

BUSINESS ADMINISTRATION 500

Administrative Procedure 500

ANNUAL BUDGET DEVELOPMENT

Background

The annual budget is the financial component of the Division's operating plan. The budget is not the plan itself but a mechanism to achieve the goals and objectives of the plan.

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

Procedures

1. Input from the Board, School Councils, administrators and staff will be sought with respect to Division budget priorities for the upcoming year.
2. The budget will reflect the annual goals and objectives set by the Board.
3. Funds, spending authority and accountability will be decentralized to schools subject to Division administrative procedures.
4. On or before May 31 of each year, the annual budget for the year beginning September 1 will be submitted to the Minister.
5. In consultation with staff and School Council and in accordance with guiding principles and formulae for allocating resources to schools, each Principal will develop and submit a preliminary school budget to the Superintendent by April 15, prior to the budget year.
6. A preliminary Division annual budget will be submitted to the Finance Committee of the Board no later than May 1, prior to the budget year.
7. The Finance Committee shall submit a preliminary Division annual budget to the Board no later than May 15, prior to the budget year.
8. Following Board review and adoption, a final budget in the form prescribed by the Minister will be submitted to Alberta Education.

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act
School Authority Accountability policy 2.1.1
Business Plans and Results Reports policy 3.2.1
Accountability in Education – Policy Framework, June 1995
Guide to Education Planning and Results Reporting

Administrative Procedure 501

ANNUAL BUDGET IMPLEMENTATION

Background

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

The responsibility for budget implementation rests with the administration of the Division. School budget implementation is the responsibility of the Principal.

Procedures

1. The final Division budget allocations may not be changed without the prior approval of the Board.
2. The Division budget will be reflective of the provincial funding framework in terms of funds for instruction, support and capital.
3. The allocation of instructional block funds to the schools will be as follows:
 - 3.1 A basic instructional entitlement for each eligible student in grades 1 to 12;
 - 3.2 A basic instructional entitlement for each full-time equivalent high school student based on thirty-five (35) Credits Enrollment Units (CEUs) or other agreed upon average per eligible student for courses taken and reported to Alberta Education;
 - 3.3 A severe disability entitlement for each severely disabled student enrolled in an appropriate special education program;
 - 3.4 An English Language Learning (ELL) entitlement to fund increased teacher assistants and additional learning resources for ELL classes for an average of three (3) years;
 - 3.5 An Early Childhood Services Program; and,
 - 3.6 A Home Education entitlement for each home education student supervised provided with learning resources.
4. In the event that a school has a significantly higher/lower enrollment on September 30 than that projected in the budget, the basic allowance schedules will be adjusted as required.
5. Monthly reports to the Board will be made concerning the status of the Division's revenues and expenditures.
6. An annual audited financial report to the Minister and the electors will be made. Copies of the audited financial statement will be made available to individual members of the public as requested.

7. The Superintendent is responsible for ensuring the budget is implemented in accordance with Board policies and Division administrative procedures.
8. The Secretary-Treasurer is responsible for maintaining a financial monitoring system (including school budgets) and generating required financial reports to keep the Superintendent informed as to the budget status.
9. The Secretary-Treasurer is responsible for ensuring acceptable accounting and auditing procedures are utilized for both Division and school-based accounts.
10. The Principal is responsible for ensuring the school budget is implemented considering staff/School Council input and in accordance with Board policies and Division administrative procedures.
11. The Secretary-Treasurer is authorized to invest funds that are surplus to immediate requirements in investment vehicles that are authorized by law.

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act
School Authority Accountability policy 2.1.1
Business Plans and Results Reports policy 3.2.1
Accountability in Education – Policy Framework, June 1995
Guide to Education Planning and Results Reporting

Administrative Procedure 502

CAPITAL RESERVE FUNDS

Background

Costs associated with capital equipment acquisition and replacement are substantial. The Alberta School Foundation Fund (ASFF) assumes full responsibility for the funding of education in the province including support for capital investment in Division schools. Allocating funds each year into capital reserves for other purposes will distribute costs more evenly over several budget years.

The Division encourages the creation of capital reserves through the regular budget process for the purchase, replacement or upgrading of capital equipment. The Division also encourages the creation of capital reserves by schools for the same purposes.

Procedures

1. The Board may establish the following type of reserve funds:
 - 1.1 Land and Land Improvements.
 - 1.2 Buildings and Building Improvements.
 - 1.3 Equipment.
 - 1.4 Vehicles.
2. Schools may establish the following type of reserve funds:
 - 2.1 Equipment.
 - 2.2 Vehicles.
3. In establishing reserves, schools or the Board may take into consideration the following factors:
 - 3.1 Current value of assets – land, buildings, equipment and vehicles.
 - 3.2 Life expectancy of assets and estimated replacement value.
 - 3.3 Current capital building plans.
 - 3.4 Debt – both interest and principal.
 - 3.5 Current and future school, Division and provincial budgets.
 - 3.6 Current level of property taxation by the province and any need for a special school tax levy.
 - 3.7 Current level of educational services being provided.
4. The Board shall, by resolution, approve all transfers to and from the reserves. The resolution shall state clearly the purpose for the transfer.

5. Money accumulated in a reserve for capital expenditures shall be used only for capital expenditures unless approved by the appropriate Minister to do otherwise.
6. Moneys received by the Division from a provincial grant for a specific purpose may be spent during a subsequent fiscal year for a substantially similar purpose. Use for a different purpose requires the approval of the appropriate Minister.
7. Source and revenue funds may include all or any of the following:
 - 7.1 Land and Land Improvements (not for schools)
 - 7.1.1 Operating Fund Contributions.
 - 7.2 Building and Building Improvements (not for schools)
 - 7.2.1 Operating Fund Contributions.
 - 7.3 Equipment
 - 7.3.1 Year End Surplus Transfers.
 - 7.3.2 Operating Fund Contributions.
 - 7.4 Vehicles
 - 7.4.1 Year End Surplus Transfers.
 - 7.4.2 Operating Fund Contributions.

NOTE: Funds from the sale of obsolete or surplus assets may be placed in the appropriate reserve. Although some operating reserves can also be established, in no circumstances may funds for administrative costs be placed in any reserve.

8. Application of reserve funds may include all or any of the following:
 - 8.1 Land and Land Improvement (not for schools).
 - 8.2 Building and Building Improvements
 - 8.2.1 Offices, garages (not for schools).
 - 8.3 Equipment
 - 8.3.1 Purchase of major equipment items.
 - 8.4 Vehicles
 - 8.4.1 Purchase of school buses.
 - 8.4.2 Purchase of other vehicles.

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act
School Authority Accountability policy 2.1.1
Business Plans and Results Reports policy 3.2.1
Accountability in Education – Policy Framework, June 1995
Guide to Education Planning and Results Reporting

Administrative Procedure 503

OPERATING RESERVE FUNDS

Background

Procedures

Reference: Section 60, 61, 113, 116, 145, 146, 147, 148, 149, 150, 151, 152 School Act

Administrative Procedure 505

FEES

Background

As a service to parents and to ensure availability of appropriate textbooks, instructional materials and services, the Division purchases textbooks, consumable supplies and provides for field trips and extra-curricular activities. These items are subsequently provided to students on a fee for service basis.

The Board may set fees as permitted under the School Act.

Definitions

Instructional Materials Fee – instructional fees differ from school taxes in that they are charged only to the parents of students rather than all ratepayers. Fees include:

Textbook Use – Textbooks are used over and over. Rather than requiring student purchase of textbooks, the Division supplies them for student use.

Consumables are workbooks and materials that cannot be passed on to other students. Printed workbooks, photocopied material and supplies for certain projects are provided throughout the year, none of which can be used again.

Supplementary Fees – examples of supplementary costs:

- Day planners, agendas
- Rental of lockers, equipment, musical instruments
- Students' union fees
- Complementary courses (as selected by students) which are established by the school to enhance the school's educational offerings.

NOTE: This list of items is intended to be illustrative, not inclusive.

Extra-Curricular Fees – extra-curricular activities or programs are those provided by the school which are not necessary to meet the curriculum requirements of Alberta Education.

Examples of extra-curricular costs:

- Lunch fees
- Pictures
- Ski trips
- School sports teams

- Team apparel
- Yearbooks
- Graduation class activities.

NOTE: This list of items is intended to be illustrative, not inclusive.

A *Field Trip* is any trip off school property for activities that will assist the school in meeting or enhancing the curriculum requirements of Alberta Education.

Procedures

1. Money collected from fees shall be utilized for the purpose for which it was obtained.
2. The items to be covered by the instructional materials fee will be defined, from time to time, by the Superintendent.
3. Parents have the option of paying the instructional materials fee or providing their own like resources as identified by the Principal.
4. The Principal, in consultation with the School Council, will establish all supplementary fees, excluding extra-curricular fees and field trips, prior to June 30 for the beginning of the subsequent year.
5. The Principal, in consultation with the staff and School Council, will establish the Field Trip plan and fees.
6. No additional fees will be charged during the school year, excluding extra-curricular fees.
7. Extra-curricular activities and field trips will operate on a cost-recovery basis.
8. The Principal may institute alternate payment plans or in demonstrated extreme financial circumstances, waive the fees.
9. The student must pay for learning resources that they have lost or willfully destroyed. The charge shall be based upon the condition of the learning resource at the time of rental (new, good, fair) and upon the recommendation of the Principal.
10. Non-payment of instructional materials fees or failure to provide one's own resources may result in ineligibility to participate in extra-curricular activities.
11. Refunds will be provided on a pro-rated basis only if the student leaves the Division.
12. The Principal will ensure that all monies collected for instructional materials fees are properly accounted for and submitted to the Secretary-Treasurer by mid-October and at the end of each month thereafter.
13. All other fees collected are to be properly accounted for and retained at the school.

14. Fee Refunds

14.1 Students transferring out of the school shall turn in their learning resources to their classroom teacher(s) and may claim a refund provided the following conditions have been met:

14.1.1 The student is transferring out of the Division;

14.1.2 The learning resources have all been returned in an acceptable condition;

14.1.3 No charges are outstanding on the student's behalf.

14.2 Upon transferring to another school within the Division, confirmation will be made between the schools that all fees have been paid in full.

14.2.1 Full year fees less ten percent (10%) for each month or to the nearest full month shall be refundable. No refunds shall be made after March 31 of any year.

14.2.2 For semester courses, full fees less twenty percent (20%) for each month or to the nearest full month shall be refundable.

14.2.3 No refunds shall be made after four (4) months have elapsed in a semester course.

14.3 The cost of workbooks shall be deducted from any refunds made.

15. Students entering the Division after the commencement date shall pay full fees if they enter in the months of September and October. For students entering after October 31, fees will be prorated on a monthly basis, ten percent (10%) per month for full year courses, or twenty percent (20%) per month for semester courses).

Reference: Section 16, 51, 60, 61, 113 School Act

Administrative Procedure 510

FINANCIAL ACCOUNTABILITY AND AUDITS

Background

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

Procedures

1. The Division's financial systems and records will be subject to an external audit.
2. Division and school accounts and accounting practices will be subject to internal or external audit at the discretion of the Secretary-Treasurer.
3. Accounting procedures will follow generally accepted accounting principles where these are not inconsistent with the requirements of Alberta Education.
4. The Secretary-Treasurer will ensure that adequate control mechanisms are in place to guarantee the integrity of the Division's financial transactions and records.
5. Financial records of school funds will be maintained in accordance with the format prescribed by the Secretary-Treasurer.
6. Audited financial statements and annual budget reports will be made available on the Division website.
7. All banking shall be carried out at a recognized financial institution.

Reference: Section 20, 22, 60, 61, 113, 116, 146, 147, 148, 149, 150, 151, 152 School Act

Administrative Procedure 511

ADMINISTRATION OF SCHOOL FUNDS

Background

The activities of schools often involve the collection and management of funds, both retained at the site and/or remitted to Division Office. Ensuring these funds are appropriately accounted for is an important responsibility of the Division.

The Secretary-Treasurer will implement a program of internal audits to ensure that generally accepted standards of accounting practice have been applied to the management of all funds collected by schools.

Definitions

School Generated Funds are funds collected by the school that fall into two (2) main categories:

Remitted Funds – funds collected at the school and forwarded to Division Office to cover expenditures, which are charged against the school budget and accounted for centrally (e.g. textbook rentals, registrations, etc.)

Retained Funds – funds collected for specific purposes or activities. These funds are retained at the school and expenditures for these activities are paid for by the school and charged against the revenues in the school's accounts. These funds include:

- Funds collected as voluntary fees where costs are paid out of funds collected and retained at school. For example: student union fees, club activity fees, yearbook sales, lock sales, t-shirt sales, graduation fees, field trip fees, kindergarten fees and other similar items.
- Funds, including gifts and donations, raised by means of an activity or appeal to the public for a specified education purpose.
- Funds held in trust and administered by the school for a school parent and/or community group.
- Funds raised from investments, commissions and vending machines. For example: term deposit interest earned, bank current account interest and commissions received.
- Funds raised in school by the sale of goods and services when costs are paid by the school out of retained funds. For example, book sales, canteen, hot lunch programs or other customer services.

Procedures

1. The Principal shall provide for the proper security of funds.

2. The Principal is responsible for the administration of all school-generated funds. All transactions must be recorded in the accounting ledgers of the school.
3. The Secretary-Treasurer shall establish a program of internal audits in which a sample of schools will be audited each year.
4. Any accounting anomalies and/or school-based financial irregularities identified as part of an internal/external audit shall be reported to the Superintendent who shall ensure that the anomalies are remedied and if the situation is grave enough, report same to the Board.
5. Prior to the collection of funds by means of a voluntary per-student fee, Principals shall ensure that students and their parents are informed of the optional nature of such fees.
6. All retained funds raised, held in trust for a school parent and community group, or donated for a specific purpose shall be used only for that purpose unless mutually agreed by the Principal and the fund-raising group or donor.
7. The charitable collection of funds from individual students and staff on school premises shall be at the discretion of the Principal in consultation with School Council.
8. Parent Advisory Council or community groups raising funds to donate to the school shall retain all responsibility for financial accounting and reporting, and any attendant liability for its activities until the funds are accepted by the school. Acceptance of funds by the school shall be by way of a receipt issued by the school secretary.
9. Groups choosing to administer their funds independently are encouraged to register under the Societies Act, which has prescribed reporting requirements. If a school, parent or community group intends to raise funds for the school through games of chance regulated by the Alberta Gaming Commission, the group or subcommittee thereof, is required to be incorporated under the Societies Act for licensing purposes.
10. The Principal and staff shall not have signing authority or financial responsibility for the group's accounts.
11. Assistance in establishing budgets, proper accounting records and the maintenance thereof will be provided by the Secretary-Treasurer's office as required.
12. The annual financial report for the school year, September 1 to August 31, will be submitted to the Secretary-Treasurer by the following September 25.
13. Schools are to provide the Secretary-Treasurer's office with a monthly bank reconciliation and trial balance within twenty-five (25) days of each month end.
14. An internal auditor may visit schools periodically to review the accounting records and procedures. Principals are encouraged to contact the Secretary-Treasurer at any time to request an audit of the school accounts.

15. Cheques must be signed by any two (2) of the following, as determined by school policy:

- 15.1 Principal.
- 15.2 Vice- Principal.
- 15.3 Administrative Secretary.

Reference: Section 20, 22, 60, 61, 113, 116, 146, 147, 148, 149, 150, 151, 152 School Act
School Authority Accountability Policy 2.1.1
School Authority Financial Accountability and Audits Policy 2.1.6
Alberta Education: Guidelines for the 2006-2007 School Jurisdiction Audited Financial Statements and Unaudited Schedules
Institute of Chartered Accountants of Alberta, Supplementary Report of Task Force on School Board Reporting in Alberta, June 1997
Societies Act of Alberta

Administrative Procedure 512

CASH MANAGEMENT

Background

During the normal course of activities Division staff will occasionally collect money from students or parents for the purchase of various materials or items. Accordingly, the potential to have substantial cash in schools does exist. Excessive amounts of cash in schools increase the potential for break-ins, theft and vandalism.

The Division supports the development and utilization of a cash management system in schools that minimizes the potential for loss, theft or misappropriation.

Procedures

1. Staff members who collect money in the course of their duties shall deposit such money with the Principal for safekeeping.
2. Principals shall ensure that appropriate records of funds collected are kept.
3. Normally, cash in excess of one thousand dollars (\$1000) will not be left in the school overnight with the exception of petty cash.
4. Cash is not to be left in unlocked desks or unsecured areas of the school either during the school day or after hours.
5. The Principal is responsible for establishing and implementing cash management procedures for the school, including appropriate record keeping.
6. The Principal is responsible for ensuring that required school bank accounts are established.
7. A deposit must be made at least once per week or as soon as cash on hand exceeds one thousand dollars (\$1000).

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act

Administrative Procedure 513

CASH/PROPERTY IN SCHOOLS

Background

Occasionally employees, students or visitors may bring cash, valuables or property to school. It is the expressed wish of the Division that all employees, students or visitors are made aware of the Division's and their responsibilities to ensure the security of all cash, valuables or property.

All precautions must be taken to protect and make secure all cash, valuables and property. Employees, students or visitors are ultimately responsible for all valuables, cash and property brought to school.

Procedures

1. No employees, students or visitors are to leave money, keys or valuables on a desk or elsewhere about a school building where they may be picked up by some person not entitled to have them.
2. Students must never be allowed to carry school keys or be loaned school keys.
3. Employees and students, who receive or collect money from any source, are to either keep it reasonably secure, or are to turn it over to the Principal or designate for safekeeping.
4. In a case where a teacher or other employee suffers loss of money, keys or valuables, the employee shall not accuse, question or search any student until permission for such a procedure has been secured from the Principal.
5. The Principal shall implement procedures to secure employee and visitors' vehicles on the school parking lot, however, all employees and visitors are to be made aware that the Division will not be held liable for damage to property, valuables or vehicles.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act

Administrative Procedure 514

CLAIMS FOR PAYMENT OF TRAVEL AND OUT-OF-POCKET EXPENSES

Background

Employment in the Division may require personnel, on occasion, to incur additional expenses in completing their duties.

The Division will compensate employees for work-related travel at a rate to be determined by the Board from time to time.

Procedures

1. The Division will reimburse all employees who claim expenses in carrying out their authorized duties at an approved rate upon submission of a properly completed and approved expense claim form for expenses associated with the following activities:
 - 1.1 Meetings of the Division, administration and committees.
 - 1.2 Other meetings or activities called or authorized by the Superintendent, Board or school administrator except Meet the Teacher Night(s) and Parent/Teacher Interviews.
 - 1.3 Emergency trips to convey an ill or injured student to his/her home, to a doctor or to a hospital.
 - 1.4 Employees are responsible for travel between their residence and their home school or office and no payment will be made for such travel.
 - 1.5 The number of kilometres for which the Division will compensate the employee will be the lesser of:
 - 1.5.1 The return trip to their home school or office, or
 - 1.5.2 The return trip to their residence.
 - 1.6 The honour system will be used for the reporting of authorized travel and employees are expected to accurately report kilometerage figures to support the calculation of claims and to travel to and from the activity using the most direct, reasonable route. The Division reserves the right to verify any claim that it considers abnormal if discussion with the employee does not satisfy the Division of the appropriateness of the claims.
2. Employees shall submit all claims on the Employee Expense Claim form (Form 514-1).
3. All claims charged to the Division/school budget must be paid through Accounts Payable at Division Office.

4. Claims paid through school-generated funds will not be reimbursed from Division Office.
5. Fuel claims in lieu of kilometerage are not allowed.
6. Original, itemized receipts shall support all claims.
7. Notwithstanding the above, where detailed and itemized receipts are not provided, the following set fee shall apply:
 - 7.1 Breakfast – fifteen dollars (\$15).
 - 7.2 Lunch – twenty dollars (\$20).
 - 7.3 Dinner – thirty dollars (\$30).
8. The Principal, Director or Secretary-Treasurer shall approve all of their staff's claims.
9. The Vice-Principal shall approve the Principal's claim.
10. The Superintendent shall approve the Deputy Superintendent, Secretary-Treasurer and Director claims.
11. The Board Chair shall approve the Superintendent's claim.

Reference: Section 20, 60, 61, 96, 113, 116, 117 School Act

Administrative Procedure 515

PURCHASING

Background

The Division has a responsibility to establish purchasing procedures that will result in quality purchases within the financial constraints of the Division.

The function of purchasing is to meet the learning needs of our students by providing necessary supplies, equipment and services including facility and administration services.

Procedures

1. The authority for the purchase of materials, equipment, supplies and services extends to staff through the budget process and approved by the Board through the adoption of the budget.
2. All purchases fall within the framework of budget limitations and are to be consistent with the approved educational goals and the programs and services of the Division.
3. Prior approval from the Board is required for any purchases in excess of five thousand dollars (\$5,000) not previously approved through the budget process or that cannot be covered by the existing budget allocation.
4. The Division will purchase competitively without prejudice and will seek maximum educational value for every dollar expended.
5. The Division will purchase locally whenever goods and services of equal quality at competitive prices are available.
6. Notwithstanding the above, the Division will call for public tenders pursuant to the Federal Agreement on Internal Trade for the following purchases:
 - 6.1 The purchase of goods and services where the cost is expected to exceed one hundred thousand dollars (\$100,000) and
 - 6.2 Construction projects where the cost is estimated to exceed two hundred and fifty thousand dollars (\$250,000).
7. The Superintendent or designate, Secretary-Treasurer and Principals are delegated responsibility for purchasing within limits of budgets allocated to them.
8. Employees referenced in procedure 7 are held accountable for any unauthorized purchases made by their staff. Therefore, the power to delegate the authorization to make purchases is to be made only after consultation with the Secretary-Treasurer.

9. All purchases, other than purchases through petty cash or for professional services, must be made using Division Purchase Orders or by using the purchasing card system.
10. Prices may be obtained by one (1) of the following methods depending on the estimated dollar value involved:
 - 10.1 Non-competitive price quotations.
 - 10.2 Competitive price quotations.
 - 10.3 Formal Public Tender process.
11. Tenders are encouraged to maximize savings to the Division through a competitive process.
12. The following expenditure procedures are to be followed. The Secretary-Treasurer or designate must approve exceptions.

Up to \$1,000	Direct purchase – no quote required.
\$1,001 - \$5,000	Verbal quotes accepted; a minimum of two (2) required.
\$5,001 - \$20,000	Written quotes required; a minimum of three (3) required.
\$20,001 - \$100,000	Sealed Tenders; advertised tenders/request for proposals required.
Over \$100,000	Public Tenders; pursuant to the Federal Agreement on Internal Trade).
13. Tenders are to be evaluated on the basis of service, quality, availability, suitability, price and the supplier's ability to fulfill the requirements of any standards or specifications that form a part of such contracts.
14. All requests for tenders shall be subject to the following condition – “The Division reserves the right to reject any or all tenders and to accept only the bid that appears to be in the best interest of the Division.”
15. Supplies and materials purchased by the Division are for the Division's programs and services. Employees wishing to purchase such items or receive preferential pricing may, in consultation with the Secretary-Treasurer, obtain a list of vendors who are dealt with on a regular basis.
 - 15.1 Because of GST accounting requirements, the actual purchases will be between the employee and the vendor. There will be no involvement of the Division by way of purchase order, purchasing care or invoicing.
 - 15.2 Unless the item in question falls under procedures 16 or 17, there will be no direct sales of items to employees.

16. There will be no sale of supplies and materials to outside organizations and individuals except as finished products or services provided by Career and Technology Services shops.
17. The Division may, with specific Board approval, provide for the purchase of certain items of equipment by employees through special purchasing arrangements with a supplier (e.g. computer purchase plan). Division Office will initiate such arrangements.

Reference: Section 60, 61, 80, 113, 116, 121 School Act
Freedom of Information and Protection of Privacy Act
School Buildings and Tendering Regulation 383/88
Agreement on Internal Trade; Annex 502.4

Amended: September 9, 2011

Administrative Procedure 515 – Appendix

PURCHASE CARD PROGRAM

Reference: Section 60, 61, 80, 113, 116, 121 School Act
Freedom of Information and Protection of Privacy Act
School Buildings and Tendering Regulation 383/88
Agreement on Internal Trade; Annex 502.4

Administrative Procedure 516

SIGNING AUTHORITIES

Background

The efficient conduct of Division business is supported by the designation of signing authorities for Division and banking purposes.

The Board Chair or the Vice-Chair, together with the Superintendent or the Secretary-Treasurer, are the bank signing authorities for the Division.

Procedures

1. The signatures of the Board Chair or the Vice-Chair and the Superintendent or Secretary-Treasurer are required on all bank-related documents or Division cheques.

Reference: Section 60, 61, 113, 116 School Act

Cross Reference: Policy 5 – Role of the Board Chair
Policy 6 – Role of the Vice-Chair
Policy 12 – Role of the Superintendent

Administrative Procedure 517

PETTY CASH

Background

The Division Office and individual schools incur minor miscellaneous expenses from time to time. To facilitate efficient operation some flexibility is required in purchasing procedures

The Division supports the establishment of a petty cash fund for the Division Office and for each school.

Procedures

1. The Secretary-Treasurer has the authority to establish appropriate petty cash funds at Division schools and offices as required.
2. Petty cash funds will not exceed a maximum of five hundred dollars (\$500) at any one (1) location.
3. Expenditures paid from petty cash funds shall not exceed fifty dollars (\$50) for any one (1) item.
4. The Principal will be responsible for the control and custody and accountability of the school's petty cash fund.
5. A properly dated and identifiable receipt or approved petty cash voucher must be available for every expenditure.
6. Petty cash funds must be kept secure at all times in an appropriate locked cash box (and/or in a bank account if applicable).
7. The total of all receipts/vouchers and remaining cash/bank balances must always equal the total authorized petty cash fund at each location.
8. Petty cash reconciliations, in the form prescribed by the Secretary-Treasurer shall be completed not less than once per calendar month. Such reconciliations shall be approved by the Principal before issuance of replacement funds.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act

Administrative Procedure 518

INVENTORIES OF EQUIPMENT/FURNITURE

Background

A current inventory of Division equipment and furniture is to be maintained.

Procedures

1. Principals and site managers shall maintain a current inventory by video graphic recording. These recordings shall be filed with the Secretary-Treasurer.
2. Principals and site managers shall prepare and submit to the Secretary-Treasurer an inventory of all school and site property valued at five thousand dollars (\$5,000) or more per item.
3. In addition to the video graphic recordings, all sites shall maintain current, separate inventories for computers and other technology equipment, which shall include, at a minimum:
 - 3.1 Item name/description/model and serial number;
 - 3.2 Purchase date; and
 - 3.3 Purchase price.
4. Inventories shall be updated annually.

Reference: Section 60, 61, 113, 200, 201 School Act

Administrative Procedure 519

DISPOSAL OF DIVISION PROPERTY

Background

Rapid changes in technology, program closures or school closures can result in surplus or obsolete furniture, equipment or materials. Disposition of these items is important to maintain an orderly environment within Division facilities.

The Division supports the development and use of an orderly process to dispose of surplus or obsolete equipment, furniture and materials.

Procedures

1. Principals and facility managers will periodically review the inventory of equipment, furniture and materials in their schools/facilities to determine whether items are obsolete or surplus to the schools'/facilities' needs.
2. A list of equipment, furniture and materials no longer required by the school/facility will be submitted to the Secretary-Treasurer for review.
3. The Secretary-Treasurer will determine whether any of the surplus items could be used in other schools/facilities and facilitate their transfer to the new locations as appropriate.
4. The Secretary-Treasurer will determine what furniture, equipment and materials are to be destroyed, discarded or sold.
5. Whenever feasible, such furniture, equipment or materials will be disposed of by public auction or sale.
6. Revenues derived from the sale of surplus goods will be placed in the appropriate school or Division account.

Reference: Section 60, 61, 113, 116, 200, 201 School Act
Disposition of Property Regulation 3/2001

Administrative Procedure 520

FUND-RAISING/CANVASSING

Background

The operation of the Division's education programs is to be funded from local taxation, provincial grants and user fees. However, the Division recognizes the value of schools carrying out extra-curricular activities and projects, which often require additional financial support. Similarly, the Division recognizes the educational value of student involvement in fund-raising activities in support of worthwhile charities.

Fund-raising activities are to be consistent with our faith and moral positions.

Individual schools are permitted to supplement available funds for non-curricular areas through fund-raising activities. School support of the fund-raising initiatives of registered charitable organizations is permissible. Schools may accept funds from registered charitable organizations.

Procedures

1. School-Sponsored Fund-Raising Activities

For fund-raising activities sponsored directly by the school the following applies:

- 1.1 Student participation must be voluntary.
- 1.2 Fund-raising activities shall not detract from the curricular program.
- 1.3 Fund-raising activities will normally not include door-to-door canvassing.
- 1.4 The purpose of the fund-raising activities and the intended use(s) shall be made known to students and parents.
- 1.5 Students, staff and parent groups associated with the schools will not participate in any bingos or casinos that are licensed through the Alberta Gaming and Liquor Commission. Fund-raising activities such as raffles will be permitted subject to procedure 2.
- 1.6 Fund-raising activities may not be carried out during major Church holidays, including but not limited to Christmas Day, New Year's Day, during Holy Week, Holy Saturday and Easter Sunday.

2. Fund-raising Activities Sponsored by Charitable Organizations or Groups Registered Under the Alberta Societies Act:

- 2.1 Fund-raising and canvassing initiated by a legally recognized society falls outside the jurisdiction of the Division.
- 2.2 For schools participating officially in fund-raising activities sponsored by registered societies the following applies:
 - 2.2.1 Student participation must be voluntary.

- 2.2.2 The activity cannot detract from the school's curricular program.
 - 2.2.3 The purpose(s) of the fund-raising activities and intended use(s) must be made known to students and parents.
 - 2.2.4 Student participation cannot be promoted during major Church holidays, including but not limited to Christmas Day, New Year's Day, during Holy Week, Holy Saturday and Easter Sunday.
 - 2.2.5 The fund-raising activity cannot be an activity that is licensed through the Alberta Gaming and Liquor Commission (i.e. bingos, casinos).
- 3. Subject to the preceding procedures, the Principal is responsible for approving:
 - 3.1 All school initiated fund-raising activities.
 - 3.2 Official school participation in the fund-raising activities of a charitable organization or registered society.
 - 4. The Principal is responsible for submitting to the Superintendent as complete a list as possible of all proposed fund-raising activities and their intended use planned for the school year.
 - 5. Any participation by the school in fund-raising activities that involves canvassing or door-to-door public solicitation must be approved by the Superintendent.
 - 6. Schools cannot accept funds from fund-raising activities for curricular resources that are to be funded through Alberta Education funding (e.g. textual materials, technological resources).
 - 7. Funds may be accepted from charitable organizations for student scholarships, organization-sponsored activities, (e.g. Rotary Exchange, Elks supporting student teams, band groups, drama productions, etc.).

Reference: Section 20, 22, 27, 60, 61, 113, 116 School Act
Income Tax Act
Charitable Fund-Raising Act
Public Contributions Act

Administrative Procedure 525

PARTNERSHIPS

Background

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

Procedures

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

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

Reference: Section 20, 27, 60, 61, 113 School Act

Administrative Procedure 526

CHARITABLE DONATIONS

Background

The Division has been registered as a Canadian Charitable Organization within the meaning of the Income Tax Act, effective September 1, 1999. This permits the acceptance of donations and gifts-in-kind that may be considered as non-refundable tax credits.

The Division will graciously accept all donations for the advancement of education by issuing receipts, which may enable the donor to claim the donation as a charitable tax deduction.

Procedures

1. Donations and gifts-in-kind shall be for the advancement of education which includes, but is not limited to the following:
 - 1.1 Donations and gifts such as estates, personal property, furnishings, equipment, paintings, books, photographs and artefacts;
 - 1.2 Establishment of scholarships;
 - 1.3 Establishment of memorial funds;
 - 1.4 Establishment of special prizes or awards to students of the Division;
 - 1.5 Promotion of co-curricular or extra-curricular activities within the Division.
2. A charitable donation is a voluntary transfer of property, usually cash, made without expectation of return.
3. It is the general approach of the Division to direct those who desire to make contributions to consider the equipment or services that are not likely to be acquired from the public fund expenditures from Alberta Infrastructure.
 - 3.1 Tangible property contributed to the schools becomes the property of the Division and is subject to the same controls and procedures that govern the use of other school-owned property.
 - 3.2 Contributions of property or services that may involve major costs for installations or maintenance, or initial or continuing commitments from school funds, will be presented to the Superintendent for consideration and approval.
 - 3.3 Any group planning to raise money for a gift to the school will first consult with the Principal and Superintendent regarding what gift is to be made.
4. The following types of payments cannot be considered as donations eligible for income tax deduction:

- 4.1 Any payments for which any right, privilege, benefit or advantage may accrue to the donor or to any person specified by the donor;
 - 4.2 Payments to be used to purchase the services of staff, tutors or similar persons;
 - 4.3 Instructional material fees, rental of books, equipment or musical instrument fees, lunchroom fees or ECS fees;
 - 4.4 Amounts that cannot be identified as having been made by a particular donor;
 - 4.5 Donation of services;
 - 4.6 Amounts paid for admission to performances, social functions, graduations or similar activities;
 - 4.7 Donations of old clothing, furniture, home baking, hobby crafts or property of little or no nominal value;
 - 4.8 Amounts received where in return the donor will receive significant advertising exposure such as the right to issue promotional materials.
5. Before a commitment is made to a potential donor regarding either the proposed use of a donation or the tax deductible status, the following procedures shall apply:
- 5.1 The proposed use of the donation shall be submitted to the Principal for approval along with the following information:
 - 5.1.1 Donor name,
 - 5.1.2 Address and postal code, and
 - 5.1.3 For business donations: Name of the contact person.

When considering the acceptance of a donation, the Principal will submit the standard form (Form 526-1) together with his/her recommendation.
 - 5.2 The Secretary-Treasurer shall determine the tax deductible status and advise the Principal in writing.
 - 5.3 The only authorized signatures for a charitable donation receipt are those of the official signing authorities for the Division.
 - 5.4 The Principal shall provide the potential donor with written approval of the agreed amount and conditions of the donation and the tax deductible status.
6. All approved donations received shall be forwarded to the Secretary-Treasurer. The Secretary-Treasurer shall:
- 6.1 Receipt and record the donation.
 - 6.2 Issue a charitable donation receipt in the form prescribed by Revenue Canada for all donations in excess of fifty dollars (\$50).
 - 6.3 Send a cheque in the amount of the donation to the school if funds are to be used for school-generated funds expenditures or adjust the school budget allocation for non-school-generated funds.

Reference: Section 20, 60, 61, 113, 116 School Act
Income Tax Act
Society Act

Administrative Procedure 530

INSURANCE MANAGEMENT

Background

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

Procedures

1. The Secretary-Treasurer is authorized to obtain adequate insurance for the Division.
2. The Division will provide insurance coverage for the following:
 - 2.1 Buildings,
 - 2.2 Contents,
 - 2.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; when the foregoing are performing duties authorized by the Division,
 - 2.4 Crime,
 - 2.5 Automobile fleet,
 - 2.6 Travel accident,
 - 2.7 Student accident,
 - 2.8 Boiler and machinery,
 - 2.9 Errors and omissions,
 - 2.10 Sexual molestation and abuse, and
 - 2.11 Course of construction and wrap up.
3. Building insurance shall be secured to provide coverage at full replacement cost.
4. Contents insurance shall be obtained on an actual cash value basis.
 - 4.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Secretary-Treasurer upon receipt of the required information from the Principal or department head.
5. Travel accident insurance shall be obtained to cover staff members and trustees while traveling on Division business.

6. On an annual basis, the Secretary-Treasurer shall review insurance coverage and make such arrangements for insurance coverage as it deems necessary.
7. The Secretary-Treasurer shall make available to staff members and others as required information describing the Division's insurance coverage.

Reference: Section 20, 60, 61, 113, 116 School Act

Administrative Procedure 540

NAMING OF FACILITIES

Background

Naming a school, a portion of a school or a Division facility is a matter that deserves thoughtful attention.

Procedures

1. The Superintendent shall authorize the formation of a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents and students.
3. The community at large may include representation from the parish council, historical societies, senior citizens or other groups who may have an interest in being represented.
 - 3.1 Each representative group shall be limited to a maximum of two (2) members.
 - 3.2 The committee shall determine the process that will be followed in soliciting input in the naming process.
4. The names considered shall:
 - 4.1 Have significance for the students, parents and the community of the particular facility;
 - 4.2 Be easily identifiable with the facility;
 - 4.3 Not be in conflict with the names of other facilities in the Division or surrounding districts;
 - 4.4 Be appropriate in terms of copyright and trademark provisions.
5. Where possible, new facilities shall be assigned names before construction begins.
6. The Board is responsible for approval of names of all Division-owned facilities.

Reference: Section 60, 61, 113 School Act

Administrative Procedure 541

OPENING NEW SCHOOLS

Background

Effective and efficient start-up of a new school requires extensive planning and effort in terms of instructional materials, furniture and equipment acquisition, as well as staffing, public relations, program organization and transportation.

The Division is committed to having new schools or additions fully functional and ready for student occupancy by the beginning of the school term.

Procedures

1. Where reasonable, the designation of the Principal will be made at least six (6) months in advance of the opening of the new school. Where the Principal is an existing employee of the Division, the Division will provide a minimum of one (1) month release time during the term for preparation purposes.
2. In planning for the opening of larger schools, release time of up to six (6) months may be provided by the Division.
3. The Superintendent is responsible for analyzing the planning requirements for the opening of a new facility and determining appropriate release time to ensure building/program readiness.

Reference: Section 20, 60, 61, 113 School Act

Administrative Procedure 542

BUILDING AND GROUND MAINTENANCE

Background

The Division has a responsibility to protect the community's capital investment in school facilities by ensuring school buildings and grounds are adequately maintained.

The Division supports the implementation of a program of regular building and grounds maintenance.

Procedures

1. School buildings and grounds will be maintained at a level consistent with provincial code requirements and Division standards.
2. The Division will periodically evaluate the physical condition of its facilities and grounds and identify both deficiencies and desired enhancements.
3. Each year, as part of the operational planning and budgeting process, the Division will prioritize facility and grounds maintenance projects and reflect these priorities in the recommended allocation of resources for budgeting purposes.
4. The school building and group maintenance program will include:
 - 4.1 Minor maintenance and repairs that are conducted on an ongoing basis by maintenance and/or custodial staff;
 - 4.2 Scheduled maintenance including such items as servicing air handling systems and furnaces, playground lawn cutting, etc.;
 - 4.3 Major scheduled maintenance activities such as painting, playground development, renovations not funded under I.M.R., etc.; and
 - 4.4 Building modernization projects funded under I.M.R. such as roof replacements and responses to building code requirements.
5. The Maintenance Supervisor, in consultation with the Principal or designate, is responsible for identifying building deficiencies and desired enhancements and communicating these to the Superintendent or designate.
6. The Superintendent or designate, in consultation with the Maintenance Supervisor, is responsible for developing and implementing the Division's buildings and grounds maintenance program.

Reference: Section 20, 60, 61, 113, 116 School Act

Administrative Procedure 543

SECURITY OF BUILDINGS

Background

The Division has the authority to provide and maintain adequate real and personal property for its administrative and educational purposes. Because of the large investment in school and Division buildings, equipment, furniture and supplies and the need to protect the confidentiality of personal and administrative files, it is incumbent on the Division to ensure the security of all its premises.

The Division will ensure that practices and mechanisms are in place that will ensure the security of its schools and other facilities.

Procedures

1. Beyond building code requirements, the Division will provide, where feasible, alarms that will ensure the security of its buildings (e.g. security alarms, mechanical alarms, panic alarms, etc.)
2. The Superintendent will ensure that a program on security consciousness is implemented in the Division.
3. The Superintendent may develop additional procedures to deal with specific aspects of security (e.g. key control, vandalism, computers, etc.)
4. The Principal shall be responsible for the security of the school.
5. The Superintendent will designate an individual to be responsible for security for each facility other than schools.
6. The person designated to be responsible for the security of a building will develop a set of security procedures and will ensure that all persons within the facility are knowledgeable of the procedures. Issues such as locking of windows, interior and exterior doors, work stations, storage rooms, cabinets containing confidential or sensitive material, etc., are to be addressed by the procedures.
7. The security procedures at each facility are to be filed with the office of the Superintendent.
8. A logbook containing the names of people holding keys to the facility and a description of the key, (e.g. room key, master key, grandmaster key), must be maintained by the designated person at the facility.
9. If a key holder provides access to a facility to another person or group, then the key holder is responsible and accountable for the security of the facility.

10. If the security of a facility is breached by an employee, (e.g. lost key), the Superintendent may assess costs to the employee to cover time and/or materials to repair the breach in security.
11. If the security of a facility is breached by a non-employee, the Superintendent may seek recovery of the costs through the courts.

Reference: Section 20, 27, 60, 61, 113, 116 School Act

Administrative Procedure 544

HAZARDOUS CHEMICAL MANAGEMENT

Background

The Division recognizes the importance of developing a management and disposal plan of chemical, hazardous and dangerous goods in all areas of the school system operation. Therefore, Workplace Hazardous Materials Information System (WHMIS) shall be present in all areas within the Division.

Procedures

1. All activities related to the management and disposal of chemical, hazardous and dangerous goods in all areas of the school system operation, will be conducted in accordance with federal, provincial and municipal legislation, regulations and policies.
2. A designated Safety Officer shall assist and monitor the management and disposal of chemical, hazardous and dangerous goods in the school system and the schools to ensure that there is compliance with legal requirements.
3. This administrative procedure applies to all areas of the school system operation such as the maintenance, custodial, clerical, support, transportation, instructional and all other areas where chemicals, hazardous and dangerous goods are utilized, managed and disposed.
4. The Director of Facilities and Technology and Principals, in consultation with the Safety Officer, shall approve all substances ordered for their specific area of responsibility and shall ensure that an inventory of these substances is maintained and placed in an appropriate location.
5. Approval of such purchases shall take into consideration appropriate amounts, least toxic alternatives, shelf life, use of hazardous products and ensuring that proper labels and Material Safety Data Sheet (MSDS) must accompany these substances when received from suppliers.
6. The inventory shall include name of chemical, MSDS, purchase date, hazard class or Transportation of Dangerous Good Classes (TDG), storage location, program for disposal and timelines for updating as well as any other pertinent information.
7. All employees handling or using these substances will have Workplace Hazardous Materials Information System (WHMIS) training and adhere to the legislation, regulations and procedures.

8. All employees handling or using these substances are responsible for proper storage in appropriate designated areas and for the disposal for the substances in accordance with legislation, regulations and procedures.
9. Each worksite in the school operation shall develop a plan for the identification, maintenance of an inventory, appropriate storage and guidelines and procedures for reducing, reusing, recycling and disposing of substances.
10. The transportation of these substances shall be according to TDG regulations. Each worksite shall develop guidelines and procedures identifying receivers, delivery sites and any other pertinent information.

Reference: Section 20, 60, 61, 113, 116, 117 School Act
Dangerous Goods Transportation and Handling Act
Hazardous Chemicals Act
Occupational Health and Safety Act

Administrative Procedure 545

ENVIRONMENTAL CONSIDERATIONS

Background

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

Procedures

1. The Division will endeavour to purchase "environmentally friendly" products which will provide the highest possible level of performance. The efficient use of energy and water will be guiding principles in all renovations, new construction and operations.
2. The Division encourages and supports initiatives to reduce, recycle and recover waste materials in all schools and departments.
3. The Division supports staff development initiatives designed to advance environmental awareness, environmental education and care for the environment within annual budget allocations for training and development.
4. Environmental education will continue to be incorporated into the content and methodology of the instructional program.
5. The Division will continue to promote local habitat conservation and improvement on all Division-owned properties, where possible.

Reference: Section 20, 60, 61, 113, 116, 117 School Act
Occupational Health and Safety Act
Public Health Act

Administrative Procedure 546

COMMUNITY USE OF FACILITIES/JOINT USE

Background

Divisions and municipalities can more effectively and efficiently serve the public interest by co-operatively utilizing community and school facilities.

The Division supports joint use of municipal and school facilities.

Procedures

1. The Division and municipality will enter into, and periodically update, a joint use agreement that outlines the terms of reference for school use of municipal facilities and community use of school facilities.
2. Use of school facilities by community groups must be scheduled in a manner that does not negatively affect the schools curricular or extra-curricular programming.
3. A Joint Use Committee comprising elected representatives from the Board and the municipality along with representatives from both administrations will serve as the primary body for monitoring the joint use arrangement and recommending any modifications to the Board or Council.
4. Use of facilities by community groups must not be scheduled on a major Church holiday (Christmas Day, New Year's Day, during Holy Week, Holy Saturday, Easter Sunday and Easter Monday).
5. The Joint Use Committee will meet at least once a year to review the agreement and related procedures and address emerging issues and concerns. Additional ad hoc meetings may be held as required.
6. The trustee representative is responsible for reporting to the Board the results of Joint Use Committee meetings and recommending action as required.

Reference: Section 20, 60, 61, 113, 195 School Act
Joint Use Agreement

Administrative Procedure 547

USE OF DIVISION EQUIPMENT

Background

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

Equipment and materials purchased by the Division are to be used for educational purposes only.

Procedures

1. Use of Division equipment or materials by staff is not permitted unless this use directly supports the staff members' job-related functions.
2. Staff members wishing to use school equipment for the preparation of lessons, materials, etc. are permitted to take such equipment home provided:
 - 2.1 Equipment is properly signed out;
 - 2.2 The Superintendent or Principal approves the out-of-school use; and
 - 2.3 The equipment is returned promptly to the school to ensure its availability for use during the instructional day.
3. Division equipment may be utilized by parish personnel in accordance with procedures 2.1, 2.2 and 2.3.
4. The Superintendent or Principal is responsible for establishing and communicating procedures regarding the use of school equipment off school and/or Division premises, and by other parties, subject to the above procedures.

Reference: Section 60, 61, 113, 116 School Act

Administrative Procedure 550

STUDENT TRANSPORTATION SERVICES

Background

The Division has a statutory obligation to provide for the transportation of its resident students to and from the school it has directed them to attend if the parent/guardian of the student resides at a distance greater than 2.4 kilometres from the site of that school.

The Division shall maintain a transportation service for kindergarten to grade 12 students for the purpose of transporting eligible students to and from school.

Procedures

1. The Division shall ensure that at a minimum transportation is provided on a bus route that is not more than 2.4 kilometres from the residence of the students' parent(s)/guardian(s).
2. A transportation fee will be charged to all regular students accessing Division transportation services. Such fees are to be reviewed annually as part of the budget development process.
 - 2.1 Money collected from fees shall be utilized for the purpose for which it was obtained.
 - 2.2 No additional fees will be charged during the school year, excluding extra-curricular fees.
 - 2.3 Extra-curricular activities and field trips will operate on a cost-recovery basis.
 - 2.4 The Principal may institute alternate payment plans or in demonstrated extreme financial circumstances, waive the fees.
 - 2.5 Non-payment of transportation fees may result in ineligibility to ride on transportation services provided by the Division.
 - 2.5.1 Communication will be provided indicating that services will be withheld until fees have been paid.
 - 2.5.2 A minimum of two notices will be provided prior to suspension of transportation services.
 - 2.6 Refunds will be provided on a pro-rated basis only if the student leaves the Division.
 - 2.7 The Principal will ensure that all monies collected for transportation fees are properly accounted for and submitted to the Secretary-Treasurer.

3. Students accessing special education programs will be transported at no cost to the student(s) or parent(s).
4. In circumstances deemed appropriate by the Superintendent and resident parent, the Division, in lieu of providing transportation on a regular bus route may contract with the parent(s)/guardian(s), whereby the parent/guardian will convey the student(s) to and from a school located in another Division, and receive payment in accordance with Alberta Education regulations.
5. In situations where the Division contracts with a parent/guardian to transport the student, the Division is not liable for negligence arising out of the student being conveyed under such an arrangement.
6. The Division will maintain current documentation on file to support and verify Alberta Education transportation grant claims including:
 - 6.1 Names and grades of eligible passengers;
 - 6.2 Transportation agreements;
 - 6.3 School bus route maps;
 - 6.4 Route distances;
 - 6.5 Attendance areas;
 - 6.6 Copies of overload permits;
 - 6.7 Names of parents/guardians and contractors providing transportation services; and
 - 6.8 Details regarding transportation of disabled students to specialized schools or programs out of Division.
7. The Superintendent expects bus drivers and Principals to maintain acceptable levels of student discipline on the bus, consistent with the Rules for Student Conduct on School Buses (Administrative Procedure 550 – Appendix).
 - 7.1 Problems that cannot be resolved by the bus driver are to be referred to the Principal who will evaluate the situation and initiate an appropriate response.
8. The Division authorizes any teachers, parents/guardians or individuals acting in a supervisory capacity to ride a school bus operated by the Division.
9. With the exception of those specified in procedure 8 above, adults are prohibited from being transported on Division operated school buses.
10. Students shall not be dropped off at a location other than the normal point of departure unless instructions advising an alternate drop-off are provided to the bus driver are issued by the Principal or parents/guardians.
11. The Principal is responsible for informing students and parents/guardians with regard to transportation procedures.

12. Parents/guardians are expected to notify the bus driver and the service provider when they will no longer require bus service.
13. All school buses operating for the Division shall use their red and amber flashing lights and activate the Stop Arm at all stops involving students entering or leaving the bus except when loading or unloading at schools.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)

Administrative Procedure 550 – Appendix

RULES FOR STUDENT CONDUCT ON SCHOOL BUSES

Background

1. The school bus is considered an extension of the classroom and, therefore, classroom conduct must be observed at all times.
2. The bus driver is responsible for the students on the bus and must, therefore, receive the respect, consideration and cooperation of each student.
3. Students shall be assigned seats and shall remain in that seat while on the bus.
4. Students are not to attempt to get on or off the bus, or move inside the bus while the vehicle is in motion.
5. Students are expected to be on time. The bus will not wait in the morning for students who are not at the pick up point at the scheduled time.
6. Students are expected to go promptly to their bus after school is dismissed or when their bus is scheduled to leave school. Buses will wait for seven (7) minutes after dismissal for loading. Students transferring to a second bus must not leave the transfer bus stop area while waiting.
7. Students must ride their designated scheduled bus. Junior high students for example are not allowed to ride on the later elementary bus.
8. Apart from ordinary conversation, classroom conduct is to be observed while riding the bus.
9. Eating on the bus is at the discretion of the driver; however if the bus is not kept clean the privilege will be withdrawn.
10. While leaving the bus, students shall observe the directions of the driver.
11. Skates may be taken on the bus only if the blades are covered by guards.
12. Students shall leave equipment in the area designated by the driver. The driver may refuse to carry large items that obstruct aisles or doors or be a danger in any way. Skateboards are not allowed on the school bus.
13. Any student violating bus regulations shall be reported by the driver to the Principal of the school that s/he attends as soon as possible. The Principal has the authority to suspend or recommend permanent withdrawal of the bus privileges subject to the provisions of the School Act.

14. The following activities are prohibited:

- 13.1 Unnecessary conversation with the driver;
- 13.2 Extending any part of the body out of the window;
- 13.3 Possessing alcoholic beverages and/or illegal drugs;
- 13.4 Using profane language;
- 13.5 Throwing any items;
- 13.6 Smoking on the bus; and
- 13.7 Fighting.

Reference: Section 12, 14, 24, 25, 45, 60, 61, 113, 123, 124, 125 School Act
Review by the Minister – Information Bulletin 3.5.1

Administrative Procedure 551

TRANSPORTATION OF STUDENTS/PRIVATE VEHICLES

Background

Students are to be transported to and from school or to and from school-sponsored activities by school bus, taxi or their parents/guardians. Occasionally, however, special circumstances do warrant Division employees transporting students in privately-owned vehicles.

The Division authorizes the transportation of students in privately-owned vehicles in special circumstances.

Procedures

1. The Principal may authorize the use of private vehicles to transport students subject to the following conditions:
 - 1.1 Be in possession of a valid driver's license;
 - 1.2 School bus, taxi or parent/guardian transport of the student is not feasible;
 - 1.3 Adequate measures are established to ensure student safety;
 - 1.4 Adequate insurance coverage on the vehicle is maintained; and
 - 1.5 Responsible adults are assigned as drivers.
2. When private vehicles are being used to transport students, the following conditions must be adhered to:
 - 2.1 The Principal or designate must authorize the use of a private vehicle, in writing;
 - 2.2 No staff/students shall be transported in a fifteen (15) passenger van for any Division activities;
 - 2.3 Details of the vehicle insurance coverage must be filed with the Principal;
 - 2.4 Division employees transporting students must hold a current Class IV license;
 - 2.5 Primary insurance coverage for vehicles used to transport students on authorized trips must provide bodily injury and property damage coverage of at least two million dollars (\$2,000,000);
 - 2.6 Drivers who transport students are to be advised that their insurance coverage is always primary or first loss insurance and that if they intend to occasionally transport students they shall so advise their insurance company.

- 2.7 The Division non-owned vehicle liability insurance provides coverage over and above the owner's policy. This secondary coverage covers the driver only while transporting students and/or approved supervisors on authorized school trips and applies only to claims advanced on behalf of the student(s) and/or approved supervisor(s).
- 2.8 Use of tobacco products, alcohol, illegal drugs or legal drugs which adversely affect ability to safely operate a vehicle is prohibited during transportation of Division students and staff.
3. Travel expenses, if claimed by Division employees, are to be reimbursed from the school's extra-curricular/co-curricular funds at a rate mutually agreed upon with the employee and the school-based administration to a maximum of the Division's current rate per kilometre.
4. Only in exceptional circumstances are students to be sent on errands that require the use of a private vehicle. Before granting permission, proof of proper insurance endorsement (e.g. coverage for a young driver) must be provided. Where permission is granted, student passengers shall not be allowed to accompany.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117 School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)

Administrative Procedure 560

USE OF DIVISION-OWNED VEHICLES

Background

The use of Division-owned school buses, vans or vehicles will normally be restricted to school or Division activities.

Procedures

1. The use of Division-owned vehicles is subject to the following:
 - 1.1 Alcoholic beverages may not be transported in any form and at any time.
 - 1.2 Drivers of all Division-owned vehicles, as a condition of employment, must have a copy of a valid driver's license, current driver's abstract (annual), and a completed Informed Consent and Acknowledgement Form (Form 560-1) on their personnel file.
 - 1.3 Only persons and goods authorized by the Superintendent or designate are to be transported (e.g. no hitchhikers).
 - 1.4 No pets or livestock are to be transported at any time in Division-owned vehicles.
 - 1.5 The Division-owned vehicle will be driven in a safe and courteous manner. At no time will any Division-owned vehicle be driven in excess of the prescribed speed limit.
2. Travel in a Division-owned vehicle between the employee's place of work and home, even though the employee may travel directly to another location or have to return to work after regular duty hours, is considered to be usage for personal use and is considered a taxable benefit in accordance with the Income Tax Act.
 - 2.1 Employees shall keep a daily log on the use of the Division- owned vehicle so that the total kilometres driven may be properly apportioned between business and personal use.
 - 2.2 The value of the taxable benefit shall be reported in accordance with rules established by the Canada Revenue Agency (CRA).
3. The Superintendent shall approve all use of Division-owned vehicles.
4. Any incident or complaints related to the use of Division-owned vehicles will be referred directly to the Superintendent for investigation. The Superintendent will ensure that:
 - 4.1 A formal investigation is conducted in all cases;

- 4.2 Any fine(s) levied against the Division related to the use of a vehicle (such as speeding, parking, red light infractions) is reimbursed by the driver of the vehicle; and
- 4.3 Non-compliance with this procedure results in disciplinary action that may include dismissal.

Reference: Section 60, 61, 113, 116 School Act
Traffic Safety Act
Canada Customs and Revenue Agency Act