



DATE: August 24, 2022

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Jonathan Konrad, Deputy Superintendent

GOVERNANCE POLICY: [Policy 110 – Welcoming Inclusive, Safe and Healthy Environments](#)
[Policy 115 – Sexual Orientation and Gender Identities](#)
[Policy 120 – Harassment](#)
[Policy 900 – Student Conduct and Discipline](#)

ADDITIONAL REFERENCE: [AP900 – Student Conduct](#)
Education Act: Section 35, 35.1

SUBJECT: Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments

PURPOSE:

For information.

BACKGROUND:

At the June 22, 2022, Public Board Meeting, Trustees approved *Policy 110 – Welcoming Inclusive, Safe and Healthy Environments*. Attached for Trustee information is *Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments* with amendments.

Administration is prepared to respond to questions at the August 24, 2022, Public Board meeting.

ATTACHMENT(S):

1. Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments – Changes Accepted
2. Administrative Procedure 711 – Employee Conduct – Welcoming Inclusive, Safe and Healthy Environments – Tracked Changes



PURPOSE

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, inclusive, equitable, safe and healthy environment for all students and employees.

The Board believes that each student and staff member have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.

The Board believes that all members of a school community share the responsibility to foster respect for diversity and promote equity, inclusion and human rights.

PROCESS

The Deputy Superintendent Education Services is responsible for maintaining this Administrative Procedure.

PROCEDURE

Definitions:

Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

Discrimination: negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, gender identity or gender expression.

- References:
- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
 - Board Policy: 115 Sexual Orientation and Gender Identities
 - Board Policy: 120 Harassment
 - Board Policy: 900 Student Conduct and Discipline
 - Admin Procedure: 900 Student Conduct
 - The Education Act: Section 35, 35.1
 - Vision, Mission and Values Statement
 - Canadian Charter of Rights and Freedoms
 - Alberta Human Rights Act
 - Freedom of Information and Protection of Privacy Act
 - [Guidelines for Best Practices: Alberta Government](#)



Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

Intimidation: intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

School Community: students enrolled in the school and their parents/guardians; children enrolled in an Early Childhood Services program at the school and their parents/guardians; the school staff; and other persons who have an interest in the school.

1. Principals shall:

- 1.1 ensure all staff members share responsibility for proactively creating and maintaining welcoming, inclusive, equitable, safe and healthy learning environments that acknowledge and promote understanding, respect and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community;
- 1.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights;
- 1.3 provide equity of opportunity, and access to programs, services, and resources to support all students in realizing their full potential;
- 1.4 immediately grant permission for the establishment of a student organization or the holding of an activity at the school;
- 1.5 a reasonable time from the date the principal receives the request, designate a staff member to serve as a staff liaison;

References:

- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
- Board Policy: 115 Sexual Orientation and Gender Identities
- Board Policy: 120 Harassment
- Board Policy: 900 Student Conduct and Discipline
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Responsible Administrator: Deputy Superintendent, Education Services

- 1.6 inform students of their right to select a respectful and inclusive name for the organization or activity, including the name Gay Straight Alliance or Queer Straight Alliance, after consulting with the Principal;
- 1.7 be responsible for ensuring that any notification of a student organization or activity is limited to the fact of the establishment of the organization or holding of the activity;
- 1.8 immediately inform the Deputy Superintendent if no staff member is available to serve as a staff liaison;
 - 1.8.1 The Superintendent shall communicate with the Minister should a staff member not be available to serve as a staff liaison.
- 1.9 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying, whether they occur in person or in digital form, on or off school property;
- 1.10 create a clear reporting and investigative process and a safe environment for students, parents/guardians, staff and members of the school community to bring concerns forward in a timely manner;
- 1.11 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;
- 1.12 establish and maintain a written student code of conduct; and
- 1.13 hold everyone under their authority accountable for their behaviour and actions such as discrimination, intimidation or bullying; and work with staff, students and families to provide supports and resolve issues and concerns in a timely fashion.

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- Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments
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2. Teachers shall:
 - 2.1 help all students work to their full potential and develop their sense of self-worth;
 - 2.2 assist students to be empathetic leaders in their classroom, school and community by building positive social, leadership and resiliency skills;
 - 2.3 maintain standards of behaviour for all students to contribute to a positive school climate; and
 - 2.4 communicate regularly and meaningfully with parents/guardians and report incidents of discrimination, intimidation and bullying, to administration and assist administration when conducting an investigation into such incidents.
3. Students and families play an important role in creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments.
4. Students, parents and guardians have the responsibility to meet the expectations as outlined in Policy 900 - Student Conduct and Discipline and Administrative Procedure 900 - Student Conduct.

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Responsible Administrator: ~~Deputy~~Associate Superintendent
Education Services

PURPOSE

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, ~~inclusive~~earing, ~~respectful and equitable~~, safe and ~~healthy~~ working and learning environment for all students and employees.

The Board believes that each student and staff member have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.

The Board believes that all members of a school community share the responsibility to foster respect for diversity and promote equity, inclusion and human rights.

PROCESS

The ~~Deputy -Associate~~ Superintendent Education Services is responsible for maintaining this Administrative Procedure.

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Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

- References:
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 - Board Policy: 115 Sexual Orientation ~~and~~, Gender Identitiesy and Gender Expression
 - Board Policy: 120 Harassment
 - Board Policy: 900 Student Conduct and Discipline
 - Admin Procedure: 900 Student Conduct
 - The Education Act: Section ~~35, 35.146~~
 - Vision, Mission and Values Statement
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Responsible Administrator: ~~Deputy~~ **Associate** Superintendent
Education Services

Intimidation: intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

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- 1.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights;
- 1.3 provide equity of opportunity, and access to programs, services, and resources to support all students in realizing their full potential;
- 1.4 immediately grant permission for the establishment of a student organization or the holding of an activity at the school;
- 1.5 a reasonable time from the date the principal receives the request, designate a staff member to serve as a staff liaison;
- 1.6 inform students of their right to select a respectful and inclusive name for the organization or activity, including the name Gay Straight Alliance or Queer Straight Alliance, after consulting with the Principal;

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Responsible Administrator: ~~Deputy~~ **Associate** Superintendent
Education Services

- 1.7 be responsible for ensuring that any notification of a student organization or activity is limited to the fact of the establishment of the organization or holding of the activity;
 - 1.8 immediately inform the ~~Associate~~ **Deputy** Superintendent if no staff member is available to serve as a staff liaison;
 - 1.8.1 The Superintendent/~~CEO~~ shall communicate with the Minister should a staff member not be available to serve as a staff liaison.
 - 1.9 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying, whether they occur in person or in digital form, on or off school property;
 - 1.10 create a clear reporting and investigative process and a safe environment for students, parents/guardians, staff and members of the school community to bring concerns forward in a timely manner;
 - 1.11 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;
 - 1.12 establish and maintain a written student code of conduct; **and**
 - 1.13 hold everyone under their authority accountable for their behaviour and actions such as discrimination, intimidation or bullying; and work with staff, students and families to provide supports and resolve issues and concerns in a timely fashion.
2. Teachers shall:
- 2.1 help all students work to their full potential and develop their sense of self-worth;

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Responsible Administrator: ~~Deputy~~ **Associate Superintendent**
Education Services

- 2.2 assist students to be empathetic leaders in their classroom, school and community by building positive social, leadership and resiliency skills;
 - 2.3 maintain standards of behaviour for all students to contribute to a positive school climate; and
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