

# **POLICY HANDBOOK**

**As at 2022 June 30**

## 1. INTRODUCTION

The policies of the Local are established by the Council of School Representatives as a result of debate and adoption of resolutions brought before Council by Executive Committee or Council members. When adopted, these resolutions form the official position of the Local on a given matter.

## 2. CLASSIFICATION OF POLICY

Resolutions are classified as:

- 2.1 Long-Range Policy (LRP) is a policy that must be reviewed every ten years by the Resolutions Committee with recommendations to the Executive Committee and the Council of School Representatives. The letter A in the numbering system indicates these policies.
- 2.2 Current Specific Policy (CSP) is a policy that must be reviewed every three years by the Resolutions Committee with recommendations to the Executive Committee and the Council of School Representatives. The letter B in the numbering system indicates these policies.

All policies are subject to regular review to assess appropriate classification.

Administrative Directives (AD) deal with specific, one-time actions taken by the Executive Committee, Council of School Representatives (CSR) or General Meetings.

Policy Achieved (PA) includes LRP and CSP resolutions that have been carried out.

Deleted Policy (DP) includes policy that has been removed by a motion of the CSR.

Administrative Directives, Policy Achieved and Deleted Policy are referenced in the Policy Index and the minutes of the meeting at which they were passed or reclassified. The Policy Index is maintained by the recording secretary and is accessible upon request through the president.

## 3. CATEGORIES OF POLICY

Resolutions are further identified under the following categories:

- 3.1 Administration of Local Association
- 3.2 Administration of Schools
- 3.3 Communications - Public Relations
- 3.4 Finance - Local Association
- 3.5 General
- 3.6 Political Action
- 3.7 Professional Development
- 3.8 Teacher Education and Certification

- 3.9 Teacher Welfare - Working Conditions
- 3.10 Technology and Education

#### 4. PRACTICES FOR SUBMITTING RESOLUTIONS

The following practices are required for submitting resolutions for consideration by the Council of School Representatives:

- 4.1 Any member of Local 38 has the right to submit a resolution to the Council of School Representatives for consideration.
- 4.2 Resolutions must be submitted to the Chair of the Resolutions Committee through a member of the Council of School Representatives. The Executive Committee, standing committees or ad hoc committees may submit a resolution directly to the Chair of the Resolutions Committee.
- 4.3 Resolutions must be submitted in the form, "Be It Resolved, that..." and each must be accompanied by an explanatory statement of not more than 100 words.
- 4.4 The Resolutions Committee, as per its Frame of Reference, shall review all resolutions submitted to the Chair. It may offer editorial suggestions to the mover where the committee feels clarification is required. It may also recommend combination with other resolutions that appear to have similar intent. The Committee will also advise the mover of the resolution if it considers the resolution to be ultra vires, that is, beyond the authority of the Council of School Representatives to act upon.
- 4.5 The Committee may comment on the rationale supporting the resolution to the extent of pointing out errors of fact. The Committee shall not make comment on any debatable aspect of the rationale.
- 4.6 Resolutions may be submitted at any time during the calendar year for presentation to the CSR. Resolutions to be considered at any given meeting of the CSR must be received no later than three weeks prior to that meeting. No resolutions shall be presented to a meeting of the CSR unless it has been mailed to School Representatives at least seven days prior to the meeting of the CSR at which it is to appear on the agenda. However, this would not preclude a representative introducing a motion where, by a two-thirds majority vote, the Council agrees to suspend the normal rules of order to place the resolution on the order paper.

[68-02-14/69-03-15/ 71-11-10/ 68-06-12/ 72-04 -12/85-12-11/86-04-16 /88-05-11/00-04-12/  
08-11-05/17-06-14]

## **ADMINISTRATION OF LOCAL ASSOCIATION**

### **Long Range Policy**

- 1.A.1 The Calgary Board of Education should refer to The Education Act, The Teaching Profession Act, The ATA Code of Professional Conduct and the ATA Declaration of Rights and Responsibilities for Teachers when dealing with teachers.  
[85-03-13/88-06-08/94-04-20/97-06-04/00-04-12/03-05-08/14-03-05]

- 1.A.2 Calgary Public Teachers, ATA Local 38 should conduct bargaining according to a timeline that provides for completion of negotiations prior to the expiration of the current collective agreement.  
[92-03-11/95-06-07/01-06-06/06-06-07/17-04-12]
- 1.A.3 Teachers and administrators being members of the same professional association is a vital and necessary precondition to meeting the learning needs of students, and the professional needs of teachers and teachers with administrative designations.  
[96-01-17/01-06-06/11-06-01/22-03-02]
- 1.A.4 Teachers new to Calgary Public Teachers, ATA Local 38 shall be informed of the aims, services and objectives of The Alberta Teachers' Association and Calgary Public Teachers, ATA Local 38.  
[71-11-10/86-01-29/96-06-08/97-06-04/08-02-06/19-04-10]
- 1.A.5 Calgary Public Teachers, ATA Local 38 Executive Committee elections shall be held on alternate years when there is no regular Provincial Executive Council Elections.  
[96-02-07/01-06-06/06-06-07/17-04-12]
- 1.A.6 Candidates for election to the Local Executive Committee and the Provincial Executive Council shall be invited to address a regular Council of School Representatives meeting prior to the date of the elections. The time limit for candidates' speeches shall be five minutes.  
[94-02-09/06-06-07/11-11-02/22-03-02]
- 1.A.7 A maximum 15-minute question period shall follow campaign speeches for the offices of Provincial and Local President.  
[88-03-09/94-02-09/06-06-07/17-04-12]
- 1.A.8 Vote distribution for Calgary Public Teachers, ATA Local 38 elections shall be reported on the website as soon as possible after the results are known, and at the first Council of School Representatives meeting following the election.  
[91-04-17/01-06-06/11-06-01/22-03-02]
- 1.A.9 Members of Calgary Public Teachers, ATA Local 38, upon assuming a voting position on the Executive Committee, shall resign from all other elected positions on Local committees, except in the case where the member holds a position on the Negotiating Sub-Committee while it is negotiating a new collective agreement, in which case the Teacher Welfare Committee Frame of Reference holds precedence.  
[71-06-09/78-02-08/80-03-12/81-10-14/88-06-08/00-04-12/07-10-03/18-05-02]
- 1.A.10 In the event of a vacancy in the Past President's position, the President shall initiate the following steps in seeking a replacement:
1. The President shall approach previous Presidents, who are active members of the Local, in sequential order beginning with the most recent to determine whether they are eligible and would be willing to serve in that capacity.
  2. If no candidate from among previous Presidents is found to fill the position, the Executive Committee shall assume the Past President's responsibilities. All duties of the Past President shall be distributed to Executive Committee members to fulfill for the term of the vacancy.  
[10-02-03/21-04-14]

1.A.11 When General Membership and Bargaining Unit meetings are scheduled:

1. Calgary Public Teachers, ATA Local 38 shall schedule meetings so as to minimally affect school-based activities which may conflict with them, and
2. Calgary Public Teachers, ATA Local 38 shall encourage schools to ensure at least minimum representation when there is a conflict with a school activity.  
[83-04-20/86-01-29/94-02-09/95-06-07/06-06-07/17-04-12]

1.A.12 The following procedures shall govern the distribution of material at General Meetings:

1. Only items that are on the pre-approved agenda will be distributed as part of the meeting material package.
2. The President shall establish the agenda in accordance with procedures outlined in the Constitution and Local Policy.
3. Additional items may be added to the agenda at the direction of Council of School Representatives or Executive.
4. Members wishing to have items placed on the agenda should approach their school representative to move a motion at Council of School Representatives or write to Executive requesting that the item be placed on the agenda.
5. Members who have items that they wish to have placed on the agenda under other business may request distribution of the material through appropriate means.
6. Request for distribution should be made to the President at least three working days prior to the meeting. Items for distribution will be no longer than one page per item of new business.
7. Notwithstanding clause 5 and 6, the President reserves the right not to distribute any material which may be deemed inappropriate because of legal concerns.  
[99-03-10/03-01-09/09-05-06/20-10-07]

1.A.13 The following procedures shall govern meetings of the Bargaining Unit:

1. Initial Position Meeting: Conduct of the meeting including voting procedures will be the same as for a General Meeting.
2. Notice of Meeting: Notice to the membership of a bargaining unit meeting to consider a memorandum of agreement or proposal for settlement shall be a minimum of seven (7) calendar days.
  - 2.1 Notwithstanding 2. Executive will have authority to determine timeline of meeting and time and location of the vote.
3. Place of Meeting: Bargaining unit meetings, whenever possible, shall occur in a venue large enough to accommodate the entire membership in one room.
4. The meeting of the bargaining unit shall be conducted according to the Rules of Order and Procedure as printed in the Members' Handbook of The Alberta Teachers' Association and as supplemented by Local policy. Where these are silent, Robert's Rules of Order shall be the official guide.

- 4.1 The President of the Local shall chair the bargaining unit meeting. Representative of the Bargaining Agent is to attend in an advisory capacity only.
- 4.2 Sequence of Events.
  - 4.2.1 Presentation of proposal by Negotiating Sub Committee Chair.
  - 4.2.2 Question period shall follow the presentation of the proposal and be a maximum time of 30 minutes.
  - 4.2.3 Recommendations from Negotiating Sub Committee, Teacher Welfare Committee, Executive and Council of School Representatives to be presented after the question period.
  - 4.2.4 The Chair shall advise the membership to be prepared before going to the microphone. Recommends writing out motions or amendments.
  - 4.2.5 Presentation of motion to accept.
  - 4.2.6 A 5-minute time limit at the microphone shall be strictly enforced.
  - 4.2.7 Debate - Pro and con microphones will be provided and debate will alternate between both points of view. The debate will continue until either the pro or con microphone stands empty or brought to an end by motion.
  - 4.2.8 Vote on Memorandum of Agreement by secret ballot. Ballot boxes shall be open for voting once the vote on the main motion is called. One ballot only shall be accepted from each voter.
  - 4.2.9 The remainder of the meeting shall follow the agenda as approved at the beginning of the meeting.
5. Meeting Procedures
  - 5.1 When there are amendments to the collective agreement, the existing clause(s) shall be presented in the left-hand column of the page. Amended clause(s) shall be presented on the right side of the page.
  - 5.2 The Teacher Welfare Committee Chair or the Representative of the Bargaining Agent shall be prepared to inform the meeting of agreements made by other locals, representative agreements from other provinces and pertinent information for comparable professions.
  - 5.3 The Chair shall dutifully monitor questions and shall endeavour to disallow questions that have been previously answered.
  - 5.4 Answers shall be succinct, informative, and not debate.
  - 5.5 The Chair shall not engage in debate. If the chair wishes to express an opinion, they shall hand the chair to another person for the remainder of the debate on that motion.
  - 5.6 Legal Representation – When present at an Alberta Teachers’ Association general meeting or bargaining unit meeting, clarification to the members as to why legal representation is present should be stated.
  - 5.7 Parliamentarian – The Executive Staff Officer shall act as parliamentarian to the meeting.

[95-06-07/96-01-17/01-06-06/06-06-07/09-05-06/20-4-15]

- 1.A.14 When a ballot vote is requested by majority vote of those present at a general meeting or meeting of the bargaining unit, the following procedures shall be followed:
1. Ballots shall be available until the vote is called and shall be distributed using an alphabetized list of all members of Local 38. Once ballots have been distributed members' names shall be struck off list.
  2. Secure boxes shall be used to collect ballots.
  3. Ballots shall be counted under the guidance of the Election & Resource Committee.
  4. Results of ballot count shall be announced as soon as possible.  
[95-06-07/96-01-17/00-04-12/09-05-06/20-4-15]
- 1.A.15 In each year there shall be a Council of School Representatives Orientation held prior to the first Council of School Representatives regular meeting.  
[69-05-07/86-01-29/96-06-08/08-03-05/19-04-10]
- 1.A.16 A member of the Board of Trustees shall be invited to attend CSR meetings as an observer.  
[94-10-12/97-06-04/00-06-07/03-01-09/07-11-07/18-05-02]
- 1.A.17 A member of CBE Senior Administration, shall be invited to attend CSR meetings as an observer.  
[94-10-12/97-06-04/00-06-07/03-01-09/07-11-07/18-05-02]
- 1.A.18 Alternate School Representatives are encouraged to attend Council of School Representatives meetings regularly with the accredited representative(s) of their school and are encouraged to share the duties of the accredited representative(s).  
[79-11-14/82-06-09/84-06-13/88-06-08/93-01-08/06-06-07/17-04-12]
- 1.A.19 Council of School Representatives meetings should provide the opportunity from time to time for short presentations on pertinent educational issues.  
[80-02-06/86-01-29/96-06-07/08-02-06/19-04-10]
- 1.A.20 Members of Calgary Public Teachers, ATA Local 38 who are not Council of School Representatives but who submit ARA resolutions, shall be provided the opportunity to speak to those resolutions at the Council of School Representatives.  
[87-11-18/97-06-04/08-02-06/19-04-10]
- 1.A.21 All standing committees shall report to the Council of School Representatives on a regular basis as determined by the Executive Committee.  
[67-12-13/86-01-29/96-06-08/08-03-05/19-04-10]
- 1.A.22 All amendments to the established guidelines and selection criteria for the Calgary Public Teachers, ATA Local 38 scholarships shall be ratified by the Council of School Representatives.  
[88-04-13/94-04-20/06-06-07/17-04-12]
- 1.A.23 ARA delegates shall be selected according to the following priorities:
1. Members of Local Executive Committee,
  2. Standing Committee Chairs and Chair of the Substitute Teachers' Group,

3. Members of the ARA Committee,
4. Members of Local, Provincial and CBE/ATA Joint Standing Committees, Substitute Teachers' Group Executive, Local 38 Executive Members of Specialist Councils, and Local 38 members of the Calgary City Teachers' Convention Association Board,
5. Accredited members of the Council of School Representatives,
6. CSR Alternates,
7. Other members at large shall be selected:
  - 7.1 according to any constituency group deficits of the delegation selected in categories 1 through 6, the proportions for which shall be identified using the most up-to-date school-by-school membership count available to the Local, and
  - 7.2 according to the number of years of experience as an ARA delegate.
    - The following constituent groups shall be used for classifying applicants:
      - Elementary
      - Junior High
      - Senior High
      - Non-School based
      - Substitutes
      - Principals
    - Delegates within categories will be selected according to their years of experience as an ARA delegate.
    - All things being equal, in the event of a need to choose between two or more applicants, the applicant who submitted their form sooner
    - shall be selected.

[81-01-14/85-03-13/86-06-11/87-05-13/90-02-21/91-06-05/92-05-13/96-05-08/96-12-04/  
98-11-18/09-01-07/14-10-01/16-11-02]

- 1.A.24 Applicants who were delegates at the previous year's ARA but were absent from one or more delegate meetings or ARA sessions that year without being excused under policy 1.A.25, are not eligible to apply as delegates in the current school year.  
[16-11-02/19-10-09]
- 1.A.25 Delegates may be excused from attending delegate meetings and ARA sessions by the ARA Chair.  
[16-11-02]
- 1.A.26 The Executive Committee or President may authorize the cost of release time for teachers while conducting Local business.  
[70-11-16/86-01-29/96-06-08/00-04-12/12-04-11]
- 1.A.27 Annual reports of all standing committees and final reports of ad hoc committees of Calgary Public Teachers, ATA Local 38 shall be approved by the respective committees prior to presentation to Executive Committee and the Council of School Representatives.  
[96-02-07/01-06-06/06-06-07/17-04-12]

- 1.A.28 The Teacher Welfare Committee Chair and members of the Negotiating Sub-Committee of Calgary Public Teachers, ATA Local 38 shall be provided with substitute coverage for the purpose of bargaining.  
[96-02-07/01-06-06/06-06-07/17-04-12]
- 1.A.29 Whenever possible the Council of School Representatives shall be informed by the Teacher Welfare Committee of its proposed amendments to the Collective Agreement prior to consideration by the Membership of the Bargaining Unit.  
[67-12-13/78-02-08/86-01-29/96-06-08/08-03-05/19-06-06]
- 1.A.30 The Resolutions Committee determines the placement of new policies, once passed by the Council of School Representatives and/or the General Membership, within the policy handbook according to the criteria governing its organization.  
[11-06-01/22-03-02]
- 1.A.31 Notwithstanding anything otherwise contained in Local policy, the Resolutions Committee of Calgary Public Teachers ATA Local 38 may:
1. rearrange the order and numbering of Local policies in the interests of clarity and simplicity,
  2. change the name, chapter reference, revision reference or section number of statutes, legislation, and regulations referred to in Local policies to conform to changes in Local policy or other statutes,
  3. correct statutory or formal names, or position titles in any Local policy, and
  4. correct typographical errors in any Local policy.
- [14-11-05]
- 1.A.32 Calgary Public Teachers, ATA Local 38 membership on the Liaison Committee shall be the President, the Vice-Presidents, the Chair of the Teacher Welfare Committee, and an Executive Staff Officer.  
[84-12-12/90-11-14/95-06-07/04-12-01/06-06-07/09-11-04/20-4-15/20-4-15]
- 1.A.33 Calgary Public Teachers, ATA Local 38 representatives to the Staff Development Fund Advisory Committee shall be the President, the Professional Development Committee Chair and two former or current members of the Professional Development Committee. Appointments shall be for a 3-year term on a rotational basis and shall be made by the Executive Committee from a list of candidates compiled by the President.  
[84-12-12/86-01-29/87-11-18/97-06-04/08-02-06/19-04-10]
- 1.A.34 Effective 2011 September 1, the Calgary Public Teachers, ATA Local 38 representatives to the joint Health and Wellness Committee shall be the Chair of the Teacher Welfare Committee and an Executive Staff Officer.  
[85-03-13/94-04-20/95-06-07/96-06-05/04-12-01/11-05-04/12-10-03]
- 1.A.35 Calgary Public Teachers, ATA Local 38 members on the joint Health and Wellness Committee must not agree to any substantive changes in the current benefits package without approval of the CSR.  
[94-11-16/96-05-08/00-04-12/03-05-07/07-11-07/11-06-01/12-10-03]



- 1.A.36 An Executive Staff Officer shall report regarding deliberations of the joint Health and Wellness Committee to the CSR and Executive meeting immediately following each meeting of the joint Health and Wellness Committee.  
[85-03-13/95-06-07/00-04-12/04-12-01/12-10-03]
- 1.A.37 The three representatives of Calgary Public Teachers, ATA Local 38 on the Review Committee for Professional Improvement Fellowships shall be one Officer appointed annually by Executive Committee and two members from the membership at large elected by the Council of School Representatives (2-year term).  
[84-11-14/87-11-18/97-06-04/08-02-06/19-04-10]
- 1.A.38 Calgary Public Teachers, ATA Local 38 representatives to the Calgary Area Field Experiences Committee (CAFEC) shall be elected for a 2-year staggered term in May or June by the Council of School Representatives.  
[85-03-13/87-05-13/97-06-04/08-02-06/19-04-10]
- 1.A.39 At the request of a member of Calgary Public Teachers, ATA Local 38 an Executive Staff Officer shall assist the grievor in filing a grievance in accordance with the provisions of the Collective Agreement, and when requested shall represent the grievor at the Grievance Committee meeting.  
[84-12-12/86-01-29/96-06-08/00-04-12/06-06-07/17-04-12]

### **Current Specific Policy**

- 1.B.1 Calgary Public Teachers, ATA Local 38 shall not promote commercial or non-educational activities to Local 38 members unless the Local or the Provincial Association has endorsed these activities.  
[08-02-06/12-04-11/16-01-13/20-4-15]
- 1.B.2 The Council of School Representatives directs that the agendas, reports and minutes for its meetings be made available digitally. Agendas, reports and minutes will be made available in printed form to any school representatives who identify themselves in writing to the Local.  
[09-03-04/09-05-06/12-04-11/16-01-13/20-4-15]
- 1.B.3 The approved minutes of Local Executive Committee and Council of School Representatives meetings shall be published on the Local website behind the password.  
[09-01-07/12-04-11/16-01-13/20-4-15]
- 1.B.4 The Local Executive shall record and disclose the voting record of each Executive Committee member as part of the published minutes when a recorded vote has been requested by a voting member.  
[09-01-07/12-04-11/14-05-07/18-05-02/22-03-02]
- 1.B.5 That Local 38 ensure that there be a recording secretary for the Office Staff Salary and Working Conditions Committee that is named from within the committee.  
[18-10-03/22-03-02]
- 1.B.6 The Staff Development Fund shall be administered as follows:
1. The Executive of Calgary Public Teachers, ATA Local 38, employs an administrator of the Staff Development Fund.

2. The total compensation for the administrator of the Staff Development Fund shall be charged to the Fund.
  3. The cost of an annual audit will be charged to the Staff Development Fund.
  4. Capital expenses for the administration of the Staff Development Fund will be assumed by the operational budget of Calgary Public Teachers, ATA Local 38.
  5. The Staff Development Fund Advisory Committee, comprised of four (4) teachers and a representative named by the Chief Superintendent of Schools or delegated authority, will be appointed to review and revise the guidelines for the fund.  
[05-01-05/09-02-04/13-01-16/17-04-12/21-04-14]
- 1.B.7 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to continue to transfer unused funds from the Professional Improvement Fellowship to the Staff Development Fund in a timely manner when notified that the Staff Development Fund is depleting.  
[13-01-16/17-04-12/21-04-14]
- 1.B.8 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to continue to invite and recognize substitute teachers who have served a minimum of ten (10) years to the New Horizons Banquet in the event of their retirement.  
[09-11-04/13-01-16/17-04-12/21-04-14]
- 1.B.9 The Strategic Planning and Research Committee shall initiate a review of Calgary Public Teachers, ATA Local 38's Preferred Futures document every three years.  
[10-04-14/14-03-05/18-05-02/22-03-02]
- 1.B.10 The Local 38 office requires that all communications with publications for external audiences be approved by the President.  
[08-02-06/12-04-11/16-01-13/20-4-15/21-03-03]
- 1.B.11 Local 38 members may serve on no more than three standing committees concurrently.  
[14-03-05/18-05-02/22-03-02]
- 1.B.12 Calgary Public Teachers, ATA Local 38 shall operate a member emergency assistance fund to provide financial support of last resort in emergency situations to members of Local 38.  
[15-03-04/19-04-10]
- 1.B.13 Employees of the Local shall not engage in active campaigning for candidates in Association elections for which they are not part of the electorate.  
[19-01-16]
- 1.B.14 That Local 38 office staff shall publicly post the names of all nominees received for positions on the Executive Committee, as well as the position for which the nominee intends to run, in any general or by-election as soon as such nominations are received by the Local office.  
[20-04-15]
- 1.B.15 That if the Chair of the Elections and Resource committee accepts a nomination for a position in any election for which they would otherwise be the Chief Returning Officer, the role of Chief Returning Officer shall be assigned to one of the Local's Executive Staff Officers by the President.

[20-04-15]

## **ADMINISTRATION OF SCHOOLS**

### **Long Range Policy**

- 2.A.1 Calgary Public Teachers, ATA Local 38, believes that the preservation and expansion of public schools within the Calgary Board of Education is essential to the preservation of democracy. Therefore:
1. all students in all communities should have equitable access to public schools,
  2. newly developed communities should have their own public school when their numbers warrant,
  3. students in new communities who do not have schools and schools in older communities whose numbers do not warrant the continuance of their school, must be assisted in accessing their right to public school services,
  4. schools must be of sufficient size to ensure quality learning conditions for all students and quality working conditions for all teachers,
  5. a school's deteriorating physical and mechanical condition should be a factor when considering its closure, as safe, sanitary public schools are a right of all students,
  6. policies regarding the opening and closing of schools should be transparent, and
  7. policies should provide for long-range planning which will allow stakeholders to prepare for either the opening or closing of a public school.
- [01-04-11/06-06-07/12-04-11/16-01-13]
- 2.A.2 The elimination of standardized testing is an important step towards teachers' ability to personalize learning for all students.  
[17-04-12]
- 2.A.3 Calgary Public Teachers, ATA Local 38 supports the right of every student to receive an appropriate educational program. It is the position of Calgary Public Teachers, ATA Local 38 that teachers who feel unqualified or ill-prepared to teach students with special needs should formally protest such assignments through the appropriate sections of the Code of Professional Conduct and the Declaration of Rights and Responsibilities for Teachers.  
[89-03-08/02-06-05/12-04-11]
- 2.A.4 Calgary Public Teachers, ATA Local 38 supports the principle of integration of special needs school age children into regular classes, provided that the education of other students is not adversely affected, that the child's unique need(s) are best met in that environment, and when consideration is given to the following:
1. provision of ongoing in-service to teachers
  2. provision of adequate information on the special needs student prior to placement in the classroom
  3. preparation of staff, students, parent, and community prior to commencement of the integration program

4. adequate support services, materials, and equipment
5. class size
6. teacher preparation time
7. provision for additional adult assistance where appropriate
8. transportation of students, and
9. accessibility of the building.  
[89-03-08/02-06-05/12-04-11]

- 2.A.5 Calgary Public Teachers, ATA Local 38 believes that adequate funding is essential to the success of any type of inclusion/integration, and further that this funding should be in addition to any regular program funding provided to schools.  
89-03-08/02-06-05/12-04-11]
- 2.A.6 Calgary Public Teachers, ATA Local 38 believes that appropriate support and communication must be in place for all those responsible for the education of students with special needs.  
[89-03-08/02-06-05/12-04-11]
- 2.A.7 The Calgary Board of Education should fund the use of substitutes from a central budget.  
[96-03-13/00-04-12/13-01-16]
- 2.A.8 The Calgary Board of Education should only initiate pilot projects that are:
1. introduced on a specific term trial basis,
  2. voluntary for teacher participation,
  3. fully funded and the source from which such funding is obtained be clearly identified,
  4. monitored and evaluated in a timely manner by teachers and school leaders not directly involved in carrying out the project, as well as a neutral third party the results of which are shared with teachers and the Association,
  5. evaluated for teacher workload implications,
  6. accepted and incorporated only by Board direction after submission of the teachers' evaluation indicating success, and
  7. upon implementation, adequately funded.  
[75-01-08/88-06-08/00-04-12/11-06-01/22-03-02]
- 2.A.9 Calgary Public Teachers, ATA Local 38 recommends to the Calgary Board of Education approval and implementation of the following policies in order to assist teachers in dealing with challenges and difficulties associated with school and program closures or reorganizations:
1. Teachers should be kept fully informed in a timely fashion.

2. Teachers\* impacted should be given priority in determining their next placement.
3. Teachers\* who so desire should be given the choice of following their students to their new school should a position be available.
4. A teacher\* not wishing to follow the students should be considered a priority in system placement procedures.
5. Teachers should be responsible for moving only their personal belongings.
6. Teachers should be granted adequate time (substitute coverage) to move their personal belongings.
7. It is the responsibility of the Calgary Board of Education to provide appropriate personnel and equipment to move CBE property.
8. Should extra working time be necessitated teachers should be compensated at the rate of 1/200 per day or time in lieu.
9. Teachers should provide recommendations regarding the appropriate collection and distribution of their school's supplies and materials.
10. Teachers should have access to all essential instructional resources until the school year's conclusion.

\*Guideline #2, 3 & 4 refer to teachers on continuous contracts.  
[01-04-11/06-06-07/17-04-12]

- 2.A.10 The Calgary Board of Education should establish policy and practices wherein it would advertise all available positions requiring a teaching certificate in order that all professional teaching staff are afforded the opportunity to apply for such positions.  
[75-06-11/78-02-08/83-06-15/85-06-12/95-06-07/06-06-07/17-04-12]
- 2.A.11 The Calgary Board of Education should retain sufficient staff to facilitate satisfactory hiring and transfer processes.  
[75-06-11/78-02-08/86-01-29/96-05-08/08-02-06/19-04-10]
- 2.A.12 Calgary Public Teachers, ATA Local 38 recognizes the challenges and complexities of the role of principal and expresses its support for members who fill this position.  
[96-01-17/01-06-06/06-06-07/17-04-12]
- 2.A.13 A principal should be responsible for only one school and the Calgary Board of Education should appoint school-based administrators on the basis of one principal to each school.  
[96-03-13/01-06-06/06-06-07/17-04-12]
- 2.A.14 Adequate professional support should be provided in the form of "in school" specialists, such as social workers, psychologists, health care professionals and School Resource Officers.  
[90-12-05/94-04-20/97-06-04/01-06-06/06-06-07/17-04-12]
- 2.A.15 School-based administration should communicate annually to parents and students the expectations contained in the Student Code of Conduct as outlined in the Education Act and the Calgary Board of Education regulations regarding student conduct.  
[91-11-13/94-04-20/06-06-07/10-10-06/21-01-13]

- 2.A.16 Any student found in possession of a weapon, or any object being used as a weapon on school property should be formally expelled from the school.  
[91-11-13/94-04-20/00-04-12/12-04-11]
- 2.A.18 In determining the action to be taken and subsequent placement to resolve a formal suspension and/or expulsion of a student, primary consideration should be given for appropriate psychological assessment to determine risk to the safety of CBE employees and students and to the emotional and physical well-being of the victims of assault.  
[91-11-13/94-04-20/00-4-12/10-10-06/21-01-13]
- 2.A.19 Calgary Public Teachers, ATA Local 38 supports and encourages the Calgary Board of Education in its efforts to provide alternate programs for behaviorally and emotionally disturbed students.  
[91-11-13/94-04-20/06-06-07/17-04-12]
- 2.A.20 Calgary Public Teachers, ATA Local 38 opposes teacher school-based fund raising activities for basic instructional resources.  
[87-12-09/97-06-04/08-02-06/19-04-10]
- 2.A.21 Calgary Public Teachers, ATA Local 38 opposes any requirement which compels teachers to sell school supplies and/or services in the school.  
[70-05-06/86-01-29/96-05-08/08-04-09/19-04-10]
- 2.A.22 Student activities considered extracurricular and requiring supplementary funding should be financed through direct payment by the participant(s) and/or through funds generated by a sponsoring group, exclusive of the school's teaching staff.  
[87-12-09/97-06-04/08-02-06/19-04-10]
- 2.A.23 Calgary Public Teachers, ATA Local 38 advocates that the Calgary Board of Education waive after hour school use rental rates for specialist councils providing professional in-service activities and other activities directly related to education.  
[84-06-13/86-01-29/88-06-08/01-06-06/11-11-02/22-03-02]
- 2.A.24 Opportunities for effective teacher collaboration are facilitated by the provision of adequate team time, free from other duties and scheduled during regular school hours.  
[17-04-12/21-01-13]

### **Current Specific Policy**

- 2.B.1 Calgary Public Teachers, ATA Local 38 recommend to the Calgary Board of Education the following:
1. that the Calgary Board of Education provide resources to support schools and programs affected by closure or reorganization. Among the concerns to be addressed would be:
    - staffing
    - packing and moving
    - celebrating
    - transportation
    - professional development
    - counselling

2. that the Calgary Board of Education commence the decision-making process to allow final decisions to be made by the end of March if a school or program is to be closed or reorganized for a subsequent year.  
[01-04-11/06-06-07/10-03-03/14-03-05/18-05-02/22-03-02]
- 2.B.2 Calgary Public Teachers, ATA Local 38 urge the Calgary Board of Education to allow schools greater control over the use of their budgets and that any unexpended amounts be retained by the school for future use.  
[16-02-03/20-04-15]
- 2.B.3 Calgary Public Teachers, ATA Local 38 urge the Calgary Board of Education to report publicly on an annual basis the type, number and disposition of violent incidents in the workplace.  
[10-10-06/14-03-05/18-05-02/22-03-02]
- 2.B.4 Calgary Public Teachers, ATA Local 38 urge the Calgary Board of Education to ensure that when placing a student who requires a Risk Assessment, in order to ensure the safety of CBE employees and students, the principal of the receiving school is provided with a copy of the Risk Assessment prior to the placement of such a student. Relevant information from the Risk Assessment shall be shared with all CBE employees who would require the information. Where needed, protocols must be put in place and those staff involved with the student should receive training to meet any new demands to be placed on them related to this student. This should occur prior to the student arriving at the school.  
[10-10-06/14-03-05/20-04-15]
- 2.B.5 An assault of any kind by a student on a CBE employee or student should result in the formal suspension of the student.  
[91-11-13/94-04-20/00-04-12/10-10-06/21-01-13]

## **COMMUNICATIONS AND PUBLIC RELATIONS**

### **Long Range Policy**

- 3.A.1 Calgary Public Teachers, ATA Local 38 endorses in principle the work of the Calgary Educational Partnership Foundation in fostering positive relationships between schools and businesses.  
[92-11-08/95-06-07/01-06-06/06-06-07/10-11-04/14-03-05]
- 3.A.2 Calgary Public Teachers, ATA Local 38 shall maintain a website to facilitate communication between members that will include, but not be limited to, articles concerning Local activities and issues, and access to pertinent documents.  
[91-04-17/94-04-20/08-11-05/19-05-01]
- 3.A.3 The Visual Identity Standards for Calgary Public Teachers, ATA Local 38, may be amended according to the following process:
  1. Any member of the Local or office staff may submit a proposal for amending the Standards to the Chair of the Communications Committee, copied to the President.
  2. The proposed amendment shall be placed on the agenda for the next scheduled meeting of the Communications Committee.

3. Amendments that are passed by at least a 2/3 majority of the members present at the Communications Committee meeting shall be deemed to take effect immediately.
4. Amendments that are passed by less than a 2/3 majority of the members present at the Communications Committee meeting shall be forwarded to the Executive Committee for dispensation. The amendment proposal shall be placed on the agenda of the next scheduled meeting of the Executive Committee.
5. Amendments passed by a simple majority of the members present at the Executive Committee meeting shall be deemed to take effect immediately.  
[18-05-02]

3.A.4 Calgary Public Teachers, ATA Local 38 shall sponsor scholarships to be awarded annually to eligible students.  
[88-04-13/88-11-09/89-04-12/90-12-05/94-04-20/06-06-07/17-04-12]

### **Current Specific Policy**

- 3.B.1 Calgary Public Teachers, ATA Local 38 electronic communications, other than social media posts and notifications of events sponsored by the Local or Provincial ATA, shall first be approved by the Local Communications Officer, then forwarded to an Executive Staff Officer, or the President for final approval before being posted on the internet.  
[10-04-14/14-03-05/18-05-02/21-03-03]
- 3.B.2 Calgary Public Teachers, ATA Local 38 social networking sites shall be maintained and updated as required by the Local Communications Officer, delegated members of the Communications Committee, an Executive Staff Officer, or the President. All members who access social media accounts must complete the Local's training program prior to be granted access.  
[10-04-14/14-03-05/18-05-02/21-03-03]

## **FINANCE – LOCAL ASSOCIATION**

### **Long Range Policy**

- 4.A.1 The President of Calgary Public Teachers, ATA Local 38 shall be paid a salary equivalent to the maximum salary on the basic salary schedule, plus an allowance equivalent to the maximum administrative allowance of a principal.  
[71-06-09/77-06-08/78-10-11/86-01-29/87-05-13/90-04-18/01-06-06/11-11-02/22-04-06]
- 4.A.2 Committees requesting additional funds totaling \$3,000 or less than their allocated budget line must seek approval from the Executive Committee. Committees requesting additional funds exceeding \$3,000 of their allocated budget must seek approval from the Council of School Representatives.  
[72-04-12/86-01-29/96-05-08/00-06-07/10-11-04/21-04-14]
- 4.A.3 A general accounting of all contingency fund expenses shall be made to the Executive Committee and Council of School Representatives in each month's Statement of Expenses.  
[78-05-10/81-06-10/86-01-29/97-06-04/08-11-05/19-06-06]



- 4.A.4 Kilometrage payments shall be reimbursed on the same basis as the current Provincial Association allowance for travel.  
[01-04-11/06-06-07/09-10-07/21-04-14]
- 4.A.5 Members who incur travel and park fee expenses to attend Summer Conference shall be reimbursed from the Local, based on current Local policy.  
[02-12-04/14-03-05]
- 4.A.6 Calgary Public Teachers, ATA Local 38 shall consider requests from charitable organizations, other agencies, and individuals based upon a direct relationship to the improvement of education.  
[77-11-09/88-01-13/01-06-06/04-01-07/15-03-04]
- 4.A.7 Local 38, ATA shall make an annual donation to the Calgary Youth Science Fair Society equivalent to the sponsorship of two awards plus the cost of trophies, plaques and administration for those awards.  
[69-12-03/80-01-16/83-10-12/86-05-28/88-06-08/90-11-14/94-04-20/97-06-04/00-04-12/03-05-07/14-05-07/17-02-01/20-06-03]
- 4.A.8 That Calgary Public Teachers, ATA Local 38, donate \$1,500.00 annually to the Calgary Young Writers' Conference.  
[17-03-01/21-04-14]
- 4.A.9 That Calgary Public Teachers, ATA Local 38, donate \$550.00 annually to the Calgary Performing Arts Festival.  
[17-03-01/21-04-14]
- 4.A.10 A maximum of \$250.00 may be expended on each gift to an individual in recognition of celebrations, illnesses, or condolences. The recipients of such gifts shall be selected exclusively by the President or the office staff. Gifts are provided on a without-prejudice, without-precedent basis.  
[12-04-11/20-06-03]
- 4.A.11 That Calgary Public Teachers, ATA Local 38 will respectfully acknowledge fund raising for teachers with severe health concerns by:
1. A written expression of compassion to the teacher from the President.
  2. A donation in the amount of \$50.00 for the teacher or an amount as determined by Executive.  
[04-01-07/07-11-07/21-04-14]
- 4.A.12 Calgary Public Teachers, ATA Local 38 will respectfully acknowledge the death of:
1. An active member
  2. A current or former Executive Council member
- by written expression of condolence to the family of the deceased from the President and a donation to the ATA Educational Trust Fund in the amount of \$250.00 in the name of the deceased.  
[89-06-14/94-04-20/97-06-04/01-06-06/04-01-07/07-11-07/09-05-06/20-06-3]

- 4.A.13 Local 38, ATA shall donate \$1.00 per full-time teacher annually to the ATA Educational Trust Fund.  
[85-04-17/88-06-08/90-11-14/94-04-20/97-06-04/99-05-12/03-05-07/14-05-07]
- 4.A.14 The Treasurer shall notify all committee chairs no later than February 1 to submit budget request sheets outlining their committees' proposed budget lines. These budget requests must be submitted to the Treasurer by March 1.  
[10-11-04/14-03-05]
- 4.A.15 The submission of CCTCA fees shall be made in two equal payments in September and January for the convention in that school year with final adjustments made at year end.  
[09-02-04/14-03-05]

### **Current Specific Policy**

- 4.B.1 Meetings of the General Membership, attendance at Summer Conference and the Annual Representative Assembly shall be excluded from the honorarium payments as established in 4.B.4, 4.B.5 and 4.B.6.  
[99-01-13/03-03-05/07-11-07/11-11-02/15-03-04/19-06-06]
- 4.B.2 The allowance for members of Calgary Public Teachers, ATA Local 38 who attend an Emergent Representative Assembly shall follow the expense guidelines for regular Annual Representative Assemblies as set down by the Local 38 Annual Representative Assembly Committee and ratified by the Council of School Representatives.  
[02-02-06/06-06-07/12-04-11/16-01-13/20-06-03]
- 4.B.3 Calgary Public Teachers, ATA Local 38 shall reimburse members for receipted childcare expenses incurred, up to a maximum of \$15.00 per hour to a maximum of \$60.00 per day, while attending Local committee meetings or other activities approved by the President. This policy does not apply to attendance at General Meetings, ARA or Summer Conference.  
[02-11-07/07-11-07/11-11-02/15-03-04/17-03-01/21-04-14]
- 4.B.4 Effective 2021 July 1, members of Calgary Public Teachers, ATA Local 38 Executive Committee, Chairs of other standing committees, Chairs of the Substitute Teachers' and Extended Disability Groups, and members of the Negotiating Sub-Committee receive \$45.00 per meeting to a maximum honorarium of \$90.00 plus travel expenses for attendance at meetings where they are acting in the capacity of their position.  
[03-03-05/03-11-12 /06-06-07/09-10-07/14-03-05/20-06-03/21-06-02]
- 4.B.5 Effective 2021 July 1, all members of Calgary Public Teachers, ATA Local 38 not identified in policy 4.B.4 receive \$35.00 per meeting to a maximum honorarium of \$70.00 plus travel expenses for attendance at meetings held on a normal school day.  
[03-03-05/03-11-12/07-04-18/10-02-03/10-05-05/14-03-05/20-06-03/21-06-02]
- 4.B.6 Effective 2021 July 1, members of Calgary Public Teachers, ATA Local 38 receive \$65.00 per meeting to a maximum honorarium of \$130.00 plus travel expenses for attendance at meetings held on a non-school day.  
[03-03-05/03-11-12/06-06-07/09-10-07/14-03-05/20-06-03/21-06-02]
- 4.B.7 Notwithstanding policies 4.B.4, 4.B.5, and 4.B.6, any two of a Committee Chair, a Vice-President of the Local, and the Local President may jointly decide to disqualify a member from receiving an honorarium in the event that the member fails to attend a majority (50%+) of a meeting.  
[22-01-12]

- 4.B.8 The President and Executive Staff Officers of Calgary Public Teachers, ATA Local 38 and District Representatives shall not receive per diem as established in Local Policies 4.B.4, 4.B.5, and 4.B.6.  
[03-03-05/07-11-07/11-11-02/15-03-04/19-06-06]
- 4.B.9 Calgary Public Teachers, ATA Local 38 provides an honorarium to a substitute teacher, who attends a professional development activity of the Local where substitute coverage is provided to non-substitutes, equivalent to half of the daily rate of pay for substitute teachers specified by the current ATA/CBE Collective Agreement for each half operational day they attend.  
[21-10-06]
- 4.B.10 That members submitting expense claims shall make best efforts to do so by providing appropriate itemized receipts and completed claim forms during the fiscal year in which expenses were incurred.  
[18-11-07/22-04-06]
- 4.B.11 Calgary Public Teachers, ATA Local 38 shall reimburse the costs incurred by members for accommodation other than commercial accommodation while travelling on Local business up to \$75 per trip upon submission of receipts.  
[16-03-02/20-06-03]
- 4.B.12 That Calgary Public Teachers, ATA Local 38, provide financial support for incidental expenses for teachers while attending the Beginning Teachers Conference.  
[17-03-01/20-06-03]
- 4.B.13 That Calgary Public Teachers, ATA Local, 38 provides attendees of the Beginning Teachers Conference with substitute teacher coverage on the days of the conference, funded through the Staff Development Fund (SDF), with no loss of eligibility for attendees in accessing the SDF or other professional development opportunities in that year.  
[17-03-01/20-06-03]
- 4.B.14 That Calgary Public Teachers, ATA Local 38, provide financial support for teachers attending the Leadership Essentials for Administrators (LEA) Conference.
1. When held in Calgary, attendees will receive support to cover incidentals.
  2. When held in Edmonton, attendees will receive support to cover kilometrage, hotel accommodation and subsistence.  
[17-03-01/21-04-14]
- 4.B.15 That Calgary Public Teachers, ATA Local 38 provides attendees of the Leadership Essentials for Administrators (LEA) Conference with substitute teacher coverage on the days of the conference, funded through the Staff Development Fund (SDF), with no loss of eligibility for attendees in accessing the SDF or other professional development opportunities in that year.  
[17-03-01/21-04-14]
- 4.B.16 That Calgary Public Teachers, ATA Local 38, sponsor two (2) teachers to attend the Alberta Teachers' Association's Educational Leadership Academy (ELA).  
[17-03-01/21-04-14]

- 4.B.17 Calgary Public Teachers, ATA Local 38 offer computers, which are fully depreciated for tax purposes and being replaced by the Local, at the depreciated value to the staff member who was using the computer. In the event the staff member refuses the offer, the computer will either be donated to a CBE student or school in need or be offered in the following order to:
1. other staff or members of the Executive Committee,
  2. members who serve on standing committees or the Substitute Teachers Group executive committee,
  3. members of the Council of School Representatives,
  4. the general membership, or
  5. the company which provides computer maintenance to the local. In the event more than one individual within a category expresses interest to purchase a computer, a draw will be held to determine the recipient. A staff member or member of the local shall be eligible to purchase a computer fully depreciated for tax purposes once every six (6) years.

[17-05-03/21-04-14]

- 4.B.18 If a former Local 38 President is no longer an active ATA member and is asked to serve as Past President for the Local, the Local shall reimburse the Past President for the cost of the ATA Associate membership required in order to be able to fill that position.

[18-06-06/22-04-06]

- 4.B.19 That Local 38 of the Alberta Teachers' Association pay out the President's car allowance on a monthly basis. It is understood that this car allowance covers all travel that the president may incur while conducting business on behalf of the Local including travel within city limits.

[17-03-01/21-04-14]

- 4.B.20 The ARA Committee shall establish appropriate expense reimbursement amounts on an annual basis.

[04-12-01/09-10-07/14-03-05/19-06-06]

- 4.B.21 Calgary Public Teachers, ATA Local 38 reimbursement for receipted campaign expenses, excluding alcohol and items that have future monetary value, shall be as follows:

President	\$1,000.00
Vice-Presidents (2)	1,000.00
Treasurer	1,000.00
Elementary School Based Member Reps	450.00
Junior High School Based Member Reps	390.00
Senior High School Based Member Rep	350.00
Professional System Support Based Member Rep	350.00
Principal Member Rep	350.00
Substitute Member Rep	350.00
Communications Committee Chair	1,000.00
Teacher Welfare Committee Chair	1,000.00
Political Action Committee Chair	1,000.00
Professional Development Committee Chair	1,000.00

[08-03-05/12-04-11/15-03-04/19-06-06]

- 4.B.22 Calgary Public Teachers, ATA Local 38 shall provide financial assistance to Local 38 members contesting a position on Provincial Executive Council to a maximum of \$1,000.00 for District Representatives and \$2,000.00 for Table Officer positions after the candidates have accessed all available provincial ATA funding with receipted expenses.  
[14-05-07/15-03-04/19-06-03]
- 4.B.23 Committees and subgroups of Calgary Public Teachers, ATA Local 38 shall restrict the use of their activities/materials budget line to events that are primarily of a professional or political nature.  
[15-04-08/19-06-06]]
- 4.B.24 All committees and subgroups of Calgary Public Teachers, ATA Local 38 shall limit meal cost to \$35.00 per Standing and Ad Hoc committee member when recognizing current committee members for their service.  
[15-04-08/19-06-06]
- 4.B.25 That the Chair of the Calgary Public Teachers, ATA Local 38 Standing or Ad Hoc committee or subgroup shall record the names of those attending dinner on the reverse of the restaurant receipt.  
[15-04-08/22-04-06]
- 4.B.26 Calgary Public Teachers, ATA Local 38 shall second the Teacher Welfare Committee Chair at 0.2 FTE.  
[15-04-08/19-06-06]
- 4.B.27 Calgary Public Teachers, ATA Local 38 shall issue a letter of trading instructions with the signatures of two individuals with signing authority, preferably the President and the Treasurer, when dealing with the investments of the Local.  
[15-05-06/19-06-06]
- 4.B.28 That the President and the Treasurer of Local 38, Calgary Public Teachers be the signatories on all cheques and direct deposits that are issued by the Local, except in emergent situations.  
[18-10-03/22-04-06]
- 4.B.29 That any use of Local funds for the purpose of committee member development follows the procedure outlined below:
1. Conference/development opportunities must be directly relevant to the purpose of the committee, or be related to the work the committee is engaged in.
  2. Committee members selected to participate in conference/development opportunities should demonstrate a commitment to the work of the committee or the Local.
  3. Approval for the use of funds comes via motion from the committee with authority over that budget line.
  4. If timeliness is a factor, a majority decision electronically shall serve as a substitute for a motion made during a committee meeting.

5. The Chair of the committee shall provide written notification of the approval to the Local's business/financial manager.
6. The Chair of the committee shall inform the Executive Committee and the Council of School Representatives of the approval in their next report to each of those groups.
7. Upon conclusion of the conference/development opportunity, the participating member shall provide the approving committee with a written report summarizing key learnings.

[20-04-15]

- 4.B.30 School Representatives at each worksite in the Calgary Board of Education, and each non-school worksite identified by section 8.6 of the Local 38 Constitution, shall be eligible to claim site expenses to a maximum of \$4.00 per member per school year, with a minimum of \$200.00 per worksite to provide for smaller schools.

[21-01-13]

- 4.B.31 School Representatives shall have the discretion to use CSR site expenses in whatever manner they deem appropriate in order to build member engagement in the Association, excepting that site expenses not be used for the purchase of alcohol or other substances prohibited by Calgary Board of Education policy.

[21-01-13]

- 4.B.32 Finance Committee will convene a Surplus Allocation sub-committee in years where the previous end-of-year budget surplus is greater than \$50,000.00.

[21-05-05]

- 4.B.33 Any budget surplus of greater than \$50,000.00 at the end of the fiscal year shall be allocated as follows:

1. A maximum of 80 per cent of the surplus amount be allocated to unrestricted reserves, and
2. A minimum of 20 per cent of the surplus amount be allocated to the new budget year, with the Finance Committee's Surplus Allocation sub-committee deciding on how best to expend these funds.

[21-05-05]

- 4.B.34 Calgary Public Teachers, ATA Local 38 provides substitute teachers with an honorarium equivalent to half of the daily rate of pay for substitute teachers specified by the current ATA/CBE Collective Agreement for each half operational day the teacher is required to spend on Local business. Notwithstanding policies 4.B.4 and 4.B.5, a substitute teacher in receipt of an honorarium in accordance with this policy shall not be entitled to a per-diem or travel expenses associated with that day.

[21-06-02]

## **GENERAL**

### **Long Range Policy**

- 5.A.1 Calgary Public Teachers, ATA Local 38 works collegially and collaboratively with the Calgary Board of Education in decision-making and communications.  
[93-03-17/96-05-08/97-06-04/02-01-09/06-06-07/10-03-03/21-01-13]
- 5.A.2 Calgary Public Teachers, ATA Local 38 believes the United Way is a substantial benefit to both the community and schools.  
[91-10-09/94-04-20/97-06-04/01-06-06/06-06-07/13-01-16]

### **Current Specific Policy**

- 5.B.1 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to develop an annual teacher transfer process that reflects the following:
1. all teachers shall be treated with dignity, respect and without prejudice,
  2. the teacher transfer process be adhered to throughout the system,
  3. all available positions be posted immediately as they become available,
  4. positions be advertised according solely to their instructional assignment,
  5. advertisements for positions contain details of any changes to the terms of employment,
  6. any teacher employed by the Calgary Board of Education shall be permitted to apply for any teacher posting,
  7. all teachers should be provided the opportunity to voluntarily relinquish their position within a school,
  8. a candidate from a short list be chosen for a position unless the position is re-posted,
  9. making positions and programs more appealing in those schools which have difficulty attracting experienced teachers,
  10. procedures be developed that promote and facilitate healthy movement of teachers within the system,
  11. procedures be developed that promote and facilitate movement across divisions when requested by the teacher, and
  12. procedures be developed that promote and facilitate equal opportunities for access to leadership positions throughout the system.
- [90-12-05/94-04-20/97-06-04/02-05-01/08-06-04/13-01-16/17-04-12/21-04-14]

## **POLITICAL ACTION**

### **Long Range Policy**

- 6.A.1 Local 38, ATA should make provisions for annual political engagement events.  
[79-10-10/86-01-29/88-06-08/01-06-06/11-11-02/20-06-03]

### **Short Range Policy**

- 6.B.1 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to organize, on an annual basis, opportunities for collaborative engagement with the political leadership of Local 38 related to:
1. The translation of the Alberta Government education funding framework into the resource allocation method (RAM), and
  2. The operationalization and implementation of changes to the resource allocation method (RAM).  
[21-05-05]
- 6.B.2 Calgary Public Teachers, ATA Local 38 shall, on an annual basis, organize a meeting with senior leadership in the Calgary Board of Education to present and discuss a summary of local policy positions that seek to impact and influence the Calgary Board of Education.  
[21-05-05]

## **PROFESSIONAL DEVELOPMENT**

### **Long Range Policy**

- 7.A.1 The Calgary Board of Education should provide opportunity for ATA Local 38 input into the allocation of any professional development funds granted to the Board by the Department of Education.  
[85-02-06/95-06-07/08-11-05/19-05-01]
- 7.A.2 Calgary Public Teachers, ATA Local 38 advocates that where there are mandated Alberta Education or Calgary Board of Education initiatives that require teacher in-service, the time and sustained funding be built into the implementation plan of said initiatives, and be provided exclusive of designated professional development days.  
[82-01-08/84-06-13/88-06-08/01-06-06/12-10-03]
- 7.A.3 The Calgary Board of Education should offer in-servicing for teachers to assist in dealing with workplace violence in Calgary schools.  
[90-12-05/94-04-20/01-06-06/07-11-07/20-06-03]



## **Current Specific Policy**

- 7.B.1 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to increase the funding to the Staff Development Fund and Professional Improvement Fellowship to ensure sufficient, equitable and ongoing professional development opportunities for all teachers.  
[12-10-03/16-01-13/20-06-03]
- 7.B.2 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to supplement the Staff Development Fund with additional funding to cover substitute teacher costs for teachers participating in professional development activities approved under the Staff Development Fund guidelines.  
[16-01-13/20-06-03]

# **TEACHER EDUCATION AND CERTIFICATION**

## **Long Range Policy**

- 8.A.1 Practicum programs should benefit student teachers without jeopardizing the normal function of the school.  
[75-12-10/86-01-29/96-05-08/08-11-05/19-05-01]
- 8.A.2 In any practicum program a sufficient number of highly qualified teachers should be seconded full-time by the university to work in all phases of the practicum.  
[75-12-10/86-01-29/96-05-08/08-11-05/19-05-01]
- 8.A.3 Practicum programs should consist of planned learning experiences which are defined by university and school personnel working cooperatively and which are subject to continuous evaluation.  
[75-12-10/86-01-29/96-05-08/08-11-05/19-05-01]

# **TEACHER WELFARE – WORKING CONDITIONS**

## **Long Range Policy**

- 9.A.1 All teachers of Calgary Public Teachers, ATA Local 38 shall refrain from performing non-professional duties during a work stoppage by other CBE employees.  
[71-01-09/86-01-29/96-05-08/08-04-09/19-05-01]
- 9.A.2 The collective agreement should contain class size and composition provisions that provide for effective teaching and learning conditions, provide a reasonable workload for teachers and meet safety concerns in curriculum specific classes.  
[84-04-11/88-06-08/01-06-06/12-05-02]
- 9.A.3 Displaced administrators should be placed in equivalent designations before any new administrative appointments are made.  
[84-03-14/86-01-29/88-06-08/01-06-06/11-06-01/22-06-01]

- 9.A.4 Calgary Public Teachers, ATA Local 38 advocates that the Calgary Board of Education should provide for and maintain a supply of substitute teachers sufficient to meet demand.  
[72-02-09/78-02-08/86-01-29/96-05-08/08-04-09/19-05-01]
- 9.A.5 The granting of non-instructional time as compensation for exceptional workload related to curricular programs is a legitimate staff deployment decision.  
[93-04-21/96-05-08/01-06-06/06-06-07/14-04-09/20-04-15]
- 9.A.6 All teachers must be provided with adequate time during school hours for lesson preparation and other professional duties.  
[69-05-07/86-01-29/96-05-08/08-04-09/19-05-01]
- 9.A.7 Teachers should be entitled to a minimum 45-consecutive-minute lunch break free from duties and responsibilities.  
[78-01-11/86-01-29/96-05-08/12-05-02]
- 9.A.8 For a given teacher, any activity which is directly related to, or a natural extension of, that teacher's teaching assignment should be considered assigned time.  
[93-06-02/03-06-04/14-04-09]
- 9.A.9 Teacher participation in school-sponsored extra-curricular activities should be considered voluntary, wherein voluntary is deemed to mean initiated solely by the teacher motivated by neither promise nor threat.  
[93-04-21/03-05-07/14-04-09]
- 9.A.10 Staff deployment is defined as a shared responsibility based upon the collegial model of decision making, as described in the Staff Involvement in School Decisions document (2022 April, as amended from time to time).  
[93-04-21/03-01-08/14-04-09]
- 9.A.11 Calgary Public Teachers, ATA Local 38 supports the following model for staff deployment:
1. Principals and teachers share a responsibility to ensure that all staff members secure the most appropriate placement in any given school term, bearing in mind the program and personnel limitations which are an integral part of the particular school environment.
  2. Principals have a duty to consult with their staff with respect to staff deployment.
  3. Principals have a duty to take into account individual submissions when developing an overall school plan for deployment of professional staff.
  4. Principals should present one or more preliminary plans for staff deployment at a staff meeting following receipt of area projections and related staffing data. The staff should respond to the options presented through written and/or oral submissions. It is understood that September enrolment figures may require alterations in the plan.
  5. A consensus of all teaching staff should be obtained before finalizing the staff deployment plan.
  6. The principal has the final authority to make staff deployment decisions where they are unable to obtain a consensus of teaching staff.

7. The final plan for staff deployment should be promptly circulated to all staff.
8. Any teacher not receiving their preferred placement or assignment who requests reconsideration should be able to obtain a rationale for that decision from the principal.  
[93-04-21/00-04-22/03-05-07/14-04-09]

9.A.12 Calgary Public Teachers, ATA Local 38 opposes the use of (1) technical teachers in technical areas other than those of their specialty, (2) unqualified teachers in technical areas, and (3) teachers outside their area of specialization.  
[68-03-12/86-01-29/96-05-08/97-06-04/08-04-09/19-06-06]

9.A.13 The Calgary Board of Education should ensure that the health, safety and optimal learning/teaching conditions for students/teachers be a priority in the planning, construction and renovation of schools and other Calgary Board of Education buildings.  
[90-01-17/95-06-07/01-06-06/06-06-07/17-04-12]

9.A.14 Periodic renovation and maintenance activities on schools should be performed outside of regular school operating times when possible and, where required to be performed during regular school operating time, be conducted only where satisfactory standards regarding minimal health and safety conditions are enforced.  
[86-02-12/88-06-08/01-06-06/11-06-01/22-06-01]

### **Current Specific Policy**

9.B.1 The Calgary Board of Education should give teachers a choice regarding transfers or placements to and from schools on a modified calendar.  
[96-03-13/01-06-06/06-06-07/10-02-03/14-04-09/18-05-02/22-06-01]

9.B.2 Calgary Public Teachers, ATA Local 38 urges the Calgary Board of Education to establish a process to assist teachers in securing a priority placement into another school when a school is converting to or from a modified calendar or when the school's program is being significantly modified.  
[96-03-13/01-06-06/06-06-07/10-02-03/14-04-09/18-05-02/22-06-01]

9.B.3 Reassignment of any teacher or administrator due to a school or program closure or reorganization should be done only after collaboration has taken place with the individual being reassigned.  
[84-03-14/88-06-08/95-06-07/02-01-09/06-06-07/10-02-03/14-04-09/18-05-02/22-06-01]

9.B.4 The Calgary Board of Education should advertise to its employees the channels through which environmental health and safety concerns can be addressed.  
[90-01-17/95-06-07/01-06-06/06-06-07/10-02-03/14-04-09/21-01-13]

## **TECHNOLOGY AND EDUCATION**

### **Current Specific Policy**

10.B.1 The Calgary Board of Education should consult with Calgary Public Teachers, ATA Local 38 when considering actions pertaining to the application of technology to education when such applications impact teachers.  
[86-04-16/94-04-20/97-06-04/01-06-06/10-11-04/14-05-07/18-05-02/22-04-06]

- 10.B.2 The Calgary Board of Education should allocate necessary resources to provide leadership and support for the instructional use of technology.  
[90-10-10/94-04-20/97-06-04/01-06-06/10-11-04/14-05-07/18-05-02/22-04-06]
- 10.B.3 The Calgary Board of Education should provide adequate time and resources to enable ongoing professional development for teachers to upgrade skills in the use and application of technology.  
[10-11-04/14-05-07/18-05-02/22-04-06]
- 10.B.4 The Calgary Board of Education should regularly review the efficacy of the software being used by the CBE to determine if it meets the needs of the teaching and learning process.  
[10-11-04/14-05-07/18-05-02/22-04-06]
- 10.B.5 The Calgary Board of Education should maintain an appropriate student-teacher ratio when educational technology is used to enhance teaching and learning.  
[10-11-04/14-05-07/18-05-02/22-04-06]
- 10.B.6 The Calgary Board of Education should provide teachers with a current, networked computer and appropriate software for use at their school or work location, the cost to be borne from general rather than decentralized school budgets.  
[99-12-01/03-05-07/10-11-04/14-05-07/20-04-15]
- 10.B.7 The Calgary Board of Education should recognize the economic and social diversity of Calgary families when considering policies that would require the purchase or utilization of educational technology at home.  
[10-11-04/14-05-07/18-05-02/22-04-06]

AN/mh