



MEMORANDUM

March 11, 2025
Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair

ORIGINATOR Lorraine Stewart, Board Chair

GOVERNANCE POLICY Board Policy 8: Board Committees and Representation

ADDITIONAL REFERENCE Education Plan 2024-2027
Board Policy 2: Role of the Board

SUBJECT **STUDENT CONDUCT AD HOC COMMITTEE TERMS OF REFERENCE**

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves the Student Conduct Ad Hoc Committee Terms of Reference as presented at the Regular Meeting of March 11, 2025.

BACKGROUND

The Student Conduct Ad Hoc Committee was approved at the Regular Board Meeting on February 18, 2025.

The Ad Hoc Committee Terms of Reference have been developed for Board approval.

The Ad Hoc Committee will provide a Report and Recommendation to trustees at the Regular Board Meeting of May 2025, and will complete all work by June 30, 2025.

LS:kz



Parkland School Division Board Policy 8

STUDENT CONDUCT AD HOC COMMITTEE TERMS OF REFERENCE

Purpose:

1. The purpose of the Student Conduct Ad Hoc Committee is to conduct an in-depth study into the most appropriate local and provincial advocacy strategies to address student conduct and behaviour.

Powers and Duties:

2. The Student Conduct Ad Hoc Committee will:
 - 2.1. Review the Parkland School Division (PSD) Administrative reports and data to determine the number and types of suspensions, expulsions, and discipline hearings over the past three years.
 - 2.2. Review the strategies of PSD to address student conduct and behaviour.
 - 2.3. Board Chair to send [Student Conduct and Discipline Report](#) to the Alberta School Boards Association(ASBA) Board Chair and ask if they receive a similar report and if they are noticing a similar trend in student conduct and discipline in Grades 5-7 and if they could share strategies to address student conduct and behaviour in their divisions.
 - 2.4. Request Alberta School Boards Association Zone 2/3 representatives to request a question be placed on an upcoming agenda for Generative Discussion related to student conduct and behaviour in their divisions and strategies to address student conduct and behaviour, with one month's notice to Trustees so they can ask their administration.
 - 2.5. Request Public School Boards' Association of Alberta Council representatives to request a question be placed on an upcoming agenda for Generative Discussion related to student conduct and behaviour in their divisions and strategies to address student conduct and behaviour, with one month's notice to Trustees so they can ask their administration.
 - 2.6. Gather other data and research, as required.
3. The Ad Hoc committee will present a recommendation to the May 2025 Parkland School Division Board meeting.

Membership / Quorum:

4. Membership in the Student Conduct and Behaviour Ad Hoc Committee shall consist of:
 - 4.1. Three (3) trustees:
 - 4.1.1. One Trustee who sits as a representative of the Alberta School Board Association;
 - 4.1.2. One Trustee who sits as a representative of the Public School Boards' Association of Alberta; and
 - 4.1.3. One Trustee appointed by the Board.
 - 4.2. Other PSD staff may attend/be appointed as necessary.

- 4.3. One member of the Senior Administrative Team as appointed by the Superintendent.
- 4.4. Board Chair may attend as ex-officio.
- 4.5. A Committee Chair will be selected from the Committee membership.
- 4.6. A notetaker will be selected by the Committee membership.

Decision-Making Process:

5. All decisions of the Student Conduct and Behaviour Ad Hoc Committee shall be made by consensus.

Meetings:

6. Meeting dates will be set by consensus.
7. Meetings will be closed to the public.

Termination of the Committee:

8. The Ad Hoc committee will be disbanded following the June 2025 Board meeting.