



MEDICINE HAT PUBLIC SCHOOL DIVISION
COORDINATING COMMITTEE MEETING MINUTES

Date and Time: Monday, December 4, 2017 1:30 to 3:30
Location: Paradise Valley - 90 Gehring Rd. SE

POLICY REVIEW AND UPDATES

M. Davidson reviewed updates to the following policies/ procedures that have been newly drafted or revised and are recommended to be approved.

- a) **Policy and Procedure 565 – Harassment** Discussion on revisions made to the Harassment Policy. Legal advice was obtained from the Alberta School Board Association on changes. The Guidelines removed from the Policy have been included in the revised Administrative Procedure 565 P 001.

An annual review to be implemented to ensure this is procedure is reviewed and understood as per section 10.0 Roles and Responsibilities (565 P 001).

- b) **Policy 570 – Cyber Space and Technology Use Protocol** Minor revisions have been made to this Policy to include 3. 'School and District Website Guidelines' as well as 'References' to new procedures 570 P 003, 570 P 004, 570 P 005 and 570 P 006.

It was recommended to update the language in the 'Background Section'.

The Medicine Hat School District's Communications contact is Susan Guerra.

The following administrative procedures for website and social media guidelines have been developed:

570 P 003 – Website Guidelines This is a new procedure developed to ensure websites are updated and maintained. Creating external links to the source document on the Division website for AERR, School Calendar, Transportation and Publications will keep website information current.

570 P 004 – Social Media Guidelines: Division This is a new procedure developed to communicate specific guidelines and information regarding social media from at the District level.

570 P 005 – Social Media Guidelines: Schools This is a new procedure developed to communicate specific guidelines and information regarding social media from at the school level.

570 P 006 – Social Media Guidelines: School Council This is a new procedure developed to communicate some specific guidelines and information regarding social media for School Councils.

- c) **667 P 001– Student Interviews by Police and Child Protection Services**

This procedure has been revised to provide clarification; usually matters that occur during instructional time or that are identified by School Administration as impacting the school, are dealt with by School Resource Officers / during school times.

- d) **Policy 730 – First Nations, Métis and Inuit Education** Update to the ‘Background’ section of this Policy to provide more specific information related to learning environments for all children in their service. A ‘Reference’ was added for a newly drafted administrative procedure 730 P 001.

The following administrative procedure has been developed: **730 P 001 – Indigenous Voice Enclosure: New Discussion** on the School Districts’ role in community engagement, implementing acknowledgements at meetings, as well as comments on groups that have already implemented acknowledgements at the beginning of meetings.