

WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING ENVIRONMENTS FOR STUDENTS AND STAFF

Background

In Living Waters Catholic Regional School Division our mission states: “Our goal is that every child who enters our doors will graduate from a faith-filled safe and caring environment prepared for future success.”

In alignment with our mission statement, the Division is committed to ensuring that each student enrolled in a school operated by the Division and each Division employee is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.

The *School Act* requires the Division to establish, implement, and maintain a policy respecting the Division’s obligation under the *School Act* to provide a welcoming, caring, safe and respectful, and safe learning environment. The *School Act* also requires the Division to reproduce the text of certain *School Act* sections in the policy. The Division’s policy is this Administrative Procedure together with the Council of Catholic School Superintendent of Alberta (CCSSA) Life Framework.

The *School Act* also requires the District to establish a student code of conduct that addresses bullying behaviour. The Division’s student code of conduct is Administrative Procedure 350.

Definitions

For the purposes of this Administrative Procedure:

“Bullying” - has the same meaning as under the *School Act*;

“Division: - means the Living Waters Catholic Regional Division No. 42; and

“Parent” - includes legal guardian.

Procedures

1. Division Responsibilities and Bullying

1.1. Each Division employee must ensure that his or her conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.

1.2. The Division and each school operated by the Division must provide support for students who are impacted by and who engage in bullying behaviour.

1.3. Each student enrolled by the Division must:

1.3.1 Promote awareness and understanding of bullying and its consequences in the school community.

2. Support for Student Organizations

2.1. Each Division employee must comply with all provisions under the *School Act* respecting support for student organizations, including in particular the following provisions under the *School Act*:

16.1(1) If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall

a) immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and

b) subject to subsection (4), within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity.

(3) The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer-straight alliance,” after consulting the principal.

(3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance.”

(4) The principal shall immediately inform the board and Minister if no staff member is available to serve as a staff liaison referred to in subsection (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.

(6) The principal is responsible for ensuring that notification, if any, respecting voluntary student organization or an activity referred to in subsection (1) is limited to the fact of the establishment of the organization or the holding of the activity.

45.1(4)(c) [T]he principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in [subsection (1) of section 16.1 of the School Act] [...] is otherwise consistent with the usual practices relating to notifications of other student organizations and activities[.]

- 2.2 A principal who carries out functions under section 16.1 of the School Act should refer to the CCSSA Life Framework, as amended from time to time, and use it as a resource guide.
 - 2.3. The Division may disclose personal information only if it is authorized to do so under legislation that governs such disclosure, which, depending on circumstances, may include the *Freedom of Information and Protection of Privacy Act*, the *School Act*, the *Children First Act*, and the *Child, Youth, and Family Enhancement Act*.
3. Student Code of Conduct
 - 3.1. The Division must establish a Division-Wide student code of conduct that:
 - 3.1.1. contains a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful, and safe learning environments;
 - 3.1.2 supports the Division's Mission, Value, and Vision Statements;
 - 3.1.3. addresses bullying behaviour
 - 3.1.4. contains one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means;
 - 3.1.5. contains one or more statements about the consequences of unacceptable behaviour, which takes into account the student's age, maturity, and individual circumstances and ensures that the Division provides support for students who are impacted by inappropriate behaviour and students who engage in inappropriate behaviour; and
 - 3.2 Each school operated by the Division must:
 - 3.2.1. create a school-specific student code of conduct that supplements the Division student code of conduct with statements about school-specific unacceptable behaviours; and
 - 3.2.2. reproduce both the Division-Wide student code of conduct and the school-specific student code of conduct in student handbooks or documents that the school provides to students at the start of the school year.

4. Availability of Policy and Code of Conduct

4.1. The Division must:

4.1.1. make this Administrative Procedure and Administrative Procedure 350 (the student code of conduct) available throughout the year in a prominent location of the Division's public website;

4.1.2. display the URL of this procedure and the student code of conduct on the Division's public website in a place clearly visible to students in each school;

4.1.3. on request, provide a copy of this procedure and the student code of conduct to an individual;

4.1.4. by June 30 of each year, review this procedure and the student code of conduct and research a Board of Trustees motion that confirms the review on the Division's public website;

4.1.5. comply with any further requirements respecting a procedure or student code of conduct established by the Alberta Minister of Education by order; and

4.1.6. make any order of the Alberta Minister of Education under subsection (8) of section 45.1 of the *School Act* available in a timely manner in a prominent location on the Division's public website.

5. Rights and Discrimination

5.1. Subject to the right and responsibility of the Division to provide education programs to students through separate schools in such a ways that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, the Division affirms the rights each student and employee as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* and will not discriminate against students and employees as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

References:

School Act
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Canadian Charter of Rights and Freedoms