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J.R. Robson School
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Principal: Mr. Lindsey Bates
Asst. Principal: Mrs. Kelly Scully



February 23, 2016

Dear Parents/Guardians of BTPS Students,

RE: Seeking feedback on proposed changes to policy and administrative procedures

Board policies are the statements that communicate the expectations of the Board that we often refer to as the “what” and administrative procedures provide direction as to “how” we will operate the jurisdiction. As you may know, Alberta’s Education Minister, the Honorable David Eggen, directed school boards to review their existing policies and administrative procedures by March 31st, 2016, to reflect the safe and caring expectations of *The Amended School Act (influenced by Bill 10)* and the *Alberta Human Rights Act*. As well, the Minister also provided a document titled, *Guidelines for Best Practices...Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions*. The Board undertook the review of two current policies that they felt were closely aligned with these expectations. Given the fact that the revisions were significant, copies of the draft policy and changes were sent out to members of the school community for feedback. At their February 17th, 2016 meeting the Buffalo Trail Public Schools Board of Trustees approved the third and final reading of **Policy 202BP- Student Rights and Responsibilities** and **Policy 401BP -Workplace and Learning Environments**. (The approved copies of these documents are linked) The Board would like to express their sincere appreciation to everyone who offered feedback throughout this revision process. The feedback received played an important role in the finalization of these policies.

Policies have to be approved before we can propose any changes to existing administrative procedures or introduce new administrative procedures. Now that the policies have been approved, the next step is to put administrative procedures in place to provide schools with direction for implementing these policies. The Board has chosen to focus their attention on the legislative requirements outlined in the *Amended School Act (influenced by Bill 10)* and the *Alberta Human Rights Act*. The practices outlined in the aforementioned *Guidelines for Best Practices...Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions* document are viewed by the Board to be examples of how one might proceed, but they are not seen to be prescriptive. It is our interpretation that the suggestions made in this document were created with a wide variety of contexts in mind. We have always been committed to designing administrative procedures that fit our context and address the needs of our students, our staff, our schools, and our communities. As always, our focus is on our mission and we will place the safety of all students at the forefront.



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The approach that the Board has taken to operationalize the changes in **Policies 202BP** and **401BP** is to make minor revisions to existing Board Policy, make changes in our existing administrative procedures, and add any additional administrative procedures required.

The Board is seeking feedback from students, staff, parents and community members on the following policies:

302BP - Programming
801BP- Facilities Operations

Feedback is also being sought from students, staff, parents and community members on the following administrative procedures:

201.6 AP - Student Records
202.2AP - Student Responsibilities
202.7AP - Student Code of Conduct
401.2AP - Bullying/Personal/Sexual Harassment
402.2AP - Staff Code of Conduct
504.1AP - Complaints about Learning Resources

Additionally, to support our staff, our students, our school and our communities, a new Administrative Procedure 302.1AP, with respect to the formation of student groups in schools, is being developed:

302.1AP - Forming Extracurricular Student Groups

These are very much DRAFT changes to our existing policies and administrative procedures. They are meant to be a starting point. Feedback will be provided to the Board Policy Committee at the March 10th, 2016 policy meeting. We are inviting students, staff, parent advisory councils and community members to provide feedback to us. The Policy Committee will be reviewing the feedback and taking revised policies and procedures to the Board for their consideration at the March 16th, 2016, Board meeting.

WE NEED TO HEAR FROM YOU! Please click [HERE](#) to connect to the link to the aforementioned documents for your perusal. The changes that are being proposed are outlined in the documents. The existing wording of the policies and administrative procedures is provided in black. The wording proposed for removal is indicated by a strikethrough and the suggested new wording is in red.



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Please take time to provide us with your opinions. We need to hear if you have concerns with the proposed changes. We also need to hear from you if you are supportive of the proposed changes. You can access our feedback form by clicking on this [LINK](#) and commenting on the policies and administrative procedures for which you would like to provide feedback. We have also provided an area for “Additional Comments” if you wish to provide feedback that does not pertain to the current revisions being considered.

A reminder that the deadline for submission is March 10th, 2016

Sincerely,

Bob Allen

Superintendent of Schools



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BTPS Mission: “Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.”

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