisfaction, we believe there is a role for public recognition.

1. Term awards will be given as follows for Grade 5 and higher:

- a. In Primary: Outstanding citizenship – one per class
- b. In Primary: Diligence – one per class. The student who demonstrates hard work and/or improvement throughout the term.
- c. In all grades 5-12: Honours With Distinction - Any student in each grade who achieves 90% or higher by averaging the four core subjects. Students must not have anything lower than a B or a 75% in any subject.
  - i. Students must take a minimum of 2 core subjects at Aurora per term
- d. In all grades 5-12: Honour Roll - Any student in each grade who achieves 80% or higher by averaging the four core subjects. Students must not have anything lower than a B or a 75% in any subject.
  - i. Students must take a minimum of 2 core subjects at Aurora per term

2. Year-End Awards:

- e. A Principal's award for overall academics, leadership, and sportsmanship
  - i. In Primary: one award for the eldest grade in the school
  - ii. In Secondary: one Principal's award per grade.
- f. Grade 12 Valedictorian
  - a. All core courses must have been completed at Aurora at the 20 and 30 level.
  - b. The student with the highest overall average based on their course marks in the following subjects
    - i. English 20-1 and 30-1, Social Studies 20-1 and 30-1, Math 20-1 and 30-1, and one science from Physics 20 & 30, Chem 20 & 30, or Biology 20 & 30
    - ii. Students must submit the courses they wish to be considered for Valedictorian by February 15
    - iii. Marks will be calculated to the second decimal place
    - iv. In the case of a tie, grade 10 final marks from the same subjects will be used to make a final decision.

G. Grade 12 Salutatorian

- a. Grade 12 students can nominate another student for Salutatorian. The nomination paper will include details of how this person has enriched the Aurora community and shown exceptional values. Nominations must include two teacher recommendations.

All awards will be posted in the foyer and published in the school newsletter following each report card.

G. Criteria

- 1. Any student on Extended Leave during that Term is ineligible for an award, Honor Roll, and Honors with Distinction in that Term but still eligible for awards in the other Terms.
- 2. Any student having an Extended Absence in ANY term is ineligible for the Principal Award if applicable
- 3. Any student with a "UA" as a report card grade in any subject is ineligible for any awards that Term, including Honor Roll and Honors with Distinction and the Principal's Award, if applicable.
- 4. Any student who misses a Final Exam in June is ineligible for the Principal's Award if applicable.
- 5. All awards and Honor Roll standing are at the discretion and approval of the Principal.
- 6. Subjects using Letter Grades (Physical Education, Health, Music, Options, Art) will reflect the following information:

| Letter Grade | % Range  | PowerSchool will show |
|--------------|----------|-----------------------|
| A            | 90 - 100 | 95                    |
| B            | 75- 89   | 85                    |
| C            | 60 - 74  | 65                    |
| D            | 50 - 59  | 55                    |
| F            | 0 - 49   | 45                    |



BOARD POLICY  
**6170**  
**EXTENDED**  
**ABSENCES**  
GOVERNANCE & OPERATIONS

Adopted: March 2, 2004  
Revised: April 22, 2024  
Review: 2029

### **Background/Purpose**

This policy outlines Aurora's policy on extended absences.

### **Policy Statement**

Students learn best when they are present and engaged in the learning process. Aurora is unique and provides a structured academic program. There is a positive correlation between academic success and attendance at school; absences impact academic progress as well as the development of social skills, emotional well-being, and overall engagement in the learning process, illustrating the importance of regular attendance for holistic student growth. If families choose to take an extended absence, they must accept that there is an academic cost involved which may result in lower academic performance.

For the purposes of waitlist and enrolment, students presently attending Aurora School may be granted a leave of absence for a specified period of time. The decision to allow such leave would be dependent upon the school's ability to adjust to the new circumstances.

### **Accountability**

Superintendent

### **References**

AR 6170 Extended Absences

ADMINISTRATIVE REGULATION  
**6170**  
**EXTENDED**  
**ABSENCES**  
GOVERNANCE & OPERATIONS

Adopted: November 16, 2015  
Revised: June 23, 2022  
Review: 2027

### **Objective**

To support implementation of Board Policy on the extended absence of students. As a public charter school of choice and consistent with the Education Act, our expectation is that students are present in class on a regular basis.

### **Responsibility**

School Principal(s).

### **Regulation:**

Aurora School's expectations for student attendance are those found in Section 7.(4) of the Education Act:

"Notwithstanding subsection (1), a student is excused from attending school on a day on which the school is open if

- a. the student is unable to attend by reason of sickness or other unavoidable cause,
- b. the day is recognized as a religious holiday by the religious denomination to which the student belongs,
- c. the Principal of the school has suspended the student from school and the suspension is still in effect,
- d. the student has been expelled from a school and has not yet been enrolled in another education program, or
- e. the Board or, if the student is enrolled in a private school or resides in an unorganized territory, the Minister
  - i. determines that the parent of the student has shown sufficient cause as to why the student should not be required to attend school, and
  - ii. excuses the student from attending school for a prescribed period of time."

### **Guidelines**

- If an extended absence of more than four consecutive school days (outside of the scope of The Education Act) occurs:
  - Parents will be contacted by the Principal to outline the school's concerns and the possible academic risks involved.
  - For reasons other than those approved by the Education Act, the Principal may report to the Superintendent for further investigation. Teachers are not required to provide curriculum work for the student to be done while on the extended absence.
  - Where applicable, the student will not be eligible for the Citizenship award, Diligence award, Honours with Distinction or Honour Roll that term.
  - It is the responsibility of the students before the absence, when possible, to discuss with their respective teachers regarding missed tests, unit exams, projects, and assignments.
    - It is at the discretion of the teacher to do the following (but not limited to): give due date extensions, a chance to write missed tests or exam, give a grade for partial work completed before the deadline or while on the extended absence, or give a grade of "Excused" and the grade does not count towards the report card grade.
      - If a student has missed too many curricular outcomes to assess their progress, they will receive an UA (unable to assess) on the report card with a description to outline the reason for the grade.

- Whenever possible, it is the responsibility of students and parents to stay caught up with the class while on the extended absence if work was given.
- It is the responsibility of the student and/or parents to see the subject teacher upon the student's return to discuss and pick up missed work and to give feedback on a schedule to get caught up on missed assignments and tests.
  - Parents are responsible for ensuring that students complete the missed work.
  - Teachers will give students a fair amount of attention and time in class and study, but not to the detriment of other students. Material will not be re-taught.
- Missed Final Exams
  - Philosophy: *The Education Act*, the Aurora School Board Policy 6170, and the Administrative Regulation 6170 all discourage any extended absences and missed final exams.
  - If a student misses a Provincial Achievement Test (PAT) or a final exam, they may write it upon their return if it is still within the mandated provincial writing period.
    - Students in grades 10-12 who miss their final exam will receive a mark of zero but will have the opportunity to write the final exam at the next exam period, with the mark replacing the zero.
  - For all PATs and non-PAT final exam(s) that are not written at all in grades 3-9, a grade of UA will be given and only Terms 1, 2, and 3 will be used to calculate the final course grade. A description will be given in the report card to outline the reason for the UA.
  - No final exams will be written prior to the scheduled writing.
  - All final exams are required to be written prior to attending any year-end activities.
- To support student success, promotion to the next grade is dependent on students' knowledge of the curricular outcomes for the year.

## References

The Education Act, Section 7  
6170 BP: Extended Absences  
6130 AR: Student Evaluation



BOARD POLICY  
**6180**  
**SEXUAL**  
**ORIENTATION AND**  
**GENDER IDENTITY**  
GOVERNANCE & OPERATIONS

Adopted: March 21, 2016  
Revised: June 18, 2018  
Review: 2020

## **Background/Purpose**

The Board of Directors acknowledges its responsibility in creating, maintaining and ensuring welcoming, caring, respectful and safe environments for each enrolled student, every employed staff member, families and all other members of the school community.

## **Policy Statement**

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta Education Act. These rights shall be supported, and enforced so that all members (staff and students) of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences.

## **Guidelines**

All members of the school community with diverse sexual orientations, gender identities and gender expressions have the right to: be treated with respect, to be open about who they are, and to privacy and confidentiality. The Board expects all members of this diverse community to be welcomed, respected, accepted and supported in every school. The Board will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

## **Support for Student Organizations**

1. If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall:
  - a. Immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and;
  - b. Subject to subsection (e), within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity.
  - c. The students may select a respectful and inclusive name for the organization or activity, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the principal.
  - d. For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes "gay-straight alliance" or "queer-straight alliance."
  - e. The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in section (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.

2. Assure that the principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred in section 35.1(1) of the Education Act:
  - a. Is limited to the fact of the establishment of the organization or the holding of the activity, and
  - b. Is otherwise consistent with the usual practices relating to notifications of other student organizations and activities.
3. Boards, Charter Schools and Regional authorities are public bodies under the Freedom of Information and Protection of Privacy Act and are bound by the provisions of that Act.

### **Accountability**

Annual monitoring by Principal(s) and Superintendent

### **References**

The Education Act  
Freedom of Information and Protection of Privacy Act  
Canadian Charter of Rights and Freedoms  
Alberta Human Rights Act



BOARD POLICY  
**7040**  
**TECHNOLOGY**  
CURRICULUM AND INSTRUCTION

Adopted: October 2, 2000  
Revised: April 22, 2024  
Review: 2029

### **Background/Purpose**

AACS recognizes the importance of integrating technology responsibly and effectively into the curriculum to support student achievement and prepare students for the digital world.

### **Policy Statement**

AACS is committed to providing a safe, secure, and inclusive learning environment that leverages technology to enhance educational outcomes. This policy establishes guidelines for the appropriate use of technology within the school community, ensuring all stakeholders understand their roles and responsibilities.

### **Guidelines**

1. **Responsible Use:** All members of the school community, including students, teachers, staff, and parents, are expected to use technology responsibly, respecting the rights and privacy of others.
2. **Digital Citizenship:** Students will be educated on the principles of digital citizenship, including internet safety, online etiquette, and responsible use of digital resources.
3. **Curriculum Integration:** Technology will be integrated into the curriculum to enhance teaching and learning, providing students with opportunities to develop digital literacy skills.
4. **Data Privacy and Security:** The school will implement measures to protect the privacy and security of student and staff data in compliance with applicable privacy laws and regulations.
5. **Equitable Access:** The school will strive to provide equitable access to technology for all students, ensuring that no student is disadvantaged due to lack of access.
6. **Professional Development:** Teachers and staff will receive ongoing professional development to enhance their technological skills and integrate technology effectively into their teaching practices.
7. **Parental Involvement:** Parents will be encouraged to be actively involved in their child's technology use, supporting and monitoring their online activities.

### **Accountability**

Superintendent

### **References**

Alberta ICT Program of Studies

BOARD POLICY  
**7070**  
**INCLUSION**  
CURRICULUM AND INSTRUCTION

Adopted: June 3, 1998  
Revised: November 20, 2023  
Review: 2028

## Background

Aurora Academic Charter School (AACS) is committed to fostering an inclusive and diverse learning environment that values the unique strengths and contributions of all its students, staff, and community members. AACS believes that all individuals deserve equal opportunities to learn, grow, and thrive.

## Policy Statement

AACS creates an inclusive and welcoming educational atmosphere where every student feels respected, valued, and supported in their academic and personal development, in keeping with the values expressed in the AACS Charter Document.

## Guidelines

AACS is dedicated to fostering an inclusive educational environment that:

- Creates a welcoming, caring, respectful, and safe learning environment.
- Creates a sense of belonging for all learners and their families.
- Creates a culture of high expectations for learners.
- Creates a culture of collaboration.
- Builds capacity, partnerships, and opportunities.

## Accountability

Superintendent

## References

Education Act  
Alberta Human Rights Act  
Public Charter Schools Handbook  
AACS Charter Document

BOARD POLICY  
**8030**  
**COMMUNITY USE OF  
FACILITY**  
FACILITIES & MANAGEMENT

Adopted: June 3, 1998  
Revised: October 21, 2024  
Review: 2029

### **Background**

Aurora School Ltd. operates attractive and well-maintained schools, serving as important community resources. The use of the facilities must fit with the philosophy and values of Aurora School.

### **Policy Statement**

Recognizing the importance of facility utilization to our school and the broader community, the Aurora Board of Directors is committed to allowing public use of school facilities as a community service. Different parts of these facilities can be rented for community use, subject to availability and compliance with our policies.

### **Accountability**

Superintendent

### **References**

8030 AR: Community Use of Facilities



BOARD POLICY  
**8050**  
**SCHOOL**  
**EMERGENCIES**  
FACILITIES & MANAGEMENT

Adopted: February 1, 1999  
Revised: October 21, 2024  
Review: 2025

## Background

Aurora School's primary concern is the safety of students and staff. The purpose of this policy is to outline the procedures and responsibilities for planning for and responding to various emergencies to ensure a coordinated and effective response.

## Policy Statement

Emergency plans are necessary to ensure the safety of students and staff in the event of an emergency and shall be in place and practiced. These plans shall be comprehensive, clearly defined, and easily accessible to relevant parties. Emergency plans are contained in the Emergency Procedures Manual.

## Guidelines

Procedures are in place for the following:

- Fire
- Evacuation
- On Alert, Lockdown, Shelter-in-Place
- Relocation
- Expansion
- Bomb Threat
- Hazardous Substance Release
- School Bus Accident/Incident
- Communication Plan for Emergencies

Additional Procedures will be added to the Emergency Plan as needed.

## Accountability

The policy will be reviewed annually and after any emergency event by the Superintendent and school-based administration.

## References

AR 8050 School Emergencies  
AR 8100 School Cancellation  
Inclement Weather and Air Quality Protocol  
Emergency Procedures Manual

BOARD POLICY  
**8200**  
**TOBACCO, ALCOHOL,  
AND CANNABIS FREE  
FACILITIES**  
FACILITIES & MANAGEMENT

Adopted: April 17, 2017  
Revised: October 21, 2024  
Review: 2029

## Background

To reflect the Board's mandated responsibility for providing a welcoming, inclusive, safe and healthy learning and working environment.

## Policy Statement

The Board of Directors believes that it is inappropriate to consume alcohol, tobacco, vaping products, cannabis products, and/or misuse medication or other substances in schools or at school-sanctioned student functions. This includes, but is not limited to, vaporizers, oils, edibles, snuff, e-cigarettes, hookahs, and other related devices/products.

## Guidelines

1. Alcohol
  - a. The possession and/or consumption of alcohol is prohibited at:
    - i. District facilities which are used for the accommodation of students,
    - ii. all student functions held at a District facility or sponsored by the District.
  - b. The Superintendent may authorize the serving of alcohol:
    - i. at non-student functions sponsored by the District; and
    - ii. in District facilities.
    - iii. Subject to the approval of the Superintendent, the consumption of alcoholic beverages may be permitted outside school property at school-sanctioned functions that do not include students. Subject to the Superintendent's approval, students may be permitted to perform or attend events at venues where alcoholic beverages are available to non-students (adults).
  - c. The serving of alcohol as per Section 1.b. requires written approval from the Superintendent as well as the obtaining of a liquor license from Alberta Gaming, Liquor and Cannabis.
  - d. Adult possession of sealed alcohol is permitted as part of a personal gift for an adult or as a donation to a District-sponsored fundraiser. In these situations, alcohol should be handled in a discreet manner.
2. Tobacco, Vaping Products, and Tobacco-Like Products
  - a. The consumption of tobacco or tobacco-like products is prohibited on and in school property, at school-related activities, or at District-sponsored events.
  - b. Adult possession of tobacco, vaping products, and tobacco-like products should not be visible or interfere with the operations of the learning and working environment.
  - c. Traditional use and purchase of tobacco for ceremonial purposes or ceremonial gifts is permitted on District property or at District functions.

3. Cannabis
  - a. The possession and/or consumption of cannabis is prohibited on and on District property or at District functions.
  - b. Notwithstanding the above, the possession and/or consumption of cannabis may be permitted for medical accommodations only when prior approval has been obtained for students, according to AR 6101.
4. No funds belonging to or administered by the school may be used to purchase or reimburse anyone for the purchase of alcohol, tobacco, or cannabis products. This includes monies from fundraising campaigns conducted by any person or entity affiliated with the school. The only exception is for tobacco if associated with specific religious/ceremonial events and with prior approval by the Principal.

## **Accountability**

Superintendent

## **References**

Cannabis Act Bill C-45  
Clarity on Cannabis FAQ for Educators Alberta Health Services  
Tobacco and Smoking Reduction Act  
Gaming, Liquor Cannabis Act



BOARD POLICY  
**8300**  
**OCCUPATIONAL  
HEALTH AND SAFETY**  
FACILITIES & MANAGEMENT

Adopted: November 19, 2018  
Revised: March 20, 2024  
Review: 2029

## Background

Aurora School Ltd., in accordance with the current Alberta Occupational Health and Safety Act and the Education Act, is committed to protecting and maintaining health and safety (including physical, psychological, and social well-being). Occupational health and safety prevent work-related injuries, illnesses, and fatalities by working with employers and workers.

## Policy Statement

The Aurora Board of Directors believes a healthy, caring, and safe workplace is essential. This policy is rooted in support and assurance that all Aurora worksites and school-related activities comply with all regulations, codes and associated practices consistent with the current Alberta Occupational Health and Safety Act. Moreover, Aurora personnel and stakeholders are responsible for a culture that encourages and ensures a safe and healthy workplace for all stakeholders.

## Guidelines

- To promote, support, and assure a healthy and safe workplace, it is expected that all AACs employees and all others who work on Aurora school sites and school-related activities will:
  - Engage in all workplace roles and responsibilities with a shared commitment to wellness (including physical, psychological, and social well-being), health, and safety at all times and with all stakeholders;
  - Regularly review, understand and apply the current Alberta Occupational Health and Safety Act, regulations, code, workplace procedures, and best practices to assure compliance with safe workplace knowledge, skills, attitudes, competencies and practices;
  - Establish and interact with an Aurora Joint Health and Safety Committee, in compliance with current legislation and regulations, to optimize support and active engagement of all staff and stakeholders in a school culture imbued and evidenced in a healthy and safe working environment at all times and circumstances.

## Accountability

Aurora Board of Directors, Superintendent, Secretary-Treasurer and all staff and contractors.

## References

Alberta Occupational Health and Safety Act, Regulation, and Code AR8300 – Occupational Health and Safety  
Alberta Education Act

BOARD POLICY  
**8350**  
**VIDEO**  
**SURVEILLANCE**  
FACILITIES & MANAGEMENT

Adopted: October 21, 2021  
Revised: November 18, 2024  
Review: 2029

## Background/Purpose

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP Act), only personal information collected by a video surveillance system that supports the safety of staff and students and the security of schools and facilities may be used. This includes use in investigations that could lead to disciplinary action (for both students and staff), legal proceedings, legislative compliance, or law enforcement purposes. It may also be used to enforce administrative regulations or comply with a court order.

The purpose of this Policy is to clearly communicate the purposes for and uses of video surveillance at or within the Aurora Academic Charter School (the "School"), and of video and audio surveillance on its school buses.

## Policy Statement

Video surveillance systems may only be used where conventional measures to achieve law enforcement or public safety objectives, such as increased staff supervision or security guard patrol are significantly less effective or are not feasible, and the benefits of video surveillance substantially outweigh the reduction of privacy inherent in collecting personal information using a video surveillance system.

## Guidelines

1. Rationale Required To Request Video Surveillance Systems
  - a. To request approval for the installation, replacement or expansion of a video surveillance system, a principal, transportation manager, or a senior administrator shall submit a written rationale to the Superintendent including but not limited to:
    - i. verifiable and specific reports of incidents of crime, vandalism or safety and security concerns
    - ii. examples of other deterrence or detection measures that were used or considered, along with reasons they were less effective or ineffective in addressing the concern
    - iii. staff consultation results regarding the necessity of the proposed video surveillance system.
    - iv. the identification of the location(s) of the proposed video surveillance camera(s) to provide viable measures of deterrence or detection
    - v. plans for the design and operation of the proposed video surveillance system that minimize intrusion on personal privacy.
2. Installation of Video Surveillance Systems and Retention of Records
  - a. All video surveillance systems connected to the network must comply with Aurora School's information technology standards.
  - b. Video surveillance cameras must not be used to monitor areas where individuals have a reasonable expectation of privacy including, but not limited to, change rooms and washrooms.
  - c. Recorded information shall be securely retained for 60 days.

3. Authorized Access To Video Surveillance Systems
  - a. Access is restricted to the principal, superintendent, facility manager, transportation manager, and assistant principals only when a specific incident or event necessitates investigation.
  - b. Authorized personnel must receive permission from the Superintendent or the Board Chair to view footage.
  - c. Circumstances warranting a review of video surveillance recordings include, but are not limited to:
    - i. incidents of safety and security that have been reported or observed
    - ii. for disciplinary, legal or legislative purposes
    - iii. for a law enforcement matter.
  - d. Video surveillance recordings may be shared with law enforcement upon presentation of a warrant or in cases involving vandalism, break-ins, or similar incidents under investigation.
  - e. In emergent situations where the issue is time-sensitive, the Board Chair or designate can suspend this policy.
4. Right Of Access Under The FOIP Act
  - a. Individuals whose personal information has been collected via video surveillance may request access to their records in accordance with the FOIP Act.
  - b. Any individual may request access to a video surveillance system recording or an extracted recording in accordance with the FOIP Act.
  - c. In the event of a lock down procedure, the principal, superintendent, transportation manager, or a senior administrator, or the person responsible for a school or facility, or law enforcement officials may have real time video surveillance access to the video surveillance system. Such access to real time video surveillance through the video surveillance system software shall be secured by username and password and shall only be used during a lockdown procedure.
5. Real Time Monitoring of Video Surveillance System
  - a. Active surveillance of the entrances is in place in order to ensure the safety of our students as there are not more effective or less obtrusive means of accomplishing the same level of safety and deterrence goals.

## **Accountability**

Superintendent, Administrators, IT Specialist

## **References**

Freedom of Information and Protection of Privacy Act (FOIP Act)

BOARD POLICY  
**9000**  
**STUDENT**  
**TRANSPORTATION**  
TRANSPORTATION

Adopted: February 16, 2004  
Revised: November 20, 2023  
Review: 2028

### **Background/Purpose**

The Aurora Board of Directors is committed to helping parents with the transportation of their children within the context of the school's limited resources in accordance with provincial regulations.

### **Policy Statement**

Shared responsibilities and cooperation among stakeholders of our school community will ensure safe, cost effective, efficient, timely, and comfortable busing. Our transportation service is considered a privilege and school rules apply to all students while traveling on the buses.

### **Guidelines**

- Each route, under normal conditions, should be limited to 75 minutes one-way.
- The 75 minutes here is inclusive of all time children spend confined to the bus, whether or not the bus is in motion.
- Instances beyond the schools' control, such as extreme weather and/or traffic accidents, are recognized as exceptions.
- Bus carrier contracts will be reviewed at least every five years. This occurred in 2022. Following this schedule, a new request for proposals will be issued in 2027.

### **References**

BP 4015: Procurement  
Student Transportation Handbook

ADMINISTRATIVE REGULATION  
**9010**  
**VEHICLE PARKING**  
TRANSPORTATION

Adopted: May 19, 2009  
Revised: March 15, 2023  
Review: 2028

**Background/Purpose**

Aurora School recognizes the importance of safe and adequate parking for staff, parents, and visitors

**Policy Statement**

Aurora endeavours to make parking available for all stakeholders. Should an Aurora school facility not have sufficient parking space for all stakeholders, first priority will be for staff.

**Accountability**

Superintendent

**References**

AR 9010: Vehicle Parking