



Date: February 28, 2024 **Agenda Item:** 8.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)

Additional Reference: [Board Policy 105: Vision, Mission and Values](#)
[Board Policy 115: Sexual Orientation and Gender Identities](#)
[Board Policy 900 - Student Conduct and Discipline](#)
[Administrative Procedure 711: Employee Conduct - Welcoming Inclusive, Safe and Healthy Environments](#)
Education Act: Sections 16, 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

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Ensuring First Nations, Métis, and Inuit Education for All Students
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments**

Purpose:
For information.

Background:
Board Policy 105, defines the Division’s Vision, Mission and Values: “Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential”.

Policy 110 captures the Board’s governance statement for harassment:

The Board believes it is the collective responsibility of all those involved with the Division to create and maintain positive cultures in our schools and workplaces. As such, the Board is committed to providing environments free from harassment, bullying, discrimination and violence.

Policy 110 was updated to capture volunteers, as per Board request, and will go to the February 28, 2024, Committee of the Whole for further input and review. Administration has reviewed the correlated Administrative Procedure, *AP711 Welcoming Inclusive, Safe and Healthy Environments*, and updated the procedure to ensure it also captured volunteers and all members of the school community to uphold the commitment of the Board of Trustees to foster a learning and working environment free from violence and harassment as outlined in Policy 110. The AP establishes a comprehensive framework outlining the Division's stance against such acts and provides procedures to address them, emphasizing roles and responsibilities to ensure a safe and respectful environment.

Administration is prepared to respond to questions at the February 28, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments - Tracked Changes

Welcoming Inclusive, Safe and Healthy Environments

Responsible Administrator: Deputy Superintendent Education Services

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~~ **staff, and members of the school community.**

The Board believes that ~~each student and staff member~~ **everyone has** 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.

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;

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;

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;

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.

References:

[Policy 105: Vision, Mission and Values](#)

[Board Policy: 110 Welcoming Inclusive, Safe and Healthy Environments](#)

[Policy 115: Sexual Orientation and Gender Identities](#)

~~[Board Policy: 120 Harassment](#)~~ [Administrative Procedure 717: Workplace Violence and Harassment](#)

[Board Policy: 900 Student Conduct and Discipline](#)

[Admin Procedure: 900 Student Conduct](#)

[The Education Act: Section 35, 35.1](#)

[Canadian Charter of Rights and Freedoms](#)

[Alberta Human Rights Act](#)

[Freedom of Information and Protection of Privacy Act](#)

History

2020 Jan 29 Initial Approval

2022 Jun 22 Amended