



MEDICINE HAT PUBLIC SCHOOL DIVISION COORDINATING COMMITTEE MEETING

In attendance: Carolyn Freeman, Mark Davidson, Jerry Labossiere, Lyle Cunningham, Val Browne, Andy Fune, Sharon Stolz, Doug Ashmore, Andrew McFetridge, Ashley Bohonos, Tiana Mclane

Date and Time: Monday, October 1, 2018 at 1:30 to 3:30 p.m.

Location: Grant Henderson Learning Centre

1. WELCOME

Mr. Davidson welcomed new members to the committee.

Mr. Davidson discussed the new format for meetings and agenda preparation. Board representatives and representatives from each school will meet to develop the agenda from this point forward. The hope is for more collaboration, mixture of considerations including policies and procedures.

2. TELUS Spark Learning Labs

Mrs. Pitman shared that in late spring through today Administration has been engaged in discussions with Calgary's TELUS Spark Science Centre regarding the possibility of establishing a TELUS Spark Learning Lab in Medicine Hat.

This Centre is to be the first of its kind in Alberta and would become a valuable piece of the network of "Community Classrooms" that currently enrich the experiences of our students to include new opportunities for science, math and technology based learning.

The process is still in the preliminary planning stages.

3. POLICY REVIEW AND UPDATES

The following policies and procedures have been recently created or revised and as such are recommended to be reviewed by the Committee. Some changes were due to updates to legislation, the School Act or just to provide clarity.

Policy 204 Board Committees, **Policy 631** Appeals and Hearings Regarding Student Matters and **660 P 001** School Discipline were all updated. The updates Mr. Davidson made recommend that the Board form a Standing Committee for expulsion as the expulsion process is technical and a standing committee would ensure proper processes are being adhered to.

In **Policy 204** Mr. Labossiere recommended that Student Expulsion should be added as 1.1 under Committees as it is separate from 'Labour Relations'.

Policy 631 Appeals and Hearings Regarding Student Matters was updated to make the process clearer. There was an addition of a 'written' appeal more clarity on the contents of the appeal as well as timelines for the process.

660 P 001 School Discipline was updated mainly due to revisions to the School Act. There was also the addition of Behaviour Support Plan (4.) which is a Division practice. MHPSD is also planning to use PowerSchool more efficiently having access to a digital copies of records (7. d) not paper. Suspension letters are to be copied to the 'Liason Superintendent' assigned to the School the student attends 13 b) iii. Suspensions will not be appealed by the Superintendent so this verbage was removed.

The development of **Policy 5XX** Employee Drug and Alcohol Use and **5XX P 001** Employee Drug and Alcohol Use was mainly driven by the recent changes in the legalization of Cannabis. Mr. Cunningham discussed that the development of this Policy and Procedure is structured around impairment. Impairment being either due to prescription drugs that an individual requires due to health condition or recreational use. MHPSD would accommodate staff so that they can manage and continue to carry out duties if the medication is necessary for a diagnosed health condition. Recreational drug use causing impairment may result in discipline. It was noted that the Division will still offer support in the case of an addiction.

Policy 605 Student Attendance was reviewed by Mr. Cunningham. The recommendation is for teachers to follow School Policy and use new procedure **605 P 001** Student Attendance and exhibit **605 E 001** as guidelines.

634 P 003 Documentation was created to provide direction for staff when documenting communications and incidents.

There was discussion around how long student log entries in PowerSchool are maintained. Mr. Sadlemyer clarified that incident reports would be maintained for 3 years and log entries should be cleared after every school year. 2.7 Historical notes will be maintained as per student Record Retention Standards.

Some updates are being worked on in the PowerSchool system:

- Teachers that enter information can not currently go back and review their 'logged entries' only Administration can review after the information is submitted.
- Alerts should be sent to Prinicpals and Vice Principals when either of them log an entry.

Policy 655 Service and Education Assistance Animals in School is a new Policy accompanied by procedures and exhibits (**655 P 001**, **655 E 001** and

655 E 002). Discussion ensued concerning fears, allergies and potential 'other' therapeutic animals rather than dogs.

- A. McFetridge suggested that MHPSD be proactive and put up signs to notify the students and parent community of Service Animals potentially being present or animals 'as sanctioned by the Principal'.
- A concern was voiced that currently parents/guardians are bringing in animals, specifically dogs, when picking up their children from school.

It was decided that these concerns will be brought forward for further consideration.

Policy 825 Smoke Free Environment was revised to include more details and a new procedure was also created **825 P 001** Use of Tobacco and Smoking Materials. Mrs. Freeman suggested that the definition in the procedure be added to the Policy as cannabis can be ingested in various ways. The word 'cannabis' was added to the policy and to the definition in the procedure.

It was decided that this Policy and procedure be brought forward for further consideration.

4. ADJOURNMENT