



## Public Board Meeting

Wednesday February 10, 2021

6:30-9:00 p.m.

Online via Zoom

<https://us02web.zoom.us/j/88467091537>

**Invited Participants:** All Directors, Central Office Executive Team

**Invited Attendees:** All interested FFCA stakeholders

To attend the public board meeting, please use this link: [FFCA Public Board Meeting Zoom Link](#).

- Attendees may need to install the Zoom app on your device prior to the meeting.
- Attendees will need to enter your name and valid email address upon joining the meeting to attend. They will be placed in a virtual waiting room until entry is granted by the host.
- Attendees will be able to view the meeting and ask questions by voice only or online chat when the opportunity is provided by the Board Chair.

## AGENDA

### 6:30 p.m. CALL TO ORDER

1. Review of Meeting Agenda ..... Chair Wilson
2. Approval of Consent Agenda - Motion ..... Chair Wilson  
Public Minutes December 9, 2020; January 16, 2021  
Correspondence received
3. Staff/Campus Reports..... Chair Wilson
4. Superintendent's Report ..... CEO Nippard
5. Information Items ..... Chair Wilson
  - 5.1. Standing Item: Administrative Procedures Update (attached) ..... COO Leinweber
    - 5.1.1 AP-H-201.1 Use of ICT
    - 5.1.2 AP-H-103.1 Human Sexuality
    - 5.1.3 AP-I-101.2 Kindergarten Admission and Orientation
  - 5.2. Standing Item: Strategic/Education Plan Update..... CEO Nippard/COO  
Leinweber
  - 5.3. Standing Item: High School Update ..... CEO Nippard
  - 5.4. Standing Item: COVID Response..... COO Leinweber
6. Discussion Items..... Chair Wilson
  - 6.1. Budget Guiding Principles (attached) – Motion ..... Chair Wilson
  - 6.2. Resource Fees – Motion ..... CFO Morgan
  - 6.3. Transportation Fees – Motion ..... “
  - 6.4. 2022-2025 Capital Plan (attached) - Motion ..... “
  - 6.5. 2021-22, 2022-23 Calendars (attached) - Motion ..... COO Leinweber
7. Committees/Liaison Reports ..... Chair Wilson
  - 7.1. Executive Committee ..... “
    - 7.1.1 Terms of Reference
  - 7.2. Communications and Community Relations (CCR)..... Director Scantlebury

- 7.2.1 Terms of Reference
- 7.3. Policy and Performance Review (PPR)..... Director McCauley
  - 7.3.1 Terms of Reference
  - 7.3.2 Policy 7 Board Operations (attached)
  - 7.3.3 Policy 15 Managed Growth (attached)
  - 7.3.4 Policy 19 Welcoming, Caring, etc. (attached)
  - 7.3.5 Bylaw Status Update
- 7.4. Audit Committee ..... Director Diaz
  - 7.4.1 Terms of Reference
- 7.5. TAAPCS Board Rep Report..... Vice-Chair Hill/Director Jin
  - 7.5.1 TAAPCS Fee
- 7.6. ASC Rep Report ..... Director Scantlebury
  - 7.6.1. ASC Advocacy Committee Rep ..... Director Spahl
- 8. Director Highlights ..... Chair Wilson
- 9. Open to Gallery..... “
- 10. Chairperson’s Remarks ..... “

ADJOURNMENT: by 9:00 p.m.

NEXT MEETING: April 14, 2021

FUTURE AGENDA ITEMS: April – Middle School Presentation; May – Elementary School Presentation

**DEC. 9, 2020 MEETING MOTIONS**

**CONSENT AGENDA**

**20/12/09-1CA**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the Consent Agenda for Feb. 10, 2021 be approved as presented.  
 .....that the minutes of the Dec. 9, 2020 Public Board Meeting be approved as presented.  
 .....that the Board receive for information any correspondence received since the last Public Board Meeting.

**REGULAR AGENDA**

**6.1 21/02/10-1RA Budget Guiding Principles**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2021-22 Budget Guiding Principles be approved as presented.

**6.2 21/02/10-2RA Resource Fees**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2021-2022 FFCA Resource Fees be held at 2020-2021 levels and approved as presented below.

Kindergarten	\$115.00
Grades 1-6	\$145.00
Grades 7-12	\$195.00
Family Maximum	\$450.00

*Families who qualify for the Resource Fee Subsidy will be expected to pay \$50/student.*

**6.3 21/02/10-3RA Transportation Fees**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the

2021-2022 FFCA Transportation Fees be held at 2020-2021 levels and approved as presented below.

Kindergarten	\$425.00
Grades 1 to 12 (2-way)	\$855.00
Grades 1 to 12 (1-way)	\$770.00
Shuttle (1-way)	\$200.00
Family Maximum	\$2285.00

*Families who qualify for the Transportation Fee Subsidy will be expected to pay \$325/student.*

**6.4 21/02/10-4RA Capital Plan**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2022-2025 Capital Plan be approved as presented.

**6.5 21/02/10-5RA 2021-22 Calendars**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2021-22 Calendars be approved as presented.

**21/02/10-6RA 2022-23 Calendars**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that the 2022-23 Calendars be approved in principle as presented.

**7.3.2 21/02/10-7RA Policy 7 Board Operations**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that Policy 7 Board Operations be approved for First Reading as presented.

**7.3.3 21/02/10-8RA Policy 15 Managed Growth**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that Policy 15 Managed Growth be approved for First Reading as presented.

**7.3.4 21/02/10-9RA Policy 19 Welcoming, Caring, Respectful, Safe and Inclusive Learning and Working Environments**

MOVED by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ that Policy 19 Welcoming, Caring, Respectful, Safe and Inclusive Learning and Working Environments be approved for First Reading as presented.



## Public Board Organizational Meeting

Saturday January 16, 2021

1:00 – 3:00 p.m.

via Zoom

**Attendees:** Chair Jeff Wilson, Vice-Chair Jenny Hill, Director Sumara Diaz, Director Naren Makwana, Director Jehn Scantlebury, Director Randall Spahl, Director Sam Jin, Director Cathy McCauley, Director Amanda Fisher, CEO Roger Nippard, COO Kurtis Leinweber, Meredith Poole

**Gallery:** Andrew Chu, Marcia Bruce, Reta Morgan, Shahid Qureshi, Kemi Adalakum, Shelly, Tanya

### MINUTES

1:06 p.m. CALL TO ORDER

1. **21/01/16 – 1OA** Motion to Waive Notice of Public Meeting  
MOVED by Director McCauley and seconded by Director Scantlebury that the Board approve waiver of notice of the January 16, 2021 Organizational Meeting as permitted in Article 5.1 (c) of the FFCA Bylaws (2019). CARRIED.
2. Housekeeping – CEO Nippard reported that all paperwork listed below for our new Directors, exclusive of Intervention Record Checks (which typically have a processing time in the range of 5-6 weeks), has been received and is on file. If any Director wishing to review their information, or if any updates are required to previously submitted information, please contact HR.
  - 2.1 Advice to Payroll
  - 2.2 Acceptable Internet Usage
  - 2.3 Confidentiality Agreement
  - 2.4 Disclosure of Personal Interests
  - 2.5 Declaration of Key Management Personnel -  
Financial Reporting
  - 2.6 Criminal Record Check
  - 2.7 Intervention Record Check
3. Election of Board Officers
  - 3.1 Chair: Director Wilson nominated by Director Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Wilson was acclaimed to the position of Board Chair.
  - 3.2 Vice-Chair: Director Hill nominated by Director McCauley. Accepted. After two further calls for nominations, none were forthcoming. Director Hill was acclaimed to the position of Board Vice-Chair.
  - 3.3 Treasurer: Director Diaz nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Diaz was acclaimed to the position of Board Treasurer.
    - 3.3.1 **21/01/16 – 2OA** Role of the Treasurer  
MOVED by Vice-Chair Hill and seconded by Director Scantlebury that the duties of Treasurer be delegated to the Secretary-Treasurer (FFCA). CARRIED.

3.4 Secretary: Director McCauley nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director McCauley was acclaimed to the position of Board Secretary.

**3.3.1 21/01/16 – 3OA Role of the Secretary**

MOVED by Director McCauley and seconded by Director Makwana that the duties of Secretary be delegated to the Executive Assistant to the Superintendent (FFCA), but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent. CARRIED.

**4. Appointment to Board Committees/Committee Chair Selection**

4.1 Executive Committee: Chair Wilson, Vice-Chair Hill, CEO Nippard, COO Leinweber

4.2 Policy and Performance Review (PPR) Committee Chair: Director McCauley nominated by Director Scantlebury. Accepted. After two further calls for nominations, none were forthcoming. Director McCauley was acclaimed to the position of PPR Committee Chair. Director members: Vice-Chair Hill, Director Jin, Director Spahl

4.3 Communications and Community Relations (CCR) Committee Chair: Director Scantlebury nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Scantlebury was acclaimed to the position of CCR Committee Chair. Director members: Director Makwana, Director Diaz, Director Fisher

4.4 Audit Committee Chair: Director Diaz nominated by Director Makwana. After two further calls for nominations, none were forthcoming. Director Diaz was acclaimed to the position of Audit Committee Chair.

4.5 TAAPCS Committee Representatives (2): Vice-Chair Hill nominated by Director Scantlebury. Accepted. Director Jin nominated by Director Spahl. Accepted. After two further calls for nominations, none were forthcoming. Vice-Chair Hill and Director Jin were acclaimed to the position of TAAPCS Representative.

4.6 Association of School Councils (ASC) Representative: Director Scantlebury nominated by Director Diaz. Accepted. After two further calls for nominations, none were forthcoming. Director Scantlebury was acclaimed to the position of ASC Representative.

4.7 ASC Advocacy Committee Representative: Director Spahl nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Spahl was acclaimed to the position of ASC Advocacy Committee Representative.

**5. 21/01/16 – 4OA Review of Banking Arrangements - Servus Credit Union.**

MOVED by Director Diaz and seconded by Director Scantlebury that the Board approve the following officials to sign bank documents:

Board Chair

Board Vice-Chair

CEO/Superintendent (administrator)

CFO/Secretary-Treasurer (administrator)

COO/Deputy Superintendent (administrator)

Each bank document is to be signed by two officials, at least one of who must be an administrator. The Board also approves that payments (cheques and EFT) with a value of \$2,000 and less require only one signature of an authorized official. CARRIED.

6. Review of Audit Arrangements: We are currently in year 3 of our 5-year agreement with RSM Canada.

7. Review of Director Handbook – PPR will be looking at updates over the coming year.

8. Work Plan – Vice-Chair Hill has been looking at revisions which will be considered by PPR in order to simplify and schedule the year's activities in an orderly and timely manner.

ADJOURNMENT: 1:35 p.m.

NEXT PUBLIC MEETING: February 10, 2021



## Public Board Meeting

Wednesday December 9, 2020

6:30-8:00 p.m.

Online via Zoom

### Attendees

**Board and Administration:** Chair Jeff Wilson, Vice-Chair Jenny Hill, Director Sumara Diaz, Director Faruq Suleman, Director Naren Makwana, Director Rizvan Bharmal, Director Jehn Scantlebury, Director Randall Spahl, Director Sam Jin, Superintendent Roger Nippard, Deputy Superintendent Kurtis Leinweber, Secretary Treasurer Reta Morgan, Coordinator of Instruction Justin Kool, Coordinator of School Services Preston Lowther, Director of Technology Jeff Cullen, Executive Assistant Meredith Poole

**Presenters:** Bharati Singh, Susan Boyd, Doug Lamb

**Gallery:** Cathy McCauley, Amanda Fisher, Amanda Lomboy, Andre Shoucri, Arlene Orchard, Chad Widmer, Cindy McGlashan-Beaucage, Pamela Hunnisett, Mariko Glenney, Amy Robinson, Chu Family, Kim K., Haejin, Corey, maybenicwong, Crystal, Sally, Vicky, SWE SC

## MINUTES

### 6:34 p.m. CALL TO ORDER

1. Review of Meeting Agenda – No changes.
2. **20/12/09-1CA**  
Approval of Consent Agenda  
MOVED by Vice-Chair Hill and seconded by Director Makwana that the Consent Agenda for Dec. 9, 2020 be approved as presented, including Public Board Meeting Minutes of November 18, 2020, and any correspondence received since. CARRIED.
3. Staff/Campus Reports
  - 3.1. High School Split Update  
Principal Bharati Singh and Associate Principals Susan Boyd and Doug Lamb updated the Board and gallery on the challenges faced by the high school since the onset of the pandemic, and most particularly since structural failures at the Montgomery facility necessitated a split of the high school and a move of almost half the students to the CBE Dr. Norman Bethune school. The work that has been put into programming, scheduling, staffing, on-line/in-class planning, moving, and renovations would seem to have been almost insurmountable and yet the FFCA team came together to make it all happen. As Principal Singh said, the “Heart of the Matter” is our students and staff, and our success in making these difficult adjustments is based on our incredible school culture.
4. Superintendent’s Report
  - Thanks to the high school administration and staff for their hard work and accomplishments over the past difficult months, and appreciation for willingness of other staff to assist whenever and wherever help was needed
  - Thanks to Coordinator of Instruction Justin Kool and Jeff Cullen for facilitating the smooth transition to the Gr. 7-12 online in response to the AE directive
  - Transportation contracts have not been renegotiated at this point but that may yet be required

- Diploma exams have been cancelled for the entire year
- New curriculum framework was released last week; we have 1 teacher on the provincial working group
- Meetings with 2 ADM's forthcoming to discuss i) the new evaluation cycle for charters, and ii) Specialized Learning Supports (SLS) funding
- One new charter has been approved for September 2021 start-up and another application is in the works
- Attention of Board and Admin now turning to budget talks, enrolment projections, and an FFCA policy on managed growth

## 5. Information Items

### 5.1. Standing Item: Administrative Procedures Update

- AP-H-105.1 English as a Second Language – further revisions may yet be required but this will be posted to the website in its current form.

### 5.2. Standing Item: Strategic/Education Plan Update – No report.

### 5.3. Standing Item: High School Update

- In constant conversation with Alberta Education over new build
- Collecting information in regard to program/classroom requirements and design
- Tender period is last week in June through first two weeks of July

### 5.4. Standing Item: COVID Response

- 54 confirmed cases over the 8 campuses
- Majority of COVID cases have been at the north campuses
- Re program transition options offered: 51 requests for in-school to online have been approved (additional 18 could not be accommodated); 24 requests for online to in-school accommodated with 2 still outstanding
- More spaces may become available

## 6. Discussion Items

### 6.1. **20/12/09-1RA** – Q1 Report

MOVED by Director Makwana and seconded by Director Diaz that the Board receive for information the FFCA 2020-2021 First Quarter Financial Report as presented. CARRIED.

### 6.2. **20/12/09-2RA** – Resignation

MOVED by Vice-Chair Hill and seconded by Director Suleman that the Board accept the resignation (retirement) of Employee 10006 effective December 31, 2020. CARRIED.

## 7. Committees

### 7.1. Executive Committee – No report.

### 7.2. Communications and Community Relations (CCR)

- Distributed “Call to Action” to seek assistance for the Advocacy Committee and sub-committees in supporting charters and combatting misinformation
- Updates in campus newsletters

### 7.3. Policy and Performance Review (PPR)

#### 7.3.1. **20/12/09-3RA** Policy 14 Uniforms

MOVED by Director Bharmal and seconded by Vice-Chair Hill that the Board approve Policy 14 Uniforms for Third Reading as presented. CARRIED.

### 7.4. Audit Committee – No report.



#### 7.5. TAAPCS Board Rep Report

- Recent conversations at Executive Committee focused on ways to support new charters, as well as assist the Advocacy Committee

8. Director Highlights: Vice-Chair Hill: i) daughter's successful experience with the online program, and ii) tonight's high school report; Director Spahl: adaptation to successful on-line program; Director Jin: response of administration and staff to the significant challenges faced; Director Diaz: the work of our two departing Board members and the opportunity to work with them over the past two years; Director Scantlebury: ditto Director Diaz, as well as successful transition to online for older daughter; Director Makwana: FFCA culture and the willingness/ability to rise to any challenge and/or opportunity; Chair Wilson: the thoughtful and passionate leadership contributed by Directors Suleman and Bharmal over the past three years.

Director Bharmal: *It has been an extreme honour to serve FFCA over the past three years and to support the hard work and passion that is evidenced daily in our campuses, to the benefit of all our children. Thank you to my colleagues who have taken the time to be involved and act as staunch advocates for FFCA.*

Director Suleman: *My thanks go out to everyone. I have appreciated the opportunity to serve on the Board, and have enjoyed the discourse over the last three years. Thank you for the friendship and support; we have had a great crew that made some good progress.*

9. Open to Gallery - No questions/comments.

10. Chairperson's Remarks – Nothing further.

ADJOURNMENT: 7:53 p.m.

NEXT MEETING: Feb. 10, 2021

FUTURE AGENDA ITEMS:



## Policy 7 – CHARTER BOARD OPERATIONS

The Charter Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization~~al~~ design. In order to discharge its responsibilities to the members of the Society, the Charter Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of currently serving Directors, must be present for every duly constituted meeting. The Charter Board has adopted policies so the business of the Charter Board can be conducted in an orderly and efficient manner.

The Charter Board shall meet regularly, according to the schedule of meeting dates established annually ~~at Organizational Meetings~~. The Charter Board Chair shall call or cancel meetings, as required.

The Charter Board's fundamental obligation is to preserve and enhance its Charter and the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage FFCA stakeholders to contribute to the educational process, Charter Board meetings will be open to the public. Towards this end, the Charter Board believes its affairs must be conducted in public to the greatest extent possible and in ~~locations-a manner~~ that encourage stakeholder participation.

There are times when public interest is best served by private discussion of specific issues in closed ~~working~~ sessions.

Having members of the Society make presentations at Charter Board meetings can enhance member interest.

Public forums dealing with specific educational topics can enhance communications and the effectiveness of the Charter Board.

### 1. Organizational Meeting

- 1.1 An Organizational Meeting of the Charter Board shall be held annually, ~~and in an election year no later than four (4) weeks following the election of Directors~~. The first official meeting of the Charter Board following election of Directors shall be an Organizational Meeting.
- 1.2 The Superintendent or designate will give notice of the Organizational Meeting to each Director as if it were a Special Meeting. The Superintendent or designate shall call the meeting to order and act as Chair of the meeting ~~until a Chair is elected. for the purpose of the election of the Charter Board Chair by nomination and ranked secret ballot~~.
- 1.3 Each ~~newly-elected~~ Director will take the Oath of Office immediately following the call to order of the Organizational Meeting after the election of Directors.
- 1.4 The Board will elect one (1) Director to act as Chair by ranked secret ballot ~~unless the Charter Board has unanimously agreed to elect by an alternate process~~. Upon election as Chair, the Charter Board Chair shall ~~take the Oath of Office~~ and preside

- over the remainder of the Organizational Meeting. The ~~Charter~~ Board Chair shall normally be elected for a period of one (1) year.
- 1.5 The Board shall, in addition:
- 1.5.1 Elect one (1) Director to act as Vice-Chair by ranked secret ballot;
  - 1.5.2 Elect one (1) Director to act as Secretary by ranked secret ballot;
  - 1.5.3 May vote to delegate the duties of the Secretary through the Superintendent to a ~~Staff~~staff member;
  - 1.5.4 Elect one (1) Director to act as Treasurer by ranked secret ballot;
  - 1.5.5 May vote to delegate the duties of the Treasurer through the Superintendent to a ~~Staff~~staff member;
  - 1.5.6 Designate Charter Board members for Committees as defined in Policy 8.
  - 1.5.7 Appoint Charter Board representation on the various Boards or committees of organizations or agencies where the Charter Board has regular representation, as appropriate, including The Association of Alberta Public Charter Schools (TAAPCS);
  - 1.5.8 Establish an annual Charter Board calendar;
  - 1.5.9 Review Foundations for the Future (FFCA) banking arrangements;
  - 1.5.10 Review FFCA audit arrangements;
  - 1.5.11 Review the Directors' Handbook;
  - 1.5.12 Address other organizational items as required.

## 2. Regular Meetings

Regular Charter Board meetings will be held in accordance with the approved annual Charter Board calendar in a location, manner and at a time set by the Executive Committee. Notices of regularly scheduled public Charter Board meetings will be posted on the FFCA website ~~and in each campus~~ and notification to Society members via email a minimum of forty-eight (48) hours prior to the meeting.

- 2.1 ~~All meetings will ordinarily be held on a monthly basis, excepting July and August. The Board will hold public Charter Board meetings a minimum of six (6) times per school year.~~
- 2.2 Notwithstanding the schedule established at the Organizational Meeting, the Charter Board may, ~~by resolution,~~ alter the schedule in such manner as it deems appropriate.
- 2.3 All Directors shall notify the Charter Board Chair if they are unable to attend a Charter Board meeting.
- 2.4 All Directors who are absent from three (3) consecutive ~~regular~~ meetings shall:
- 2.4.1 Obtain authorization in advance by resolution of the Charter Board to do so;
  - or
  - 2.4.2 Provide to the Charter Board Chair evidence of illness in the form of a medical certificate respecting the period of absence; or
  - 2.4.3 Obtain a leave of absence (for an extended period).
- Failure to attend may result in disqualification.
- 2.5 If both the Charter Board Chair or Vice-Chair, through illness or other cause, are unable to perform the duties of the office or are absent, the Charter Board shall appoint from among its members an acting Charter Board Chair, who on being so appointed has all the powers and shall perform all the duties of the Charter Board Chair during the Charter Board Chair's and Vice-Chair's inability to act or absence.
- 2.6 Regular meetings of the Charter Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

### 3. Special/Emergency Meetings

Occasionally, unanticipated or emergent issues require immediate Charter Board attention and/or action.

- 3.1 Unscheduled meetings of the Charter Board may be called by the Charter Board Chair or a majority of Directors.
- 3.2 Notice of a special meeting can be by phone, text or email.
- 3.3 Providing a quorum is present at a special meeting, the Charter Board may waive notice of a public meeting and pass resolutions that can be acted upon.
- 3.4 Any business transactions or resolutions passed, and the minutes of the meeting, must be disclosed at the next regularly called public Charter Board meeting.
- 3.5 Special meetings of the Charter Board shall be open to the public, recognizing that specific agenda matters may be held in closed session.
- 3.6 Special meetings of the Charter Board will not be held without the Superintendent and/or designate(s) in attendance, unless the Superintendent's contract is being discussed.

### 4. Participation in Regular or Special Meetings by Electronic Means

In accordance with the relevant section(s) of the ~~School Act~~Education Act, the Charter Board may hold a meeting using electronic means or other communication facilities. The means used must enable each Director participating in the meeting and any members of the public attending the meeting to hear all the other Directors. Directors participating in such meetings by electronic means or other communication facilities are deemed to be present at the meeting.

- 4.1 At least one (1) of the following persons named in each of 4.2.1 and 4.2.2 must be present at the Charter Board office during the meeting:
  - 4.1.1 A member of the Charter Board;
  - 4.1.2 The Superintendent or designate.
- 4.2 Reasonable steps must be taken to notify the public of ~~locations from~~from the manner in which members of the public may participate.
- 4.3 ~~A Director may participate from a location to which the public does not have access.~~
- 4.4 A Director must ensure the means and location used to participate in the meeting will allow moving into closed session and will meet all requirements of a closed session.
- 4.5 ~~A Director wishing to participate in a regular or special meeting by electronic means must give 24 hours' notice of same.~~
- 4.6 ~~Participation from outside the boundaries of Calgary for more than one (1) meeting consecutively is at the discretion of the Charter Board by resolution.~~

### 5. Closed Sessions

The Bylaws of the FFCA Charter School Society defines the term "Closed Session" to mean a meeting of the Board at which sensitive/confidential issues (e.g. related to personnel, legal, property) may be considered. The terms "private", "executive session", and "in-camera" are synonymous with "Closed Session".

The preservation and enhancement of the public's trust in the educational system is an important priority of the Charter Board. The Charter Board believes that public trust is preserved by conducting open Charter Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity require the Charter Board to hold closed sessions.

- 5.1 The Charter Board may, by resolution, schedule a closed meeting at a time or place agreeable to the Charter Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the

Charter Board and shall specify those individuals eligible to attend in addition to Directors and the Superintendent.

- 5.2 The Board may convene in closed session only to discuss matters of a sensitive nature, including:
  - 5.2.1 Personnel
    - 5.2.1.1 Individual students;
    - 5.2.1.2 Individual employees;
  - 5.2.2 Matters relating to negotiations;
  - 5.2.3 Acquisition/disposal of real property;
  - 5.2.4 Litigation brought by or against the Charter Board;
  - 5.2.5 Other topics that a majority of the Directors present feel should be held in private, in the public interest.
- 5.3 Such sessions shall be closed to the public and press. The Charter Board shall only discuss the matter(s) that gave rise to the closed meeting. Charter Board members and other persons attending the session shall maintain confidentiality and shall not disclose the details of the discussion at such sessions.
- 5.4 The Charter Board shall, during the closed session, adopt only such resolution as is required to reconvene the Charter Board in an open, public meeting.
- 5.5 The resolution (motion) to go into closed session and the resolution to revert to a regular meeting must both be recorded in the minutes of the regular meeting.
- 5.6 Once the Charter Board reverts to a regular meeting, any decision reached during the closed session must be ratified by resolution. The wording of such resolution must not inappropriately reveal confidential or personal information.

## 6. Agenda for Regular Meetings

The Superintendent is responsible for preparing an agenda for Charter Board meetings in consultation with the Charter Board Chair and the Vice-Chair.

- 6.1 The order of business will be established by the Executive Committee and may include:
  - 6.1.1 Call to order;
  - 6.1.2 Closed session (if necessary);
  - 6.1.3 Approval of agenda;
  - 6.1.4 Approval of consent agenda;
  - 6.1.5 Approval of minutes and electronic votes of the Charter Board;
  - 6.1.6 Business arising;
  - 6.1.7 Appointments/delegations;
  - 6.1.8 Action items;
  - 6.1.9 Discussion items;
  - 6.1.10 Policies;
  - 6.1.11 Administrative Procedures under review;
  - 6.1.12 Reports and information items;
  - 6.1.13 Open to gallery;
  - 6.1.14 Charter Board Chair's remarks;
  - 6.1.15 Adjournment.

Items scheduled for a specific time shall be clearly identified on the agenda.
- 6.2 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business that will come before the Charter Board and will be of value to the Charter Board in the performance of its duties. Each action item will include a clear recommendation.
- 6.3 Items may be placed on the agenda in one (1) of the following ways:

- 6.3.1 By submitting a request to the Charter Board Chair or Superintendent at least eight (8) calendar days prior to the Charter Board meeting;
  - 6.3.2 By notice of motion at the previous meeting of the Charter Board;
  - 6.3.3 As a request from a committee of the Charter Board.
  - 6.4 The agenda package, containing the agenda and supporting information, will be provided to each Director at least forty-eight (48) hours prior to the Charter Board meeting. Subsequently, information may be provided at the meeting; and further, the Superintendent shall advise the Charter Board Chair regarding the emergent nature of such information.
  - 6.5 The Charter Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Charter Board.
  - 6.6 During the course of the Charter Board meeting, the majority of Directors present may amend the agenda and place items before the Charter Board for discussion. The Charter Board may take action on such items.
  - 6.7 Agendas for all regularly scheduled public Charter Board meetings will be made available a minimum of forty-eight (48) hours prior to the meeting.
  - 6.8 Agenda packages may be made available to the public.
7. Minutes for Regular or Emergency Meetings
- The Charter Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 7.1 The minutes shall record:
    - 7.1.1 Date, time and place of meeting;
    - 7.1.2 Type of meeting;
    - 7.1.3 Name of presiding officer;
    - 7.1.4 Names of Directors and; staff ~~and gallery~~ in attendance;
    - 7.1.5 Approval of preceding minutes;
    - 7.1.6 All resolutions, including the Charter Board's disposition of the same, placed before the Charter Board, are to be entered in full;
      - 7.1.6.1 The numbering of motions is to be by date (year/month/day) and then by when the motion arose in the meeting (1, 2, 3 ...);
    - 7.1.7 Names of persons making the motions;
    - 7.1.8 A brief summary with sufficient background material to ensure that the Board's intent is clear;
    - 7.1.9 Points of order and appeals;
    - 7.1.10 Appointments;
    - 7.1.11 Public announcements;
    - 7.1.12 Receipt of written reports of committees, including a copy of the written reports in the format detailed in Appendix 1;
    - 7.1.13 The vote on all motions;
    - 7.1.14 Whenever a counted or recorded vote is requested in accordance with this policy, the requested information will be published.
    - 7.1.15 Policies as read.
    - 7.1.16 Departure and re-entry times of Directors (when absent for a vote on a motion); and
    - 7.1.17 The time of adjournment.
  - 7.2 The minutes shall:
    - 7.2.1 Be prepared as directed by the Society's Secretary, unless the duties of the Secretary have been delegated to a ~~Staff~~ staff member, in which case, as directed by the Superintendent who may consult with the Society's Secretary;



- 7.2.2 Be reviewed by the ~~Superintendent~~ Board Chair prior to submission to the Charter Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Charter Board; and
- 7.2.4 Upon adoption by the Charter Board, be deemed to be the official and sole record of the Charter Board's business.
- 7.3 The Superintendent or designate shall ensure, upon acceptance by the Charter Board, ~~that appropriate initials are affixed to each page of the minutes and~~ that appropriate signatures are affixed to the last page of the minutes.
- 7.4 The Superintendent or designate will establish and maintain a file of all Charter Board minutes.
- 7.5 As part of its ongoing effort to keep staff and Society members fully informed concerning its affairs and actions, the Charter Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Charter Board meetings.
- 7.6 ~~Unofficial minutes will be made publicly available within two (2) weeks of each meeting.~~ Approved minutes will be made available within 2 weeks of approval.
- 7.7 The approved minutes of a regular or emergency meeting shall be posted to the FFCA website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
8. Motions
- 8.1 Notice of Motion  
The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Directors of the item to be discussed. A notice of motion is not debatable and may not be voted on.
- 8.2 Discussion on Motions  
The custom of addressing comments to the Charter Board Chair is to be followed by all persons in attendance.  
A Charter Board motion or a recommendation from the Superintendent must generally be placed before the Charter Board prior to any discussion taking place on an issue. Once a motion is before the Charter Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any Director, including the Charter Board Chair.
- 8.3 Speaking to the Motion  
The mover of a motion speaks first, and every Director shall have an opportunity to speak to the motion.  
The Charter Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.  
The mover of the motion is permitted to close debate on the motion.  
As a general guide, a Director is not to speak longer than five (5) minutes on any motion. The Charter Board Chair has the responsibility to limit the discussion by a Director when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.  
No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Charter Board Chair.  
When a Director arrives at the meeting after a motion has been made and prior to taking a vote, the Director may request further discussion prior to the vote. The Charter Board Chair shall rule on further discussion.

#### 8.4 Reading of the Motion

A Director may require the motion under discussion to be read at any time during the debate, except when a Director is speaking.

#### 8.5 Counted Vote

Whenever a counted vote is requested by any one (1) Director immediately after a vote is taken, the minutes shall record the number of Directors who voted for and against the matter.

#### 8.6 Recorded Vote

Whenever a recorded vote is requested by at least two (2) Directors before the vote is taken, the minutes shall record the names of the Directors who voted for or against the matter. Immediately after a vote is taken and on the request of a Director, the minutes shall record the name of that Director and whether that Director voted for or against the matter.

#### 8.7 Required Votes

The Charter Board Chair and all Directors present, unless excused by resolution of the Charter Board or by the provisions of the ~~School Act~~ Education Act or FFCA bylaws, shall vote on each question. Directors' votes have equal weight. Each question shall be decided by a majority of the votes of those Directors present. A simple majority of a quorum of the Charter Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Charter Board Chair or Vice-Chair, which is by ranked secret ballot.

#### 8.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Parliamentary Procedure at a Glance (O. Garfield Jones). If this reference is inadequate, procedure may be determined by motion supported by the majority of Directors in attendance.

#### 8.9 Motion to Refer

If a motion needs to be discussed much more informally or at greater length than is possible in a regular meeting, the Charter Board may refer the motion for further consideration to an existing or a new committee under the guidance of Policy 8. Any such motion should specify the committee to refer the motion to and instructions on when the Charter Board expects to receive a written report of recommendations for and/or amendments to the motion in the format detailed in Appendix 1.

### 9. Delegations at Charter Board Meetings

The Charter Board is accountable to the membership of FFCA and utilizes the input of its membership to effectively fulfill its mandate. FFCA promotes the involvement of its membership in the decision-making process by encouraging members to make presentations to the Charter Board.

9.1 Requests to make presentations to the Charter Board will be by written submission to the Charter Board Chair and/or the Superintendent.

9.2 The Executive Committee will decide the appropriateness of the delegation's request to be placed on the Charter Board agenda.

9.2.1 When determining appropriateness of the presentation request, particular consideration will be given to the extent to which the presenter has followed Charter Board policy, the potential to prejudice the Charter Board's ability to hear an appeal, and whether or not it is repetitious.

9.3 The Executive Committee will determine if the presentation to the Charter Board is to be held in public or in closed session.



- 9.3.1 Matters pertaining to personnel and legal and property issues will be considered in closed session.
- 9.4 The written presentation will be forwarded by the delegation to the Superintendent at least ten (10) working days prior to the meeting for distribution to the Charter Board.
- 9.4.1 Presentations will be in writing and will be supported by oral comments at the meeting. The spokesperson for the delegation will be identified in the written presentation.
- 9.5 Relevant background information and other perspectives related to the delegation's presentation, if any, will be prepared by the Superintendent for distribution to the Charter Board.
- 9.6 The spokesperson will be notified at least one (1) week in advance regarding the placement of his/her item on the agenda and of the time allotted for the presentation.
- 9.7 The spokesperson will be notified if the Charter Board intends to address the delegation's issue at a subsequent meeting.
- 9.8 In emergent situations where the above procedure cannot be followed, the Executive Committee will justify the emergency, then provide an outline of the subject and background information prior to the delegation appearing before the Charter Board.

#### 10. Audio/Video Recording Devices

The Charter Board expects that anyone wanting to use recording devices at a public Charter Board meeting shall obtain prior approval of the Charter Board Chair.

#### 11. Director Honoraria and Expenses

Directors on the FFCA Charter Board provide many hours of service in fulfilling their legislated responsibilities to govern the FFCA Charter School Society (the Society). Directorship carries with it a liability and accountability to both the Minister of Education and the Society members. FFCA will recognize the contributions made by Directors through the provision of honoraria, ~~as allowed by Section 60(2)(e) of the School Education Act~~. These honoraria are wholly gratuitous in nature and neither the board as a group, nor any individual of the board, will have the ability to enforce payment of these honoraria by legal suit. As such, honoraria of this nature do not qualify as remuneration ~~for~~ which Charter Board members ~~shall not be able to~~ receive under Charter Schools Regulation ~~12(614)~~.

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

Honarium Schedule (effective November 19, 2014)	
Per Diem Honorarium	\$40 for a meeting (of up to 2 hours)
	\$75 for a meeting (of up to 4 hours)
	\$150 for a full-day meeting (of more than 4 hours)
	\$225 for an extended day (of more than 8 hours)
Chairman's Honorarium	\$4,500 per year plus meeting per diem
Vice-Chair's Honorarium	\$2,250 per year plus meeting per diem

- 11.2 Directors will be eligible to receive honoraria for attendance at the following Board-directed activities:

- 11.2.1 Regular and special meetings of the Charter Board;
- 11.2.2 Committee meetings of the Charter Board;
- 11.2.3 Authorized workshops, conventions, and retreats;
- 11.2.4 School Council meetings;
- 11.2.5 Other Charter Board-directed meetings and activities.
- 11.3 Directors have the option to waive honoraria.

- 11.4 Directors will not receive honoraria for activities of a service orientation.
- 11.5 Directors will group meeting hours into 2-hour, ½ day, full-day or extended day units.
- 11.6 Payment of honoraria will be made monthly following submission and approval of the appropriate forms.
- 11.7 For the purpose of the *Income Tax Act*, honoraria paid to Directors will be included in the computation of Directors' taxable income.
- 11.8 Mileage based on the Canadian Revenue Agency (CRA) rate, set in September, and other expenses may be reimbursed on submission of appropriate forms and receipts (if applicable).

## 12. Director Conflict of Interest

The Director is directly responsible to the Society membership and to the Charter Board. Upon election to office and annually thereafter, the Director must complete a disclosure of personal interest statement and accept a position of public trust as required by Section ~~84~~ 86(1 & 2) of the ~~School Education~~ Act as follows:

*86 (1) Each trustee of a board shall file with the board's secretary a statement showing*  
*(a) the names and employment information of the trustee and the trustee's spouse or adult interdependent partner,*  
*(b) the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and*  
*(c) the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.*

*86 (2) The board's secretary shall*  
*(a) compile a list of all the names reported on the statements filed with the secretary, and*  
*(b) provide a copy of the list to (i) all the trustees of the board, and (ii) the officials and employees of the board that the board directs shall receive a copy.*

~~*81 (1) Each trustee of a board shall file with the board's secretary a statement showing*~~  
~~*(a) the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,*~~  
~~*(b) the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and*~~  
~~*(c) the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.*~~

~~*(2) The board's secretary shall*~~  
~~*(a) compile a list of all the names reported on the statements filed with the secretary, and*~~  
~~*(b) provide a copy of the list to*~~  
~~*(i) all the trustees of the board, and*~~  
~~*(ii) the officials and employees of the board that the board directs shall receive a copy.*~~

The Director is expected to act in a manner which will enhance the trust accorded the Director and, through the Director, the trust accorded to the Charter Board. The Charter Board is of the firm conviction that its ability to discharge its obligations is dependent upon the trust and confidence of the Society membership in its Charter Board and in its Director members. Therefore, the Charter Board believes in the requirement to declare conflict of interest.

- 12.1 The Director is expected to be conversant with the relevant sections of the School Education Act.
- 12.2 The Director is responsible for declaring him/herself to be in possible conflict of interest.
  - 12.2.1 The Director shall make such declaration in open meeting prior to Charter Board or committee discussion of the subject matter which may place the Director in conflict of interest.
  - 12.2.2 Following the declaration of conflict of interest by a Director, all debate and action shall cease until the Director has left the room.
- 12.3 It shall be the responsibility of the Director in conflict to absent him/herself from the meeting in accordance with the requirements of the School Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 12.4 The recording secretary will record in the minutes:
  - 12.4.1 The Director's declaration;
  - 12.4.2 The Director's abstention from the debate and the vote; and
  - 12.4.3 That the Director left the room in which the meeting was held.

### 13. Charter Board Performance Review

The Charter Board performance review shall be undertaken in conjunction with the Superintendent evaluation to reinforce alignment of purpose.

Approved: May 16, 2017

Legal Reference: *Education Act* Section 27, 53, 65, 85, 86, 87 except subsections (1)(a) and (2), 88, 137  
*Societies Act* Section 9  
 Charter School Regulation  
*Income Tax Act* (Canada)  
 FFCA Bylaws 5.4, 5.5, 5.8, 8.4, 8.5

## Policy 7 – Appendix 1 Committee Report Template



**[Name of Committee]  
Committee Report**  
[Month and Year of Report]

[Month and Year of Report] [Month and Year of Report]  
~~[Month and Year of Report]~~

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[Name of Board Chairperson]  
Chairperson, The FFCA Charter School Society

Dear Chairperson [Surname of Board Chairperson]:

The [Ad hoc / Standing] [Name of Committee]  
~~[Name of Committee]~~  
submits the following report to the Board in accordance with General Requirement  
10 of Policy 8 – CHARTER BOARD COMMITTEES.

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Sincerely,

[Name of Director], Director  
Chair, [Name of Committee]  
~~[Name of Committee]~~

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c. [Name of Deputy Secretary if Applicable], [Title if Applicable]  
Deputy Secretary, The FFCA Charter School Society

c. [Name of Society Secretary], Director  
Secretary, The FFCA Charter School Society

### Committee Mandate

[If this is an Ad hoc Committee, reference the motion that created it as well as any motions that extended its term. If this is a Standing Committee, insert an Executive Summary of its Terms of Reference]

### Committee Members

[Name of Director]~~[Name of Director]~~, Director  
Chair

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[Member], [Director / Society Member / Society Associate Member / Community Member]  
Secretary

[Member], [Director / Society Member / Society Associate Member / Community Member]  
Member

**Committee Meetings**

The Committee met on [Date] [Roll Call if members were absent].

**Summary of Discussions**

The committee discussed the following:

- [Itemized summary]

**Summary of [Resolutions / Recommendations]**

[YY]/[MM]/[DD]: [Resolution / Recommendation #] [Resolution / Recommendation]

## Policy 7 – Appendix 2 Ranked Secret Ballot Process

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*Director's will vote for a candidate for the position of Chair and rank the candidates listed on the ballot by writing the number one (1) next to their first choice, the number two (2) next to their second choice, and so on, until they have completed the ranking of any candidates they wish to vote for. Directors are not required to rank all candidates on the ballot.*

*The completed ballots are then tallied by the scrutineers. Vote counts are initially counted based on each Director's first choice. If a candidate for Chair receives more than half of the votes cast, the person presiding over the election (Superintendent) shall announce the name of the successful candidate. That candidate will declare whether or not they will accept the position. If they decline, they will be considered an eliminated candidate and the ballots assigned to them will be added to the totals of the remaining candidates based on the next preference indicated on each ballot.*

*If in any counting round of the ballots no candidate receives more than half the votes cast, the candidate with the fewest votes is eliminated. (If two or more candidates are tied with the fewest number of votes, they are all eliminated.) Ballots assigned to the eliminated candidate(s) are recounted and added to the totals of the remaining candidates based on the next preference indicated on each ballot. This process is repeated until one candidate obtains an absolute majority of the votes. That candidate will declare whether or not they will accept the position.*

*The process above (reassignment of the ballots of the declining candidate, if applicable, followed by the reassignment of the ballots of the eliminated candidate(s)) continues until a candidate accepts the position.*

*If, after all other candidates have been eliminated, two or more candidates have an equal number of votes, the scrutineers will prepare new ballots with only the names of the remaining candidates, in alphabetical order. The voting and counting process described above is repeated until a candidate obtains more than half of the votes cast.*

*Once a Chair has been elected, the scrutineers will destroy all ballots and any record of the vote count. The scrutineers cannot divulge the number of votes cast for any candidate.*

*Once elected, the Chair, presides over the remainder of the organizational meeting and oversees this process for the election of the remaining officers.*



## **Policy 15 - MANAGED GROWTH**

### **PREAMBLE**

Foundations for the Future Charter Academy (FFCA) has long had a greater demand for enrollment than could be accommodated, and currently exceeds the enrolment projection provided in the charter. The removal of the enrolment cap for each charter school with the proclamation of the *Choice in Education Act* in September 2020, combined with a waitlist exceeding 15,000 potential new registrants, provides an opportunity for the organization to grow significantly in years to come. As FFCA approaches this growth opportunity, our belief is that any such growth should be approached in a thoughtful, managed and planned fashion guided by educational research. As such, consideration of growth requires a fundamental re-examination of our current structure and our preferred future.

### **RATIONALE**

FFCA's current grade level configuration has produced exceptional outcomes for many years. Academic results and satisfaction surveys indicate a highly successful school system. This success has resulted in growing demand and an opportunity for expansion. With expansion comes an opportunity to evaluate our current structure and implement new ways to serve our community. K-8 campuses serve as a positive model for new schools introduced into our systems. Structurally, establishing K-8 campuses allows FFCA to grow in the area of greatest demand without necessitating the establishment of multiple, parallel and sequential campuses to allow for that growth. K-8 campuses also allow for the continued support of our current programming and pedagogical priorities, while allowing for extensions and enhancements of our core leadership and character programs. With fewer transitions between schools, feelings of belonging and strong relationships will grow. Academically, continuity of programming and professional collaboration will allow for an even more cohesive K-8 curriculum. Research also indicates general academic benefits to the K-8 model.

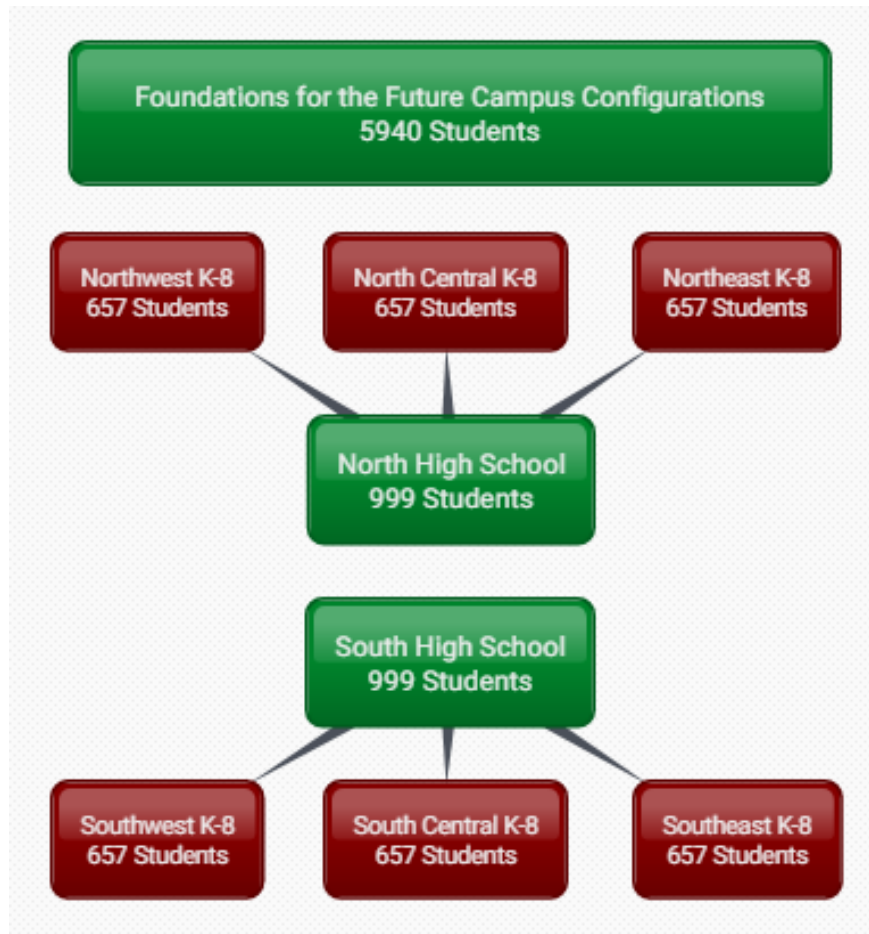
### **PRINCIPLES FOR MANAGED GROWTH**

Growth must:

- be in alignment with our charter and strategic plan priorities.
- responsibly address the needs of our community with regards to availability and access to programming.
- be effective and efficient use of resources, personnel and facilities is necessary.
- balance geographic distribution with stakeholder demands. (see Appendices A and B)
- consider the impact of systemic, structural changes on existing school communities.
- be reflected in the priorities of the annually approved capital plan.
- allow for multiple points of entry into the school system.

## LONG-TERM CAPACITY GOALS

- 4500-6000 student capacity
- One north and one south high school (gr. 9-12) campus (8-10 cohorts per grade, 850-1000 student each)
- Three north K-8 campuses (2-3 cohorts per grade, 600-800 students each)
- Three south K-8 campuses (2-3 cohorts per grade, 600-800 students each)





## Appendix A – GROWTH PRIORITIES & SAMPLE CONFIGURATION

### GROWTH PRIORITIES

The growth priorities of FFCA will be reflected in FFCA’s Capital plan and adjusted as needed, but as of the approval date of this policy, the organizational growth priorities for FFCA are as follows:

1. The addition of one south grade 9-12 campus (8-10 cohorts per grade, 850-1000 students) \*
2. The addition of two north K-8 campuses (2-3 cohorts per grade, 600-800 students each)
3. The addition of one south K-8 campus (2-3 cohorts per grade, 600-800 students)

*\* FFCA’s access to the current temporary South High School campus at the Dr. Norman Bethune location expires after June 2024*

### SAMPLE CONFIGURATION

	<u>GRADE</u>	<u>SEE</u>	<u>SWE</u>	<u>SMS</u>	<u>NEW</u>	<u>NEW</u>	<u>NEE</u>	<u>NWE</u>	<u>NMS</u>	<u>NEW</u>	<u>NEW</u>	<u>NHS</u>	<u>TOTAL</u>
Target Class size		<u>K-4</u>	<u>K-4</u>	<u>5-8</u>	<u>K-8</u>	<u>9-12</u>	<u>K-4</u>	<u>K-4</u>	<u>5-8</u>	<u>K-8</u>	<u>K-8</u>	<u>9-12</u>	
21	K	84	84		42		84	57		42	42		435
21	1	84	84		42		84	57		42	42		435
21	2	84	84		42		84	57		42	42		435
21	3	84	84		42		84	57		42	42		435
27	4	81	81		54		81	54		54	54		459
27	5			162	54				135	54	54		459
27	6			162	54				135	54	54		459
27	7			162	54				135	54	54		459
27	8			162	54				135	54	54		459
27	9					216						243	459
28	10					224						252	476
28	11					224						252	476
28	12					224						252	476
	Total	417	417	648	438	888	417	282	540	438	438	999	5922
	FTE	375	375	648	417	888	375	253.5	540	417	417	999	



## Policy 19 – WELCOMING, CARING, RESPECTFUL, SAFE AND INCLUSIVE LEARNING AND WORKING ENVIRONMENTS

### Preamble

Inclusion and a sense of belonging for all staff and students stems from creating an environment in which we focus on all the ways in which every ~~one student~~ has an equal right to ~~learn~~ be a welcomed, respected and cared for member of the FFCA staff or student body.

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In keeping with the focus on character and leadership at Foundations for the Future Charter Academy (FFCA), the Charter Board (the “Board”) is committed to providing a welcoming, caring, respectful, safe and inclusive learning and working environment that respects diversity and fosters a sense of belonging. Each student and staff member within FFCA has the right to learn and work in campuses that promote quality of opportunity, dignity, and respect.

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The Board is further obligated to protect all students from harassment, discrimination and violence during FFCA's campus-related activities whether on campus or off. All those involved with FFCA, including Directors, employees, students, parents, volunteers, contractors and visitors, must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board prohibits bullying, harassment, discriminatory, and violent behaviours and expects allegations of such behaviours to be investigated in a timely and respectful manner.

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FFCA administration and staff will respond to all situations affecting the safety of students and/or staff members to ensure that every threat receives a reasoned and timely response in accordance with the FFCA Critical Response Manual.

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One key outcome of our vision for FFCA is that all students will possess a strong connection to their campuses as welcoming, caring, respectful, ~~and safe~~ and inclusive places focused on their individualized success.

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### Specifically

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful, safe and inclusive ~~and safe~~ learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Student Code of Conduct.
2. The Board expects all Directors, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behaviour not only at all campuses, but also at any campus-related functions. This applies whether contact is face-to-face, by phone, fax, e-mail, online (Internet or Intranet), or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the FFCA community, including aggressive behaviours such as “cyber” hate messaging and websites created in the student's home, in cyber cafes or other settings by

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any person within the FFCA community, is prohibited. Bullying is defined in the *School Education Act* (Section 1.1 (d.4)) as ~~“repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm, or harm to an individual’s reputation.”~~

3. The Board encourages reporting to a member of school staff or administration responsible ~~adult~~ all incidents of threats, harassment, intimidation, assault, violent behaviour and/or bullying, regardless of the identity of the alleged harasser or offender.
4. The Board supports the establishment of student organizations and student-led activities that promote equality and non-discrimination, including but not limited to gay-straight alliances, queer-straight alliances, diversity clubs, anti-racism clubs and anti-bullying clubs.

Approved: February 17, 2016  
Revised: June 13, 2018

Legal Reference: [Section 12, 16.1, 18, 20, 24, 25, 36, 45.1, 50, 60, 105, 113 School Act](#)  
[Alberta Human Rights Act](#)  
[Occupational Health and Safety Act](#)  
[Canadian Charter of Rights and Freedoms](#)  
[Criminal Code](#)  
[Preamble, Youth Criminal Justice Act \(S.C 2002, c. 1\)](#)  
[Freedom of Information and Protection of Privacy Act](#)  
[Practice Review of Teachers and Teacher Leaders Regulations](#)

Commented [NM1]: To be updated

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## STUDENT CODE OF CONDUCT

Consistent with the emphasis on Character Education at Foundations for the Future Charter Academy (FFCA), the Charter Board (the "Board") endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility and self-control.

Students are expected to learn, practice, develop and model such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful, safe and inclusive learning environments. FFCA is obligated to protect all students and staff from bullying, harassment, discrimination, and violence during school-related activities. Bullying is defined as "*repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation*" School Education Act (Section 1.1 (b-4d)). Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the *Alberta Human Rights Act*. Students are to foster a sense of belonging amongst all students.

Within the aforementioned context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive and contributing members of society.

### Specifically

1. In displaying acceptable behaviour, students are expected to:
  - 1.1 Use their abilities and talents to gain maximum learning benefits from their school experiences;
  - 1.2 Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
  - 1.3 Co-operate fully with everyone authorized by ~~the Charter Board-FFCA~~ to provide education programs and other services;
  - 1.4 Comply with all applicable federal, provincial and municipal laws, and the rules of FFCA and its campuses;
  - 1.5 Account to their teachers for their conduct;

- 1.6 Attend at their campus regularly and punctually;
  - 1.7 Use non-violent means to resolve conflict;
  - 1.8 Treat all other students and staff with dignity, respect and fairness at all times;
  - 1.9 Contribute to a learning environment that is free from physical, emotional, and social abuse;
  - 1.10 Take appropriate measures to help those in need; and
  - 1.11 Demonstrate honesty and integrity.
2. Students are accountable for demonstrating respect for:
- 2.1 Authority;
  - 2.2 Others and their property;
  - 2.3 School property, equipment and textbooks; and
  - 2.4 Differences in ethnicity, race, religion, gender and sexual orientation.
3. Students are prohibited from engaging in unacceptable behaviour, whether it occurs within the campus building, during school or school-related trips or activities, or by electronic means.

Examples of such behaviours include, but are not limited to:

- 3.1 Use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on FFCA property, or in a vehicle on FFCA property used by a student or occupied by a student as a passenger;
- 3.2 Threats;
- 3.3 Conduct which endangers others;
- 3.4 Encouraging conduct which endangers or may endanger others;
- 3.5 Encouraging unacceptable conduct;
- 3.6 Use or display of improper, obscene or abusive language;
- 3.7 Distribution or display of offensive messages or pictures;
- 3.8 Theft, including identity theft;
- 3.9 Intimidation and/or assault;
- 3.10 Willful damage FFCA or others' property;
- 3.11 Use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, cannabis, alcohol, or inhalants in a campus, on FFCA property or in the context of any campus-related activity;
- 3.12 Attending at a campus or any campus-related activity under the influence of illicit drugs, cannabis, alcohol or inhalants;
- 3.13 Personal or sexual harassment;
- 3.14 Hazing, initiation activities; the formation or the operation of sororities, fraternities, gangs and secret organizations;
- 3.15 Extortion;
- 3.16 Disruptive behaviour, willful disobedience or defiance of authority;
- 3.17 Interfering with the orderly conduct of classes or the campus;
- 3.18 Tampering with fire alarms and safety equipment;
- 3.19 Criminal activity;

- 3.20 Workplace violence;
  - 3.21 Bullying, including cyber-bullying; and retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern; and
  - 3.22 Inappropriate information technology/social media use.
4. Unacceptable student behaviour:
- 4.1 May be grounds for disciplinary action; and
  - 4.2 Provides an opportunity for critical learning in the areas of:
    - 4.2.1 Personal accountability and responsibility;
    - 4.2.2 The development of empathy;
    - 4.2.3 Conflict resolution;
    - 4.2.4 Communication; and
    - 4.2.5 Social skills development.
5. When responding to unacceptable student behaviour, the following are to be considered:
- 5.1 The effect of the student's behaviour upon other students, the staff, the campus, FFCA, and the community;
  - 5.2 The nature of the action or incident that calls for disciplinary or alternative measures;
  - 5.3 The student's previous conduct and previous interventions;
  - 5.4 The student's age, maturity and abilities;
  - 5.5 The impact of proposed action on the student's future behaviour;
  - 5.6 The student's learning needs; and
  - 5.7 Any other information considered appropriate or relevant.
6. The consequences of unacceptable behaviour may be:
- 6.1 Assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location;
  - 6.2 Short term removal of privileges;
  - 6.3 Detention;
  - 6.4 Use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
  - 6.5 Alternative interventions such as community conferencing or other forms of restorative justice;
  - 6.6 Corrective student transfer;
  - 6.7 Suspension; and
  - 6.8 Recommendation for expulsion.
7. Students will contribute, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth.

## Appendix B

### STANDARDS OF CONDUCT – ALL STAFF

Statutory and Professional Expectations – All employees are expected to meet all conduct expectations established in relevant statutes such as the *Practice Review of Teachers and Teacher Leaders Regulation*, as well as any conduct requirements specific to their position as identified by their relevant professional bodies (e.g. College of Alberta Psychologists, Alberta College of Social Workers, etc.).

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Professional Relationships with Students & Families – While staff are expected to develop caring relationships with the students and/or families with whom they work, these relationships are to be maintained at a professional level and personal social relationships are not to be pursued. In situations in which prior personal social relationships with students and/or families exist, employees are expected to minimize actions which could create real or perceived inequities in the treatment of students and/or families. Employees may accept small gifts of acknowledgement and appreciation (\$75 max.) from students and/or families, but these gifts should not be of such significance that they may be interpreted as payment for services, or create the potential for real or perceived inequities in the treatment of students and/or families.

Collegial Collaboration and Conflict – FFCA staff are expected to work collaboratively with their colleagues to serve the best interests of FFCA. Professional disagreements are an expected element of effective collaboration, however conflicts should not have a detrimental effect on professional performance and collaboration. All employees are expected to follow all FFCA policies and procedures relating to stakeholder communication (e.g. *AP-B-401.1 Being Heard*). Employees will not:

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- a. –undermine the confidence of co-workers, students, or parents in other colleagues.
- b. –criticize the competence/damage the reputation of a colleague. Comments/ criticisms are expected to be made in confidence to an appropriate school official (after informing the colleague of that criticism) OR to the appropriate regulatory body according to their procedures.

Professional Representation – FFCA employees are agents of FFCA and are expected to positively represent FFCA both within and outside the organization. Any concerns that the employee has about FFCA, its Board, administration or the operations of the organization are to be expressed through appropriate channels in an appropriate manner. *AP-B-401.1 Being Heard* provides direction in this regard.

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Confidentiality – Information that belongs to or is used by FFCA, and is not publically known, will be treated as confidential by staff. Knowledge concerning staff, students and their families that is learned through FFCA employment is strictly confidential.

Proprietary Resources – FFCA facilities, materials, equipment or intellectual property may not be used by FFCA staff for any purpose unrelated to FFCA business without proper consent of the Superintendent or designate.

Conflict of Interest – FFCA staff have a duty to report to their immediate supervisor any potential conflict of interest which is defined as “a conflict between the public and private interests of somebody in an official position, or conflicts between a number of public positions.”

Attendance and Punctuality – FFCA staff are expected to punctually report to work as scheduled by their supervising administrator.

Dress & Deportment - FFCA staff are expected to dress and act in a professional manner while at work and when representing the school in the community. Staff dress and deportment should blend practicality and comfort with a level of professionalism that conveys importance of our mission and the primacy of learning and teaching within our schools.

Impairment / Substance Possession and/or Use – No employee is permitted to enter or remain on school property while their ability to work is affected by use of any substance, including prescription medications, alcohol, cannabis, or illegal substances. Staff are required to notify their supervisor of any medication they are taking, including any medical cannabis, which could impair their work performance. The possession or use of alcohol, cannabis or illegal substances, or use of potentially impairing medications on the job without prior authorization is prohibited.

Criminal Acts – Employees are required to disclose involvement in any matter that may arise in relation to their ability to maintain a clear Criminal Record status.

NOTE: Supervisors are responsible for the administration of these expectations. Chronic or severe failure to act in accordance with these standards may result in disciplinary action including formal reprimand, suspension, or termination of employment.

-

Approved: February 17, 2016

Legal Reference: [Section 12, 18, 20, 24, 25, 36, 45.1, 50, 60, 61, 105, 113 School Act](#)  
[Alberta Human Rights Act](#)  
[Occupational Health and Safety Act](#)  
[Canadian Charter of Rights and Freedoms](#)  
[Criminal Code](#)  
[Preamble, Youth Criminal Justice Act \(S.C 2002, c. 1\)](#)  
[Freedom of Information and Protection of Privacy Act](#)  
[Practice Review of Teachers and Teacher Leaders Regulations](#)

Commented [NM3]: To be updated





## **AP-H-103.1 Human Sexuality**

### **Administrative Procedures**

January 15, 2021

#### **BACKGROUND & RATIONALE**

Human sexuality is a mandatory component of this *Program of Studies*. As such, FFCA campuses will teach human sexuality to students in grades 4 through 9, and CALM 20 once during grades 10 through 12.

FFCA campuses will communicate with parents/guardians how they can exempt their child from this instruction in accordance with *Section 58.1 of the Alberta Education Act*.

#### **ADMINISTRATIVE PROCEDURES**

- Each year campuses will send home a letter to families (see sample communication) that provides the following information:
  - Links to the current Health and Lifeskills and Career and Life Management program of studies
  - List of grade-specific learner outcomes that pertain to human sexuality
  - Instructions on how they can exempt their child from the human sexuality portion of these program of studies
- Teachers will provide an alternative learning activity and location for those students exempted from human sexuality.
- Teachers will provide the office with all written communications exempting students to be stored according to the “Student Activity – Administration and Participation” section of the AP-D-701.1.2 Records Retention Schedule for Campuses.

SAMPLE Communication:

DATE

Dear Parents/Guardians of Grade {INSERT GRADE or CALM 20} students:

FFCA teaches the required Alberta Education Health and Life Skills curriculum in grades one through nine and Career and Life Management (CALM) 20. The Health and Life Skills curriculum can be viewed at <https://education.alberta.ca/media/160196/health.pdf> and the CALM 20 at <https://education.alberta.ca/media/160199/calm.pdf>. The goal of these programs is to enable students to make well informed, healthy choices and to develop behaviours that contribute to the well being of themselves and others. There are several specific outcomes of the Health and CALM curricula that address human sexuality. The grade {INSERT GRADE or CALM 20} specific objectives are:

- INSERT

FFCA recognizes parents' role as the primary teachers of their children and that our families have differing beliefs on the role of schools in providing education in this area. According to *Section 58.1 of the Alberta Education Act*, parents/guardians have the right to exempt their children from school instruction in human sexuality by making a written and signed request. If you decide to NOT have your child participate in the human sexuality material this year, please provide child's homeroom {or CALM} teacher with that signed request by DATE via a physical or a scanned copy with a handwritten signature. Students not taking part in the human sexuality instruction will be provided an alternative learning activity and assigned to another supervised location in the campus. (Additional information about the alternative assignment could be added here)

Sincerely,

Campus Administration



## **AP-H-201.1 Use of Information and Communication Technology Administrative Procedures**

Revised January 14, 2021

### **BACKGROUND**

FFCA recognizes:

- the use of information and communication technology, including social media, can provide increased access to teaching, learning, communication and collaboration opportunities for both students and staff.
- the opportunities that technology can provide also come with a responsibility to use it in a manner that promotes the potential benefits while maintaining a safe and caring learning environment.
- that developing digital citizenship competencies is essential to student preparation.
- that social media can provide highly effective means of communicating to parents, FFCA community members and external audiences about teaching and learning at FFCA.

### **DEFINITIONS**

1. Technology Resources include technology infrastructure, devices, software and services (including network and internet access, and sanctioned cloud services) owned, operated or managed by FFCA.
2. Internet-based services (also known as cloud services) refer to any online service or digital information storage and applications provided by organizations or vendors other than FFCA.
3. Portable storage device refers to any mobile device that can store, process or transmit information digitally including, but not limited to laptops, tablets, smartphones, flash drives, CD/DVD.
4. Personal Information under the Freedom of Information and Protection of Privacy (FOIP) Act, “personal information” means recorded information about an identifiable individual including:
  - a. the individual’s full name, home or business address or home or business telephone number,
  - b. the individual’s race, colour, national or ethnic origin, religion, political beliefs or associations,
  - c. the individual’s age, sex, marital status or family status,
  - d. an identifying number, symbol or other particular assigned to the individual,
  - e. the individual’s fingerprints, or other biometric information, blood type, genetic information or inheritable characteristics,
  - f. information about the individual’s health and health care history, including information about a physical or mental disability, or socio-emotional well-being,
  - g. information about an individual’s academic performance including assessment information, anecdotal reports, behavioural incidence reports and attendance,
  - h. information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been granted,
  - i. the individual’s personal views or opinions or anyone else’s opinion about the individual.

## **PROCEDURES**

FFCA supports and encourages the purposeful integration of technology to enhance and facilitate student achievement and character development and strives to develop and maintain the technology infrastructure, tools and staff capacity to enable such integration.

### **1. Educational Technology Integration**

- 1.1. Principal Educators are responsible for overseeing the infusion of technology and learning in conjunction with the Deputy Superintendent / COO or designate and the Director of Technology. This shall be conducted in a manner consistent with FFCA philosophy, strategic / educational goals and other guidelines as established by the Board and/or administration and all provincial statutes, regulations, and policies.
- 1.2. An Educational Technology Committee (ETC) consisting of the Deputy Superintendent / COO or designate, Director of Technology, Coordinator of Instruction, and one teacher from every campus will be created with the purpose of:
  - 1.2.1. Informing the growth of teaching and learning through the use of educational technology in ways that support FFCA's core values and guiding principles;
  - 1.2.2. Gathering, researching, and assessing information about existing and emerging educational technologies, and to explore their relevance to curriculum and pedagogical endeavors;
  - 1.2.3. Learning and modelling best pedagogical practices integrating educational technology;
  - 1.2.4. Providing guidance to staff in the integration of educational technology into practices and professional development;
  - 1.2.5. Providing continuous feedback on specific educational technology solutions.
  - 1.2.6. Being an addition liaison between the Deputy Superintendent / COO or designate & Director of Technology and campus administration and staff.

### **2. Technology Planning**

- 2.1. A Technology Advisory Group (TAG) consisting of the Deputy Superintendent / COO or designate, Director of Technology, Coordinator of Instruction and one administrator from every campus will be created with the purpose of:
  - 2.1.1. Ensuring that technology directions, information management strategies, and educational goals are as congruent as possible,
  - 2.1.2. Facilitating the strategic, ordered, and cost-effective use of educational technology solutions and related resources,
  - 2.1.3. Guiding the evaluation, selection and ongoing usage of technology solutions throughout FFCA,
- 2.2. The Director of Technology, in partnership with the Deputy Superintendent / COO or designate and the Technology Advisory Group, shall develop a three-year jurisdiction technology roadmap including information management initiatives. This three-year technology roadmap shall be available to FFCA Administration annually for feedback, review, modification and validation.
- 2.3. Each Principal Educator will, in collaboration with the Deputy Superintendent / COO or designate & Director of Technology, review, develop, and refine campus technology priorities

congruent with campus educational objectives, global FFCA educational goals and available Technology Services resources.

- 2.4. A technology refresh plan for renewal of campus technology resources will be developed and implemented by Technology Services in conjunction with campus administration. This plan will provide for regularly scheduled replacement of designated technology components as determined by campus administration and the Director of Technology in a manner consistent with the jurisdiction roadmap and campus technology plans.

### **3. Management of Network Resources**

- 3.1. All infrastructure work will be coordinated through Technology Services which will establish technical and process standards for the work.
- 3.2. Hardware purchases and installation must be done by, or in consultation with Technology Services and, where appropriate, the Deputy Superintendent / COO or designate.
  - 3.2.1. Where appropriate, a menu of approved devices in various categories will be developed from which devices for purchase will be selected.
- 3.3. Software purchases and installation on key administrative (office) and student-use devices and must be done by, or in consultation with, Technology Services, subject to the following conditions:
  - 3.3.1. Key Administrative (Office) Computers will be identified by Technology Services and their identities communicated to campus administrators. They are those that are required for primary business operations of the school and campus.
  - 3.3.2. Appropriate licensing will be obtained prior to activating an installation.
  - 3.3.3. Evidence of all software licenses purchased by a school or department will be readily available for audit.
  - 3.3.4. All software must be registered in the legal name of FFCA Charter School Society.
  - 3.3.5. No personal software may be installed without the consent of Technology Services.
- 3.4. A base Windows image and software profile will be installed on all teacher/administrator devices as determined by the Director of Technology in consultation with the TAG.
  - 3.4.1. A description of the programs/applications approved as part of the base image will be made available to all staff.
  - 3.4.2. Updates to the base image and software profile will be done regularly by Technology Services.
    - 3.4.2.1. Updates to the base image and software profile will be done in a phased approach.
    - 3.4.2.2. When appropriate the schedule of phased installations will be communicated to administrators.
  - 3.4.3. Additional software that deviates from the established standards can be installed on an FFCA-owned device by designated campus personnel at their own risk according to the following conditions:
    - 3.4.3.1. Staff members should only use programs developed and distributed by reputable providers
    - 3.4.3.2. Technology Services is to be consulted to determine any known software conflicts or security concerns prior to the installation of software, as well as obtain confirmation

of whether or not existing licenses are already available that have already been purchased by FFCA.

3.4.3.3. Appropriate licensing will be obtained prior to activating an installation.

3.4.3.4. Evidence of all software licenses purchased by a staff member will be readily available for audit.

*\*Should problems such as interoperability or security issues occur with a device that has 'non-standard' software installed, Technology Services will re-image the device to the base image and software profile. All other applications and data will be lost in this process.*

3.4.4. In specific cases, a user with an FFCA-owned laptop may be granted administrative access on their device, at the discretion of the Director of Technology and Deputy Superintendent / COO or designate.

3.5. All electronic messaging, digital storage, network access and any associated technology resources are provided by and the property of Foundations for the Future Charter Academy. As such any of these resources may be monitored, audited or reviewed at any time to ensure student safety, system integrity, adherence to FFCA Administrative Procedures or required legislative compliance.

#### **4. Access to FFCA Network Resources**

4.1. FFCA Technology resources should be used for purposes defined by the learning process or related support functions. Appropriate personal use is permitted as outlined in the *Information and Communication Technology (ICT) Acceptable Use Agreement*.

4.2. Use of FFCA-owned Resources

4.2.1. All FFCA-owned technology resources, including but not limited to hardware, software or proprietary data, are the property of Foundations for the Future Charter Academy. Use of these resources is subject to FFCA Administrative Procedures. This includes all data stored in any form of cloud storage accessed with FFCA credentials.

4.2.2. Any loss or damage to FFCA technology resources which occurs from actions contrary to the terms of FFCA Administrative Procedures is the sole responsibility of the user.

#### **5. Use of Personal Electronic Devices at FFCA and on FFCA Network**

5.1. Access to technology resources with personal devices shall subject to the following conditions:

5.1.1. There will be no violation of licensing agreements.

5.1.2. FFCA assumes no liability for damage or loss to personal devices.

5.1.3. Technical support for personal devices is not the responsibility of FFCA Technology Services.

5.1.4. It is the user's responsibility to ensure any personal devices accessing FFCA technology resources shall have a passcode assigned to protect the security of FFCA data.

5.1.5. Student use of personal electronic devices is to be in accordance with expectations of campus administration and staff. Students are expected to NOT use these devices to record personal information (images, audio, or video) of other students or staff.

- 5.1.6. Any recorded media (images, audio, or video) of students done on a staff member's personal device must be for immediate educational and/or approved sharing purposes and must be moved to an FFCA-owned resource and/or removed from the personal device by the conclusion of the work-day on which it was collected.

## **6. Network Use Agreements**

- 6.1. All staff, students, directors, and other (parent and community) users of FFCA network resources must sign the applicable *Information and Communication Technology (ICT) Acceptable Use Agreement*.
  - 6.1.1. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each staff member will be placed in their permanent files at Central Office. The human resources department is responsible for maintaining permanent files. Staff and guest teachers will sign the form at the time of employment.
  - 6.1.2. As part of the yearly registration or re-registration package, parents and students will be required to read and agree to the terms indicated within the *Information and Communication Technology (ICT) Acceptable Use Agreement for Students*. The Principal Educator is responsible for ensuring that the *Information and Communication Technology (ICT) Acceptable Use Agreement for Students* is reviewed with students during the first two weeks of school each year.
  - 6.1.3. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each director will be filed at Central Office with the human resources department. Directors will sign the form at the time of their election/appointment to the Board.
  - 6.1.4. Signed *Information and Communication Technology (ICT) Acceptable Use Agreements* for each community member (including parents) who use FFCA network resources will be filed at the appropriate campus office. Community members will sign the form at the time of their first use of network resources.

## **7. Intellectual Property and Copyright**

- 7.1. All users of network resources are required to respect copyright/licensing laws and regulations. The Board will not accept responsibility for a user who willfully and knowingly contravenes copyright or licensing laws.
- 7.2. Works covered by copyright that are developed by employees in the course of their employment shall be the intellectual property of the Board.

## **8. Information Security**

- 8.1. All personal information collected by FFCA shall be stored and protected against unauthorized access.
- 8.2. All shared devices owned by FFCA (cameras, iPads, tablets, etc.) that can record (images, audio, and video) will have that information moved to an FFCA-owned resource and/or removed from the device by the conclusion of the work day on which it was collected.
- 8.3. The Principal or designate will ensure that all devices owned by FFCA (cameras, iPads, tablets, etc.) that can store student's personal information and recordings (images, audio, and video) will have that information moved to an FFCA-owned resource and/or removed from the device by the end of the school year.

- 8.4. Portable storage devices (including phones, tablets, and laptops) shall NOT be used to store any personal information about staff or students UNLESS it is:
  - 8.4.1. authorized by the Superintendent or designate
  - 8.4.2. encrypted and password protected on an FFCA-owned mobile device that has Director of Technology-approved encryption enabled, or utilizes a service or device approved by Director of Technology
  - 8.4.3. removed by the conclusion of the work day on which it was collected.
- 8.5. Use of cloud-based applications or cloud storage must not include data that contains personal information of staff, parents or students UNLESS:
  - 8.5.1. The privacy agreement with the service provider provides for suitable levels of privacy and information security consistent with Alberta's FOIP legislation as determined by the Director of Technology and the Superintendent or designate.
  - 8.5.2. The agreement is to provide for the security of as well as backup/disaster recovery of data stored to a standard that is determined to be acceptable by the Director of Technology (e.g. SAS70 or CICA 59790 compliance).
  - 8.5.3. Any data accessed or transferred is encrypted and password protected using enterprise-grade encryption that is determined to be acceptable by the Director of Technology.
  - 8.5.4. The privacy agreement is approved by the Director of Technology and the Superintendent or designate.
  - 8.5.5. A list of approved cloud-based applications or cloud storage can be found in Appendix A.
- 8.6. FFCA staff must report any breaches of information security, whether actual or suspected, to their immediate supervisor for investigation. Supervisors are to consult with the Director of Technology for assistance. All privacy breaches are to be reported to the Superintendent or designate.

## **9. FFCA Designated Communication and Collaboration Platforms**

- 9.1. FFCA will establish designated platforms for communication and collaboration that are closed systems as extensions of the school and classrooms. Information shared in these platforms will be consistent with the expectations for the sharing of information in the physical school and classroom environments.
- 9.2. Any recordings (images, audio, and video) made through the use of any of these platforms will be stored only on an FFCA owned device and will be retained for 3 years.
- 9.3. FFCA will communicate the existence and means for accessing these platforms and associated expectations to students and parents via the annual registration process and the FFCA website.
- 9.4. A list of approved platforms can be found in Appendix A.

## **10. Social Media**

- 10.1. Social media are specific types of cloud-based applications which include web-based and mobile technologies used for interactive dialogue including, but not limited to: personal websites, blogs, micro-blogs, wikis, podcasts, image and video sharing platforms.
- 10.2. User Responsibility



- 10.2.1. All users are personally responsible for the content/information they publish online
- 10.2.2. Social media used for educational purposes is an extension of the classroom and online behavior shall reflect the same standards of character expected in respectful face-to-face classroom interactions and adhere to the principles of digital citizenship. \*What would be deemed unacceptable in a classroom is unacceptable online.
- 10.2.3. All social media postings should be considered to be in the public domain.
- 10.2.4. Staff members are responsible for moderating all published social media content related to classroom work.
- 10.2.5. Staff members shall insure that all postings:
  - 10.2.5.1. express their individual points of view in a manner consistent with the professional expectations of their role
  - 10.2.5.2. express their individual points of view in a manner which positively contributes to the mission of FFCA,
  - 10.2.5.3. do not purport to represent the official views of FFCA (unless authorized to do so by Superintendent or designate).
  - 10.2.5.4. do not express contrary views or concerns about FFCA or its stakeholders. (These should be expressed through appropriate internal avenues rather than through public forums.)
  - 10.2.5.5. do not disclose information that would be considered confidential or proprietary information of FFCA without prior written approval of the Superintendent or designate,
  - 10.2.5.6. Any postings on personal social media accounts do not include personal information of students including images UNLESS such information is re-shared from:
    - 10.2.5.6.1. a publicly accessible website or social media account, or
    - 10.2.5.6.2. an official FFCA social media account for which parental consent of the sharing has been obtained (Refer to 10.7.2 in this AP).

### 10.3. Profiles and Identifying Information

- 10.3.1. No personal or identifying information about students, as defined in Alberta FOIP legislation and/or in this AP document, is to be posted on social media sites except those as described in 10.3.2.
- 10.3.2. Photographs and video images must respect person's right to privacy and reflect content appropriate for educational purposes.
  - 10.3.2.1. In sharing photographs or video images of students in which their face(s) are identifiable, parental consent is required through the Media Exposure section of our re-registration website. (Refer to 10.7.2 in this AP.)
  - 10.3.2.2. In addition to verifying that digital consent has been obtained, staff must inform parents that their child's image will be used on social media.

### 10.4. Staff Use of Social Media for FFCA Purposes

- 10.4.1. Any use of social media accounts to be used by staff members for the sole purpose in their role with FFCA (i.e. class twitter accounts, blogs, etc...) shall be established expressly for that use and not be used for personal matters.

- 10.4.2. Use of official FFCA logo and wordmark is permissible within accounts established by staff members for the sole purpose in their role with FFCA as long as it is consistent with AP-J-201.1 Brand Standards Guide.
- 10.4.3. Prior to using social media accounts for school, campus or classroom purposes:
  - 10.4.3.1. the social media guidelines in this AP are to be reviewed and clarification sought from administration if necessary.
  - 10.4.3.2. the Principal Educator or Supervisor must be informed
  - 10.4.3.3. a Social Media Account Information Form must be submitted to the Deputy Superintendent / COO or designate upon the creation of a new account, whenever access information is changed and at the commencement of a new school year.
- 10.4.4. All links to Social Media for FFCA classroom purposes are to be posted on the designated classroom platform as described in section 9.
- 10.4.5. Upon request, login information and written consent to access these accounts must be provided to the Principal Educator or Supervisor. Staff are encouraged to use their FFCA email address as login ID for these accounts if possible.
- 10.5. All social media posts by staff for FFCA purposes should be deemed to have educational value that furthers the mission of FFCA and/or the educational experiences of students.
- 10.6. Official FFCA & Campus Social Media Accounts
  - 10.6.1. FFCA will maintain and manage the following official social media accounts:
    - 10.6.1.1. FFCA Facebook
    - 10.6.1.2. FFCA Linked in
    - 10.6.1.3. FFCA Twitter
    - 10.6.1.4. Campus Twitter
  - 10.6.2. FFCA Technology Services will establish FFCA-Calgary.com Email aliases to be used to manage official FFCA social media accounts.
  - 10.6.3. Campus administrators will be responsible for ongoing management and use of campus-based social media accounts.
  - 10.6.4. The Deputy Superintendent / COO or designate, in coordination with the CEO, Coordinator of Instruction and Coordinator of School Services will be responsible for the ongoing management and use of FFCA-based social media accounts.
- 10.7. Student School-based Use of Social Media
  - 10.7.1. Teacher-directed use social media must be preceded by:
    - 10.7.1.1. determination of the instructional value and conditions of use
    - 10.7.1.2. instruction on the terms of use under which the application is being provided by the source,
    - 10.7.1.3. instruction in digital citizenship,
    - 10.7.1.4. communication with parent(s) and/or guardians regarding the instructional value of student use of social media.
  - 10.7.2. Parental consent in the Media Exposure section of the re-registration website is required before students use social media. This includes:

10.7.2.1. in cases where photographs or video images of students in which they are identifiable are to be posted

10.7.2.2. in cases where student work is to be shared in an environment open beyond the FFCA community

\*This consent may, but does not need to, be on an application-by-application (use-by-use) basis but specific consent may be required for social media use if application(s) have a sufficiently high profile and/or level of controversy. If uncertain, teacher should consult with campus or system administration. A parent may also agree to only provide consent for a specific use. In these instances, a note should be made on the *Student Digital & Social Media Use Consent Form* or a specific-use consent form should be used.

## **Appendix A – List of Universally Approved Cloud Platforms**

NOTE: These platforms are only approved for usage with an official FFCA account (one ending in @ffca-calgary.com or @myffca.com)

Office 365 for Education

Google Workspace for Education (Note: This encompasses the core Google Workspace for Education platform applications, which includes: Google [Drive, Docs, Sheets, Slides, Classroom, Meet, Jamboard, Calendar, GMail, Chat]. Using applications outside of these specific , even Google applications, may require parental consent as they do not have the same privacy considerations as the Core

Edsby Learning Platform

Maplewood/Edsembli ConnectEd

Adobe Creative Cloud

SMART Learning Suite Online

Texthelp Read&Write

Flipgrid

Additional Web-based cloud platforms may be utilized by teaching staff as long as they do not circumvent any sections of AP-H-201.1 Use of ICT



## AP-I-101.2 Kindergarten Admission & Orientation

### Administrative Procedures

Revised January 20, 2020

#### BACKGROUND & RATIONALE

FFCA accepts kindergarten children annually and is committed to providing a high-quality academic kindergarten program.

#### PROCEDURES

##### Age Requirement

- Children must be 5 years of age on or before December 31<sup>st</sup> to be eligible for kindergarten admission.
- Given the academic focus of our kindergarten, parents/guardians are encouraged to consider their child's developmental readiness for such a program. It is permissible for a child to delay entrance to kindergarten as long as:
  - children who have received an ESL code or gifted and talented code, are not older than 5 years 6 months by September 1.
  - children who have previously received ECS funding are younger than 6 years of age by September 1<sup>st</sup> of that school year AND the child has spent less than the number of years in the program for which they are eligible.
  - children are younger than 7 years of age by September 1<sup>st</sup> of that school year AND have not received any prior ECS funding.(Refer to Alberta Education Base Funding Manual for details.)

##### Pre-registration Information Session

- Each elementary campus invites parents/guardians, by email, to a kindergarten information night. Campuses review the Alberta Student Numbers to determine if all children are eligible to receive kindergarten funding. When it is identified that a child has used all their base instruction funding or are ineligible because of their age, parents/guardians are informed in writing of their options:
  - move to the grade 1 wait list, or
  - pay for the funding of kindergarten for their child.
- Invitations are sent to those families whose children's rank order or selection from the lottery list would make them eligible for a possible placement. This information evening is a crucial step in the registration process. Invitations are sent prior to registration with the intention of:
  - initiating the registration process during which parents/guardians are required to respond in a timely manner to each step.
  - familiarizing parents/guardians on the waitlist with the unique aspects of the kindergarten program and FFCA as a whole so they may make an informed decision about the best placement for their child.
  - building awareness with the parents/guardians of what we can and cannot offer regarding educational programming in our school.

Registration information is distributed to parents/guardians following the information evening. Email communication is sent to any parents who did not attend the parent information evening requesting confirmation of their intention to continue with the registration process. Without this confirmation, registration cannot proceed.

### Intake Interviews

- School staff will schedule intake interviews with families in accordance with their rank on the waitlist (applications prior to Oct. 2016) or selection from the lottery list (applications since Oct. 2016).
- When the school does not receive a response from the parent/guardian to schedule an interview, an email will be sent. If no response is given, follow-up communication will occur two further times (using all provided contact information). If no response is received at this time, the school will move to schedule the next child on the waitlist. A final email will be sent to inform parents/guardians their child has been removed from the waitlist.
- The intake conferences provide an opportunity for:
  - parents/guardians to clarify any questions or concerns they may have regarding our unique programming.
  - the collection of basic student information via parents’/guardians’ completion of the Kindergarten General Information Form and Kindergarten Registration Form.
- Intake interviews consist of administering a standardized kindergarten readiness tool and gathering parental/guardian information about the child.
- Intake Interviews are conducted by certificated teachers through scheduled appointments.
- Admission to FFCA will be communicated following the intake conference in a timely manner upon review of all pertinent information.
- Parents/guardians will need to accept or decline the placement that is offered to move to the registration process to confirm their child’s attendance in kindergarten at FFCA. Timelines are set for this step to be completed and failing to do so will jeopardize a child’s placement in a kindergarten class. Communication will be provided to parents/guardians using all available contact information and campuses will make every effort to inform parents when steps have not been completed and a child’s name will be removed from the wait list.
- Following completion of all intake interviews, and parental/guardian acceptance of the placement, class assignment begins.
- Parents/guardians will be made aware of any concerns or recommendations prior to any placement offer is made. This may include consideration of deferred admission as per *AP-1-101.1 Registration and Admission of Students* or delayed entry if the child meets the criteria for late entry to kindergarten.
- When recommendation for deferral is initiated, a standardized documentation process will be followed by the campus administrator, in consultation with the teacher. This process will involve gathering all pertinent information needed to inform the recommendation for deferral (refer to documentation template). When recommendation for delayed entry is made, campus administrators will ensure funding is available and follow the necessary steps outlined in the documentation process for recommending a delayed entry to kindergarten.

### Child Placement

- Campus administration will place children after careful review of all available information.
- Campus administration will inform parents/guardians of confirmation of placement and provide steps for registration. Confirmed placements are required to complete the online registration and pay fees for kindergarten in a timely manner to assure their kindergarten seat.

### Parent Orientation

- A session will be held for parents/guardians whose child has been placed in kindergarten classes at FFCA. Attendance at this session is strongly encouraged.
- This session provides information on items such as:
  - Uniform information
  - Kindergarten expectations
  - School supplies
  - Parent Partnership
  - School calendar

### Family Orientation Conferences

- Prior to the first day of school, a mandatory conference is scheduled for parents/guardians and their child to meet with their assigned kindergarten teacher.

Original Approval Date: April 12, 2010

Revision Date(s): January 7, 2020

References: Alberta Education Funding Manual for School Authorities Section 1.1; AP -I-101.1 Registration and Admission of Students

### **2021-22 Guiding Principles for Financial Planning**

- 1 Sustainability (e.g. balance budget and attaining reserves equal to 3% (\$1,080,000) of annual budget (\$36,000,000))
- 2 Establish & Maintain staffing levels that maintains specialists, student support and current class size
- 3 Provide fair and equitable salaries
- 4 Support for focusing on strategic and other priorities including:
  - EVOLVE & INNOVATE educational programs and pedagogies
  - PARTNER in strategic ways
  - SHARE innovation and research
- 5 Support for staff development
- 6 Support DIVERSITY and INCLUSION



## CAPITAL PLAN - 2022 to 2024

Board Meeting: February 10, 2021

### Estimated Costs

	Elementary				Middle		K - 8	High School			Totals	
	Southeast <u>Alice M Curtis</u>	Northeast <u>St. Clement</u>	Northwest <u>St. Lawrence</u>	Southwest <u>Southwood</u>	South <u>Davison</u>	North <u>Greenview</u>	North <u>Location</u>	New <u>Location</u>	South <u>Location</u>	New <u>Location</u>		North <u>Montgomery</u>
<b>**HS Replacement - Approved</b>											43,000,000	<u>43,000,000</u>
<b>2021-22</b>												
New Location & Building											43,000,000	
New Location & Building											38,500,000	
Totals											<u>38,500,000</u>	<u>43,000,000</u>
												<u>81,500,000</u>
<b>2022-23</b>												
Modernization	5,768,800				8,078,320	7,825,250						
Portable Replacement			750,000									
Portable Addition											300,000	
Totals	<u>5,768,800</u>		<u>750,000</u>		<u>8,378,320</u>	<u>7,825,250</u>						<u>22,722,370</u>
<b>2023-24</b>												
New Location & Building			19,182,080									
Modernization		4,699,500		7,025,800								
Totals		<u>4,699,500</u>	<u>19,182,080</u>	<u>7,025,800</u>								<u>30,907,380</u>

**Notes to the Capital Plan:**

**FFCA leases buildings that are on average 60+ years old and have had no modernizations.**

**New Construction** - New 1,000 student high school facility in South Calgary, lease at Dr Norman Bethune expires in 2024. New 900 student K - 8 facility in North Calgary to begin to address the high demand for the FFCA program. Northwest Elementary (St. Lawrence) needs to be replaced with a larger more functional facility.

**Modernizations** - All estimated at 50% of building replacement which is calculated at m2 times \$3,352 - North Middle School (Greenview) Audit done in September 2011; Southeast Elementary (Alice M Curtis) Audit done in September 2012; South Middle School (Andrew Davison) Audit done in December 2010; Northeast Elementary (St. Clement) Audit done in September 2018; and Southwest Elementary (Southwood) Audit done in November 2010

**Portable Replacement** - New modular request submitted in the Fall 2019 to replace five old portables with new modular units at Northwest Elementary (St. Lawrence)

**Portable Addition** - Two additional portables required at South Middle School (Andrew Davison) for the progression of students up through Southwest Elementary.

If further information please contact:

Reta Morgan

P: (403) 520-3206 ext. 8151

E: [reta.morgan@ffca-calgary.com](mailto:reta.morgan@ffca-calgary.com)



## Elementary and Middle School Calendar 2021-22

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 17-20 Organizational Days - No Classes  
 August 23 K-8 Family Orientation  
 August 24 K Family Orientation / Gr. 1-8 Soft Start\*  
 August 25 K-8 Soft Start\*  
 August 26 Gr. 1-8 First Day with All Classes / K Soft Start\*  
 August 30 First Day with All K Classes

September 6 School Holiday  
 September 24 PD Day - No Classes

October 7-8 Learning Conferences  
 October 11 School Holiday  
 October 21 PD Day - No Classes  
 October 22 PD Day (Charter School Conference) - No Classes

November 8-12 School Holiday  
 November 26 PD Day - No Classes

December 3 Report Cards  
 December 20 - January 3 School Holiday

January 27-28 Learning Conferences

February 17-18 PD Days - No Classes  
 February 21 School Holiday

March 11 PD Day - No Classes  
 March 18 Report Cards  
 March 21 - April 1 School Holiday

April 15 School Holiday  
 April 28-29 Learning Conferences

May 20 Organizational Day - No Classes  
 May 23 School Holiday

June 29 Early Dismissal (Gr. 1-8 Only - No K Classes)  
 June 30 Organizational Day - No Classes

\*Only 1/2 of students attend each soft start day. The other 1/2 of students have no classes.

## Elementary and Middle School Calendar 2021-22

Summary	K	Gr. 1-8
Instructional Days	174	176
Regular Days (330 min./day)	173	174
Soft Start - In School (330 min./day)	1	1
Early Dismissal (150 min./day)	0	1
Non-Instructional Days	23	21
Organizational Day - No Classess	7	6
Soft Start - Out of School	1	1
PD Days	7	7
Family Orientation/Learning Conferences	8	7
Total Operational Days	197	197
Instructional Hours	493.0	965.0

\*Only 1/2 of students attend each soft start day.  
The other 1/2 of students have no classes.



# High School Calendar 2021-22

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- August 17-20 Organizational Days - No Classes
- August 23 Family Orientation
- September 6 School Holiday
- September 24 PD Day - No Classes

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- October 7 Learning Conferences - Early Dismissal
- October 8 PD Day - No Classes
- October 11 School Holiday
- October 21 PD Day - No Classes
- October 22 PD Day (Charter School Conference) - No Classes
- November 4 Report Cards
- November 8-12 School Holiday
- November 25 Learning Conferences - Early Dismissal
- November 26 PD Day - No Classes

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- December 20-January 3 School Holiday
- January 20-28 Exam Days
- January 31 Organizational Day - No Classes

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- February 1 Semester 2 Starts
- February 3 Semester 1 Final Report Cards
- February 17-18 PD Days - No Classes
- February 21 School Holiday
- March 10 Learning Conferences - Early Dismissal
- March 21 - April 1 School Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- April 14 Report Cards
- April 15 School Holiday
- May 12 Learning Conferences - Early Dismissal
- May 23 School Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- June 17-28 Exam Days
- June 29 Report Cards
- June 29-30 Organizational Day - No Classes

## High School Calendar 2021-22

Summary	
Instructional Days	182
Regular Days	134
Early Dismissal (Including Learning Conferences)	33
Exam Days	15
Non-Instructional Days	15
Organizational Days	7
Professional Development (PD) Days	7
Family Orientation	1
Total Operational Days	197

Instructional Hours (360 / 260 min./day)	1021.9
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Semester 1	
Instructional Days	91
Regular Days	68
Early Dismissal (Including Learning Conferences)	16
Exam Days	7
Non-Instructional Days	10
Organizational Days	4
Professional Development (PD) Days	5
Family Orientation	1
Total Operational Days	101

Instructional Hours (360 / 260 min./day)	512.28
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Semester 2	
Instructional Days	91
Regular Days	66
Early Dismissal (Including Learning Conferences)	17
Exam Days	8
Non-Instructional Days	5
Organizational Days	3
Professional Development (PD) Days	2
Family Orientation	0
Total Operational Days	96

Instructional Hours (360 / 260 min./day)	509.61
--	--------

\*All Fridays except Exam Days and all Learning Conference days are Early Dismissal



## Elementary and Middle School Calendar 2022-23

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 17-22 Staff Organizational Days - No Classes

August 23 K-8 Family Orientation

August 24 K Family Orientation / Gr. 1-8 Soft Start\*

August 25 K-8 Soft Start\*

August 26 Gr. 1-8 First Full Day / K Soft Start\*

August 29 First Day with All K Classes

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 5 School Holiday

September 23 PD Day - No Classes

October 6-7 Learning Conferences

October 10 School Holiday

October 20-21 PD Days - No Classes

November 7-11 School Holiday

November 25 PD Day - No Classes

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2 Report Cards

December 23-January 6 School Holiday

January 26-27 Learning Conferences

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 16-17 PD Day - No Classes

February 20 School Holiday

March 10 PD Day - No Classes

March 17 Report Cards

March 27-April 7 School Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 27-28 Learning Conferences

May 19 Organizational Day - No Classes

May 22 School Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 28 Early Dismissal (Gr. 1-8 Only - No K Classes)

June 28 Report Cards

June 29 Organizational Day - No Classes

\*Only 1/2 of students attend each soft start day. The other 1/2 of students have no classes.

## Elementary and Middle School Calendar 2022-23

Summary	K	Gr. 1-8
Instructional Days	174	176
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Organizational Day - No Classess	7	6
Soft Start - Out of School	1	1
PD Days	7	7
Family Orientation/Learning Conferences	8	7
Total Operational Days	197	197
Instructional Hours	493.0	965.0

\*Only 1/2 of students attend each soft start day. The other 1/2 of students have no classes.



# High School Calendar 2022-23

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 17-22 Staff Organizational Days - No Classes

August 23 Family Orientation

September 5 School Holiday

September 23 PD Day - No Classes

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 6 Learning Conferences

October 7 PD Day - No Classes

October 10 School Holiday

October 21 PD Day - No Classes

October 28 Report Cards

November 7-11 School Holiday

November 24 Learning Conferences

November 25 PD Day - No Classes

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 23-January 6 School Holiday

January 19-27 Exams

January 30 Organizational Day - No Classes

January 31 Semester 2 Starts

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 3 Report Cards

February 16-17 PD Day - No Classes

February 20 School Holiday

March 9 Learning Conferences

March 10 PD Day - No Classes

March 27-April 7 School Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 21 Report Cards

May 11 Learning Conferences

May 22 School Holiday

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 16-27 Exams

June 28 Report Cards

June 28-29 Organizational Day - No Classes



## High School Calendar 2022-23

Summary	
Instructional Days	182
Regular Days	135
Early Dismissal (Including Learning Conferences)	32
Exam Days	15
Non-Instructional Days	15
Organizational Days	7
Professional Development (PD) Days	7
Family Orientation	1
Total Operational Days	197

Instructional Hours (360 / 260 min./day)	1023.6
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Semester 1	
Instructional Days	91
Regular Days	69
Early Dismissal (Including Learning Conferences)	15
Exam Days	7
Non-Instructional Days	9
Organizational Days	4
Professional Development (PD) Days	4
Family Orientation	1
Total Operational Days	100

Instructional Hours (360 / 260 min./day)	513.95
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Semester 2	
Instructional Days	91
Regular Days	66
Early Dismissal (Including Learning Conferences)	17
Exam Days	8
Non-Instructional Days	6
Organizational Days	3
Professional Development (PD) Days	3
Family Orientation	0
Total Operational Days	97

Instructional Hours (360 / 260 min./day)	509.6
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\*All Fridays except Exam Days and all Learning Conference days are Early Dismissal