



Educational Excursions Policy 2.6

This policy is applicable to the Board and the Executive Director.

DOCUMENT CONTROL

Managed by: Sunil Mattu	Responsible position: Executive Director	Version: 2
Approved by the Board of Directors: John Crosser, Chair	Date approved: 18 February 2015	Next review date: January 2017

REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Educational Excursions Policy 2011

1. TITLE

Educational Excursions

2. POLICY STATEMENT

It is the policy of the Board to support Educational Excursions by classes, school groups, and individual students involved in off-campus education during and/or outside of school hours, when such excursion have a definite educational value and are part of the planned instructional program.

While recognizing that all Educational Excursions have inherent risk, it is the policy of the Board that all Educational Excursions require the approval of the Executive Director in the proscribed form and that Principals and/or the lead teacher responsible for the activity are obligated to mitigate such risk by acting as a reasonably prudent parent would under Educational Excursion circumstances with particular knowledge of students' special education needs.

It is the policy of the Board that it is an absolute requirement that parents/legal guardians give written informed consent for participation in Educational Excursions in the proscribed form. This requirement also extends to all volunteers.

3. DEFINITIONS

Term	Meaning
Educational Excursions	All school activities off the school premises/grounds
Field Trips	All educational excursions except extra-curricular trips
Extended Field Trips	Field trips that include travel beyond a 100km radius of the school and/or outside of the province and/or are usually more than one school day
Extra-curricular Trips	All trips associated with a school's extra-curricular programs, including sports and band trips
Off-Campus Education	Work study, work experience, registered apprenticeship, cooperative education, and job shadowing programs

4. ASSOCIATED DOCUMENTS

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop procedures



Health Policy Protocol Policy 2.7

This policy is applicable to the Board and the Executive Director.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Health Policy Protocol Policy 2011

1. TITLE

Health Policy Protocol

2. POLICY STATEMENT

It is the policy of the Board to ensuring a Healthy Learning Environment for staff and students.

Recognizing that staff and students may have health conditions that make them more susceptible to health risks, it is the policy of the Board that there is a positive onus upon staff and students (and/or their parents/guardians) to make Third Academy aware of such health conditions.

Recognizing that, as an institution that is open to the public, there are inherent risks with respect communicable diseases, it is the policy of the Board that such risks should be mitigated.

It is the policy of the Board that medication may only be administered to students with consent of the parent/guardian.

3. DEFINITIONS

Term	Meaning
Healthy Learning Environment	An environment where good health practices are supported and reasonable measures are taken to safeguard the health of staff and students
Health Condition	A diagnosed health condition by a qualified professional
Health Risk	A risk that is the result of a Health Condition
Communicable Diseases	A Health Condition that requires isolation/removal of staff and/or students from the school environment due to risk of contagion
Programming	As required by the Program of Studies and/or student Individual Program Plans (IPPs)
Maintenance	Facility upkeep in accordance with regulation
Professional Development	Planned staff training including specific training to address IPPs
Supplies	First Aid Kits and other supplies necessary to address IPPs
Medication	Prescribed medication from a qualified professional

4. ASSOCIATED DOCUMENTS

Abuse, Discrimination & Harassment Policy

Safe & Secure Environments Policy

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop procedures



Student Assessment Policy 2.8

This policy is applicable to the Board and the Executive Director.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Student Evaluation Policy 1998

1. TITLE

Student Assessment Policy

2. POLICY STATEMENT

It is the policy of the Board that students are entitled to fair and accurate determination in the assessment process.

It is the policy of the Board the assessment process possess a high degree of credibility such that the accredited status of the school authority not be brought into disrepute.

It is the policy of the Board that the Principal must approve the assessment process included in the Individual Program Plans developed by each teacher on an annual basis.

3. DEFINITIONS

Term	Meaning

4. ASSOCIATED DOCUMENTS

Appeal Policy 2015

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop a standard Report Card/IPP that reflects an assessment process that is comparable across the school authority - fair and just, objective, impartial, free of prejudice, and based on a common set of expectations with respect to standard, content, and objectives within programs or courses.
Executive Director	Develop procedures



Student Discipline Policy 2.9

This policy is applicable to the Board and the Executive Director.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Discipline Policy 1998

1. TITLE

Student Discipline

2. POLICY STATEMENT

It is the policy of the Board that students will adhere to a Student Code of Conduct.

3. DEFINITIONS

Term	Meaning
Discipline	Students demonstrate: <ul style="list-style-type: none">i. Care for themselves by demonstrating self-controlii. Respect themselves and their peersiii. Respect their teachers, leaders and all adultsiv. Honor their parentsv. Work hard and use their talents and abilitiesvi. Speak well of othersvii. Be loyal and trustworthyviii. Be courteousix. Be co-operative and work as a team memberx. Honor our country's heritage and place in the worldxi. Be committed to principlesxii. Reach their full potential
Student Code of Conduct	Referenced by Section 7 of the School Act: <ul style="list-style-type: none">i. Be diligent in pursuing studiesii. Attend school regularly and punctuallyiii. Co-operate fully with everyone authorized by the Executive Director to provide education programs and other servicesiv. Comply with the rules of the schoolv. Account to with everyone authorized by the Executive Director for their conductvi. Respect the rights of others

4. ASSOCIATED DOCUMENTS

School Act/Education Act

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Monitor compliance



Suspension & Expulsion of Students Policy 2.10

This policy is applicable to the Board and the Executive Director.

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REVISION RECORD

Date	Version	Revision description
2009	2	Replaces Suspension & Expulsion of Students Policy 1988
18 Feb 2015	3	Replaces Suspension & Expulsion of Students Policy 2009

1. TITLE

Suspension & Expulsion of Students

2. POLICY STATEMENT

It is the policy of the Board that a progressive discipline procedure be adopted that promotes students discipline, given the specific needs of each student.

Recognizing that the authority does not have the ability to expel a student, it is the policy of the Board that that it may be necessary to suspend and/or exclude a pupil from attendance at school to ensure Student Discipline and a Safe & Secure Learning & Teaching Environment.

3. DEFINITIONS

Term	Meaning
Progressive Discipline Procedure	A levelled/tiered approach to ensuring discipline that is in accordance with the Emergency Behavioural Plan included in the IPP and/or recognizes specific needs of each students that sees more serious consequences for student breach of the Student Code of Conduct given the context of the breach that is aimed to support student discipline.
Suspend	To prohibit from attending: i. School ii. From one or more class period, or iii. From riding in a school bus For a period of 5 school days or less.
Exclude	To prohibit from attending: i. From a school site, or ii. From riding in a school bus For a period of more than 5 school days.

4. ASSOCIATED DOCUMENTS

Student Discipline Policy 2015

Safe and Secure Learning & Teaching Environments Policy 2015

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop procedures



Appeal Policy 2.13

This policy is applicable to the Board and the Executive Director.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Appeal Policy 1998

1. TITLE

Appeal

2. POLICY STATEMENT

Recognizing that parents whose children attend the school authority have no right to appeal to the Minister of Education, it is the policy of the Board to adjudicate the final written appeal of parents, having followed the appeal process, on matters concerning their children's' programming.

3. DEFINITIONS

Term	Meaning
Appeal	The process of dispute resolution with respect decisions made at the Teacher, Principal, or Executive Director level.
Children's programming	The program being delivered as outlined in the IPP including assessment and decisions made within a progressive discipline context including suspension/exclusion.

4. ASSOCIATED DOCUMENTS

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop Appeal Procedures
Board	Approve Procedures



Protecting Personal Information Policy 4.5

This policy is applicable to all Third Academy students, parent clients, volunteers, employees, contractors, directors, and the Executive Director.

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Managed by: Sunil Mattu	Responsible position: Executive Director	Version: 3
Approved by the Board of Directors: Blake Brunette, Chair	Date approved: 29 May 2018	Next review date: January 2020

REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Protection of Privacy Policy 2013
29 May 2018	3	Replaces Protection of Privacy Policy 2015

1. TITLE

Protecting Personal Information

2. POLICY STATEMENT

It is the policy of the Board to:

- i. Protect all personal information in the custody and control of the school authority
- ii. Protect donor and client lists by refusing to sell, trade, share and/or give access to information therein
- iii. Grant all written access and information requests that include sufficient detail to identify records
- iv. Notify the Information and Privacy Commissioner of information incidences where a reasonable person would consider there is a real risk of significant harm

3. DEFINITIONS

Term	Meaning
Personal Information	Information that identifies an individual or is about an identifiable individual including name, age, gender, address and phone number, email, employment or educational history, images, race or ethnic origin, health information, fingerprints, beliefs and opinions
Consent	Express, Implied, Deemed, or Opt Out as appropriate to collect, use, or disclose personal information
Information Incidences	All unauthorized events that threaten the privacy or security of information
Privacy Officer	Executive Director

4. ASSOCIATED DOCUMENTS

Personal Information Protection Act (PIPA), Health Information Act (HIA), Personal Information Protection and Electronic Documents Act (PIPEDA)

Freedom of Information and Protection of Privacy Act (FOIP)

Access to Information Act, Privacy Act

Release of Personal Information Consent Form

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop and implement procedures
Executive Director	Monitor compliance



Welcoming, Caring, Respectful and Safe Teaching and Learning Environments Policy 5.0

This policy is applicable to all Third Academy students, parent clients, volunteers, employees, contractors, directors, and the Executive Director.

DOCUMENT CONTROL

Managed by: Sunil Mattu	Responsible position: Executive Director	Version: 5
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REVISION RECORD

Date	Version	Revision description
05 Feb 2013	2	Replaces Safe & Caring School Environments Policy 1999
18 Feb 2015	3	Replaces Safe & Secure School Environments Policy 2013
3 Feb 2016	4	Replaces Safe & Secure Learning and Working Environments Policy 2015
29 May 2018	5	Replaces Welcoming, Caring, Respectful and Safe Teaching and Learning Environments Policy 2016

1. TITLE

Welcoming, Caring, Respectful and Safe Teaching and Learning Environments

2. POLICY STATEMENT

It is the policy of the Board to ensure a welcoming, caring, respectful and safe teaching and learning environment that is conducive to teaching and learning within the special needs context of Third Academy's school community including the development of an appropriate student code of conduct.

It is the policy of the Board that the emphasis in achieving welcoming, caring, respectful and safe teaching and learning environments shall be placed on measures that support the most enabling environment within Third Academy's therapeutic teaching/learning model. All measures are to be in keeping with the vision, mission, and pillars of Third Academy.

3. DEFINITIONS

Term	Meaning
Welcoming, Caring, Respectful and Safe Teaching and Learning Environments	An Environment that affirms the rights of employees and students under the <i>Canadian Charter of Rights and Freedoms</i> and <i>Alberta Human Rights Act</i> , does not discriminate under said Acts, and is physically, emotionally, and spiritually supportive, characterized by: <ol style="list-style-type: none">respect for self and othersrespect for propertyrespect for law and orderrespect for democratic values, rights and responsibilitiesrespect for diversity including race, national origin, colour, religion, creed, sexual orientation, gender identity or gender expressionpedagogically and psychologically appropriate expectations and consequences for behaviour that recognize the unique circumstances of each individual
Student Organizations or Activities	Support for Student Organizations 16.1 (1) if one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the Principal of the school shall <ol style="list-style-type: none">immediately grant permission for the establishment of the student organization or the holding of the activity at the school, andsubject to subsection (4), within a reasonable time from the date that the Principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity. (3) The students may select a respectful and inclusive name for the organization or activity, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the Principal (3.1) For greater certainty, the Principal shall not prohibit or discourage students from choosing a name that includes "gay-straight alliance" or "queer-straight alliance". (4) The Principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in subsection (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school. (6) The Principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection (1) is limited to the fact of the establishment of the organization or the holding of the activity.

4. ASSOCIATED DOCUMENTS

Canadian Charter of Rights and Freedoms

Alberta Human Rights Act

School Act

Personal Information Protection Act, Health Information Act

Employment Standards Act

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Board	Approve Welcoming, Caring, Respectful and Safe Teaching and Learning Environments Policy
Board	Approve Student Code of Conduct
Board	Approve Board Code of Conduct
Executive Director	Develop Student Code of Conduct
Executive Director	Provide appropriate accommodations for staff given mental health and/or other disabilities
Executive Director	Develop procedures as appropriate
Principal	Develop, communicate, and implement Emergency Procedures Manuals that address a facility related emergency, threat or other serious incident in keeping with the uniqueness of each facility and student body including the possibility of a facility related emergency (e.g. fire, gas leak, hazardous material spill, power outage) or threat (e.g. bomb threat, stranger/intruder, lock down procedures, violent situation, natural disaster) or other serious incident (e.g. accident, medical emergencies, off campus incidents)
Principal	Notification to the school community of the voluntary student organization or activity provided that this notification is limited to the fact of the establishment of the organization or the holding of the activity and is otherwise consistent with the usual practices for notification
Principal	Ensure personal development component of programming is implemented
Principal	Ensure professional development includes appropriate training to support this policy



Public Interest Disclosure (Whistleblower Protection) Policy 5.17

This policy is applicable to all Third Academy employees.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Public Interest Disclosure (Whistleblower Protection) Policy 2014
29 May 2018	3	Replaces Public Interest Disclosure (Whistleblower Protection) Policy 2015

1. TITLE

Public Interest Disclosure (Whistleblower Protection)

2. POLICY STATEMENT

It is the policy of the Board that any disclosure of wrongdoing or alleged wrongdoing reported to the school's Executive Director (or directly to Alberta's Public Interest Commissioner) in accordance with the *Public Interest Disclosure (Whistleblower Protection) Act*, will be reviewed by the Executive Director or his designate and investigated and then acted upon by the school, as appropriate.

It is the policy of the Board that an employee seeking advice and/or making a disclosure to the Executive Director, Designated Officer, and/or Supervisor in good faith will be protected against reprisal or other detrimental impacts within the power of the school.

It is the policy of the Board that if the report is about the Executive Director, then the employee should report the matter directly to Alberta's Public Interest Commissioner.

3. DEFINITIONS

Term	Meaning
Wrongdoing	<ul style="list-style-type: none">a. a contravention of Canadian and Alberta legislation, including regulations and requirements mandated by legislation;b. an act or omission that creates<ul style="list-style-type: none">i) a substantial and specific danger to the life, health or safety of individuals other than a danger inherent in the performance of duties or functions of an employee, orii) a substantial and specific danger to the environment;c. gross mismanagement of public and/or school funds or asset(s) including an act or omission that is deliberate and that shows a reckless or willful disregard for the proper management of<ul style="list-style-type: none">(i) public funds or a public asset,(ii) the delivery of a public service, including the management or performance of<ul style="list-style-type: none">(A) a contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and(B) the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment;d. employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation; and,e. knowingly directing or counseling an individual to commit a wrongdoing mentioned in clauses a) to d).

4. ASSOCIATED DOCUMENTS

Public Interest Disclosure (Whistleblower Protection) Act

Personal Information Protection Act, Health Information Act

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Chief Officer/Designated Officer
Executive Director	Develop procedures



Home Education Policy 6.0

This policy is applicable to all Third Academy employees.

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REVISION RECORD

Date	Version	Revision description
18 Feb 2015	2	Replaces Home Education Policy 2014

1. TITLE

Home Education Policy

2. POLICY STATEMENT

It is the policy of the Board that it shall support parents in providing a home education program in accordance with the Home Education Regulation (Alberta Regulation 145/2006).

3. DEFINITIONS

Term	Meaning
Home Education Program	means an education program provided by a parent to a student in accordance with the Home Education Regulation, but does not include any portion of an education program that is the responsibility of a board or an accredited private school to deliver

4. ASSOCIATED DOCUMENTS

Alberta Education's Home Education Policy 1.1.2, August 2000

Home Education Regulation (Alberta Regulation 145/2006)

5. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
Executive Director	Develop procedures