

Alberta Advance Academy



Policy Handbook 2025

c/o 10435-76 Street NW
Edmonton, Alberta
Canada
T6A 3B1
780-466-7733
780-757-3456
Fax: 780-485-0507
Email - Jss@shaw.ca

ALBERTA ADVANCE ACADEMY POLICIES

Alberta Advance Academy Society of Alberta Policy Framework

A. Board of Directors

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- [A2 Vision and Mission](#)
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- [A4 Role and Responsibility of the Board](#)
- [A5 Role of the Board Member](#)
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- [B1 School](#) Leadership Evaluation Policy
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- C2 Freedom of Information and Protection of Privacy Act (FOIP) Policy

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- [D1](#) Teacher policies and Procedures
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- [D3](#) Code of Conduct and Dispute Resolution
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- [D5](#) Staff Dress Policy
- D6 Personnel Policy
- D7 Onboarding Guidelines & Checklist for New Staff
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E. Student Transportation

- [E1 Student Transportation](#) and School Bus Policy Under Review
- [E2 Alberta Advance Academy Bus policy – complete](#)
- [E3 Alberta Advance Academy Bus Driver Handbook](#)

F. Students and Instruction

- F1 Anti-Abuse policy
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- [F4](#) Reports and Transcripts Policy
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- [F9](#) Playground Policy
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- [F11](#) Student Records
- F12 Administrative Procedure: Student Code of Conduct
- F13 Administrative Procedure: USE OF COPYRIGHTED MATERIALS
- F14 Diploma Examination Administration Guidelines

- F15 Provincial Achievement Test Administration Guidelines
- F16 CTS Courses Policy
- F17 English as a Second Language Policy
- F18 Student Council or Government Policy Procedure
- F19 Off-Campus Programs Administrative Procedure
- F20 Official School Publications... Procedure & Guidelines
- F21 Policy & Procedures – Selection, Availability and Access of School Library Materials
- F22 Parental Notification and Opt-In Consent
- F23 At-Home Learning Delivery Without In-Person Instruction
- F24 Athlete Eligibility Confirmation
- F25 Literacy and Numeracy

G. Information Technology

- G1 Digital Citizenship Policy and Procedure
- G2 Online Code of Conduct & Device Usage Policy / Procedure
- G3 Alberta Advance Academy Network Responsible Use Agreement

H. Community Relations

- [H1](#) Parent Volunteers Policy
- H2 Alberta Advance Academy Concert/Celebration/Graduations Procedures and Guidelines
- [H3 School Council – Administrative Policy](#)

I. Health, Safety and Security

- [I1](#) Workplace Health and Safety Policy
- [I2](#) Health Issues Protocol / Policy
- I3 Threat to School Safety Policy
- I4 Health and Safety Protocol
- I5a Safe and Caring Policy and Plan
- I5b Welcoming, Safe, Caring, Inclusive and Respectful Learning Environments Including Administrative Procedure – Student Code of Conduct
- I6 Supervision of Students – Administrative Procedure
- I7 Substance Possession, Usage or Dependence
- I8 Health and Safety Procedures Manual, Committee Information, and Forms
- I9 Emergency Preparedness/ Response Plan – Guidelines for Admin & Safety Committee
- I10 Fragrance/Scent-Safe Workplace – Administrative Procedure.

J. Appendices

- Appendix A: Public Interest Disclosure Form
- Appendix B: Public Interest Disclosure Investigations
- Appendix C: Health Crisis Procedural Form
- [\(Additional OHS Materials Located in Master Manual in Main Office\).](#)

K. Forms

1. Fundraising Request Form
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4. Onboarding Guideline and Checklist for New teachers
5. Bus Inspection Forms – See: Section E – Student Transportation
6. Alberta Advance Academy Network Responsible Use Agreement
7. Alberta Advance Academy High School Performance Proposal Form
8. New Teacher OHS Orientation Checklist
9. Support Staff Orientation Checklist
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11. WCB forms
12. Accident Report
13. Critical Incident Report
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15. Workshop Areas – Safety Inspection Checklist
16. Various OHS Related forms See: Section I – Health, Safety and Security
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Alberta Advance Academy Society of Alberta Policy Framework

The staff and activities of the Alberta Advance Academy Society of Alberta. Hereinafter referred to as the “Board”, and specifically Alberta Advance Academy, are guided by policies, procedures and guidelines. Policies and procedures are important resources for the Board as they govern our operations and integrate the strategies, priorities and expressed values of the Board. They also provide belief statements and operating guidelines for parents, staff and students regarding the administration of program, property, student, staff and Board matters.

Policies

A policy is a statement or position adopted by the Board that provides the framework for a course of action. It is a commitment by which the Board is held accountable to its public. Adoption of new board policies or revision of existing policies is solely the responsibility of the Board.

Policy relates to a decision of the Board of Alberta Advance Academy. A policy is typically an internal organisational decision that aids how it functions. A policy is a formal statement of a principle that should be followed by the Board members, staff, students and parents to which it pertains. Each policy of the Alberta Advance Academy Board addresses an important issue concerning the achievement of the overall purpose of Alberta Advance Academy. Policies link with the strategic objectives (such as improved service quality, reduced costs and fewer injuries) of the school Board and the School.

The Board believes that a coherent, consistent and transparent approach to policy development and regular review will improve alignment with the Board's vision, mission and priorities, increase accountability and help translate the intention of the Board into actions for its students.

When developing policy, the Board strives to achieve a balance between the responsibility of the Board to govern by the adoption of policy to guide Alberta Advance Academy and the responsibility of the Principal and school administrators to exercise professional expertise and judgment in the management of the school by implementing policy.

All policies will be reviewed on a regular (annual), but may also require interim reviews as circumstances require (e.g. legislative change). At the time a policy is developed, the next review date as well as the minimal frequency of reviews will be determined. It is the responsibility of the Alberta Advance Academy Society of Alberta, also known as “the Board” to review the policy (and any supporting procedures), utilizing stakeholder input as required, in determining the following:

- Continued relevancy
- Accuracy of documents

- Accurately reflects intent of relevant legislative framework

Procedures

A procedure, sometimes referred to as an “Administrative Procedure”, is a course of action developed to implement and support an approved Board policy. Procedures are internal sets of instructions to implement a policy. Sometimes a procedure may include policy elements such as a disciplinary procedure.

A procedure provides detailed mandatory steps (sometimes in the form of a checklist) that administration, staff, students and parents need to follow to comply with a policy. These procedures can include step-by-step instructions or statements elucidating where something needs to go, or how it must be done. A procedure informs administration and staff on how to carry out or implement a policy. Alberta Advance Academy Procedures usually contain written instructions in logical numbered steps.

Guidelines

A guideline provides general guidance, and additional advice and support for policies and procedures. A policy may be supported by guidelines that enhance the awareness and rights of administrators, staff, students and parents. A guideline gives the reader guidance and additional information that may assist the Board in explaining the policy to the policy audience in simpler terms.

The biggest difference between a policy and a guideline is that a guideline is voluntary and policy is always mandatory.

The Board, in order to assist staff and administration with implementation of policies and procedures, has developed guidelines that are advisory in nature. These are prepared with awareness and training in mind.

POLICY AND PROCEDURES CATEGORIES AND NUMBERING SCHEME

At this point in the development of Alberta Advance Academy, Board policies have been arranged in a “combination” style that includes Policies with their related Procedures and Guidelines. Numbering follows a simple alphanumeric system, eg. Policy Group “A” contains all policies directly related to Board Governance. Individual policies are numbered consecutively – 1,2,3...

The “Table of Contents” of Alberta Advance Academy’s Policy Collection lists all of the policies currently developed, or under development.