

# #10 Respectful Learning and Working Environments

## BOARD POLICY

**Board Approval:** November 28, 2018  
**Effective Date:** December 1, 2018  
**Amendment Dates:** March 2, 2022  
**Review Dates:** March 1, 2025

## PURPOSE

Creating and maintaining a respectful learning and working environment is a shared responsibility of all stakeholders and supports an inclusive culture for all community members to thrive.

## DEFINITIONS

**Act** – a formal piece of legislation, approved by a legislature or other authority. Specific to this policy, Act means the Alberta Human Rights Act, RSA 2000, c. A-25.5, as amended

**Board** – the Boards of Governors / Directors of HLG

**Employee** – an individual who is working under an employment relationship with HLG

**Harassment** – Any conduct, comment, gesture or physical contact that a reasonable person should know would be unwelcome, inappropriate or otherwise offensive to an individual or group of individuals. Harassment includes the following categorizations:

- a) **Discriminatory Harassment** – A form of harassment based on the protected grounds outlined within the Act and is against the law. This includes race, religious beliefs, colour, gender, gender identity, gender expression, place of origin, physical disability, mental disability, age, ancestry, marital status, source of income, family status or sexual orientation;
- b) **Non-Discriminatory Harassment** – A form of harassment, while not covered by human rights legislation, which is inconsistent with organizational values and desired interpersonal behaviours, and may breach occupational health and safety (OH&S) legislation; and
- c) **Bullying** – A conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. Bullying can be verbal, social, physical, or digital. It can occur between individuals, within a peer group, or between groups. All forms of bullying are considered harassment and will be investigated as such.

**HLG** – Headwater Learning Group, the term for three independent charitable organizations-Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation

**Respect** – treatment and consideration of others with the highest degree of dignity, equality and trust

**Representatives** – directors and contractors of HLG

**Reprisal** – a measure taken in retaliation, direct or counselled, that leads to an adverse employment action, as a result of reporting Wrongdoing

**Retribution** – The act of inflicting punishment on someone as vengeance for a perceived wrong

**Student** – student enrolled in Calgary Academy

**Stakeholder** – employees, representatives, students, parents, community members, or individuals who share a common interest in HLG

## GUIDELINES

1. HLG is committed to providing a safe and caring learning environment, which fosters a sense of belonging and mutual respect.
2. Each Student, Employee and Representative within the School has the right to learn and work in an environment that promotes equity, diversity and inclusion for all persons.
3. HLG affirms the rights of all Students, Employees and Representatives supported in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms.
4. In collaboration with Stakeholders, HLG is committed to creating a respectful environment by:
  - a) Maintaining a common understanding of expectations and behaviours to support this culture; and
  - b) Taking timely action to address behaviours inconsistent with a culture of mutual respect.
5. HLG expects diversity of perspectives to arrive at the best decisions. While we recognize that conflict and disagreement may occur as a result, Stakeholders are expected to work towards resolution that contributes to a healthy, safe, productive environment.
6. Behaviours such as Harassment, discrimination, and disrespect connected to the School community, at any time, contravenes the spirit of this policy.
7. It is the right of Stakeholders to respond, in good faith, to incidents of behaviour inconsistent with the desired culture of HLG. Additionally, all forms of Retribution or Reprisal are contradictory to this culture and will be addressed.
8. The Personal Information Protection Act governs the disclosure of personal information in accordance with this Policy.
9. Any Student or Employee found to be in breach of this policy will be disciplined, up to and including expulsion, or termination for cause.

### **Student Organizations**

10. HLG supports Student organizations and activities in accordance with the Education Act.
11. The Principal is responsible for ensuring that notification of a voluntary student organization or activity is consistent with practices relating to notifications of other student organizations and activities.

- 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 to 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) permit the establishment of the student organization or the holding of the activity at the school; and
  - b) 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.
- 2) For the purposes of subsection (1), an organization or activity includes an organization or activity that promotes equality and non-discrimination with respect to, without limitation, race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status or sexual orientation, including but not limited to organizations such as gay-straight alliances, diversity clubs, anti-racism clubs and anti-bullying clubs.
- 3) The students may select a respectful and inclusive name for the organization, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the principal.
- 4) The principal shall immediately inform the board and the 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.
- 5) If a staff member indicates to a principal a willingness to act as a staff liaison under subsection (1),
  - a) a principal shall not inform a board or the Minister under subsection (4) that no staff member is available to serve as a staff liaison; and
  - b) that staff member shall be deemed to be available to serve as the staff liaison.

Education Act, Section 35.1(1)

## REFERENCES

Alberta Education Professional Practice Standards, Ministerial Order #001/2020, #002/2020, #003/2020

Alberta Human Rights Act, RSA 2000, c. A-25.5, as amended

Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982

Education Act, SA 2012, c E-0.3, as amended

Occupational Health and Safety Act, SA 2017, c.O-2.1, as amended

Occupational Health and Safety Regulation, Alta Reg 62/2003, as amended

Occupational Health and Safety Code 2009 Order, Alta Reg 87/2009

Personal Information Protection Act, SA 2003, c. P-6.5, as amended

Practice Review of Teachers and Teacher Leaders Regulation, Alta Reg 92/2019

Private Schools Regulation, Alta Reg 93/2019

## CROSS-REFERENCES

Board Policy – Belief Statements

Board Policy – Code of Conduct

A-02 Student Code of Conduct and Progressive Discipline Procedure

C-03 Occupational Health and Safety Procedure

C-04 Harassment Prevention Procedure

C-08 Professional Code of Conduct Procedure

C-09 Progressive Discipline Procedure

Calgary Academy Family Handbook