

**Asasa Learning School Authority 0235**

<b>SAFE AND CARING SCHOOL POLICY 6.0</b>
Effective Date: 27 June 2018
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Principal, Support Staff and Students

**I. POLICY REQUIREMENTS**

*Board Responsibility*

1. The (“Board”) *ASASA Learning* has the responsibility to ensure that each student enrolled in the (“School”) *ASASA Academy* and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

*Principal Responsibility in accordance with section 16.1(1) of the School Act*

2. If one or more students attending a school operated by the Board request a staff member employed by the Board for support to establish a voluntary student organization, or to lead an activity (collectively the “Requested 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, in addition to the other duties set out in this Policy, ensure that the Requested Activity promotes at the School a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging

*Board Responsibility in relation to Student Organizations at the School under s. 16.1 of the School Act*

3. In accordance with section 45.1(4)(b) of the *School Act* which legislatively mandates the Board to include the text of section 16.1(1), (3) (3.1) (4) and (6)” of the *School Act* in this Policy, if one or more students attending the School 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 School principal shall:
  - (a) immediately permit permission for the establishment of the student organization or the holding of the activity at the School, and
  - (b) subject to section 5 (below), 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.
4. 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 with the principal.

---

Legal References:

1. *Alberta School Act*, RSA 2000, c S-3: preamble, sections 2, 3, 16, 28
2. *Alberta Bill of Rights*, RSA 2000, c A-14: preamble, sections 1 and 2
3. *Alberta Human Rights Act*, RSA 2000, c A-25.5: sections 7, 8 and 11
4. 2017 Bill 24, Third Session, 29th Legislature, 66 Elizabeth II (“Bill 24”)
5. *United Nations Convention on the Rights of the Child* (1990), article 5
6. *International Covenant on Civil and Political Rights*, 999 U.N.T.S. 171, article 18(4) (which protects the rights of parents to guide their children’s religious upbringing)
7. *Alberta’s Personal Information Protection Act*
8. *ASASA Academy Board Policy 6.0*

5. For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”.
6. The principal shall immediately inform the Board and the Minister of Education (“Minister”) if no staff member is available to serve as a staff liaison referred to above at subsection 3(b) 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.
7. The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in section 16.1 (1) is limited to the fact of the establishment of the organization or the holding of the activity.

*Additional Legislatively Mandated Principal Responsibilities*

8. As legislatively mandated by section 45.1(4)(c) of the *School Act*, the principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in section 16.1(1) of the *School Act*,
  - (a) is limited to the fact of the establishment of the organization or the holding of the activity, and
  - (b) is otherwise consistent with the usual practices relating to notifications of other students.

*Section 45.1(3) School Act Statutory Requirements*

9. As legislatively mandated in section 45.1(3) of the *School Act*, this Policy and the Student Code of Conduct set out in this Policy (“Code of Conduct”):
  - a) herein affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each staff member employed by the Board and each student enrolled in the School;
  - b) herein states that staff members employed by the Board and students enrolled in the School will not be discriminated against as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms* to the degree the same applies in law to the School.

*Code of Conduct*

ASASA Board confirm that no other student-related Code of Conduct contradicts this Code of Conduct.

10. As legislatively mandated by section 45.1(5) of the *School Act*, the Code of Conduct herein set out has the following purpose:

The purpose of Code of conduct policy is to guide all stakeholders, students and staff in understanding the organization's expectations and guiding principles for appropriate study and workplace behaviour. This policy provides legal and ethical guidelines for relationships between the board, principal, teachers,

---

Legal References:

1. *Alberta School Act*, RSA 2000, c S-3: preamble, sections 2, 3, 16, 28
2. *Alberta Bill of Rights*, RSA 2000, c A-14: preamble, sections 1 and 2
3. *Alberta Human Rights Act*, RSA 2000, c A-25.5: sections 7, 8 and 11
4. 2017 Bill 24, Third Session, 29th Legislature, 66 Elizabeth II (“Bill 24”)
5. *United Nations Convention on the Rights of the Child* (1990), article 5
6. *International Covenant on Civil and Political Rights*, 999 U.N.T.S. 171, article 18(4) (which protects the rights of parents to guide their children’s religious upbringing)
7. *Alberta’s Personal Information Protection Act*
8. *ASASA Academy Board Policy 6.0*

support staff, students, service users and clients, and helps to provide welcoming, caring, respectful and safe learning environment.

11. In order to ensure that students conduct themselves in an appropriate manner at all times, the students attending the School shall be subject to this Code of Conduct.
12. Students shall conduct themselves so as to reasonably comply with the following Code of Conduct:
  - meticulously follow their course of studies and be ultimately responsible for their academic outcome;
  - attend school regularly and punctually;
  - co-operate fully with everyone authorized by the board to provide education programs and other services;
  - comply with school rules;
  - be accountable to their teachers for their conduct;
  - respect the rights of others;
  - ensure that they contribute positively to the environment and culture of the School;
  - refrain from, report and not tolerate bullying or bullying behavior directed to others in the school, whether or not it occurs within the school building, during the school day, or by electronic means);
  - each student must report any abusive behavior to teachers or administration office as soon as possible, whether the inappropriate behavior is directed towards them or another student;
  - sstudents must not make fun of another student’s race, colour, religion, physical orientation or any handicap;
  - show qualities of good citizenship and camaraderie among fellow students both inside and outside the school;
  - must be well groomed and wear appropriate uniform each school day and submit to uniform inspection as required;
  - do not leave the school premises unless authorized by the administrative office and not let anyone inside the school unless authorized;
  - ensure safety of oneself and other students from arrival in school till departure;

---

Legal References:

1. *Alberta School Act*, RSA 2000, c S-3: preamble, sections 2, 3, 16, 28
2. *Alberta Bill of Rights*, RSA 2000, c A-14: preamble, sections 1 and 2
3. *Alberta Human Rights Act*, RSA 2000, c A-25.5: sections 7, 8 and 11
4. 2017 Bill 24, Third Session, 29th Legislature, 66 Elizabeth II (“Bill 24”)
5. *United Nations Convention on the Rights of the Child* (1990), article 5
6. *International Covenant on Civil and Political Rights*, 999 U.N.T.S. 171, article 18(4) (which protects the rights of parents to guide their children’s religious upbringing)
7. *Alberta’s Personal Information Protection Act*
8. *ASASA Academy Board Policy 6.0*

- always tell the truth;
- respect difference of opinion;
- try their best to seek to be helpful to others;
- take personal responsibility for one’s educational success;
- engage in debate with an open mind;
- respect the values of each person while enjoying freedom of personal belief;
- follow the laws and customs of Canada;
- do not smoke or possess illegal or non-prescribed drugs inside or outside the school;
- do not bring dangerous objects, firearms, knives, or any threatening object to school;
- any websites that have pictures or words that convey any form of racism, sexism, hatred towards any person or group, is strictly and explicitly prohibited from being accessed;
- students and teachers must never share their passwords with anyone, including the network administrator;
- emails written between students or between students and staff should refrain from threatening, abusive, coercive or harassing language;
- logging off after work is finished is required of each and every student and staff;
- anyone found violating the Information and Communication Technology Policy can have his or her computer and Internet usage rights revoked, up to and including expulsion from the school;
- everyone is required to report any violation of the Information and Communication Technology Policy to the network administrator immediately.

---



---

Legal References:

1. *Alberta School Act*, RSA 2000, c S-3: preamble, sections 2, 3, 16, 28
2. *Alberta Bill of Rights*, RSA 2000, c A-14: preamble, sections 1 and 2
3. *Alberta Human Rights Act*, RSA 2000, c A-25.5: sections 7, 8 and 11
4. 2017 Bill 24, Third Session, 29th Legislature, 66 Elizabeth II (“Bill 24”)
5. *United Nations Convention on the Rights of the Child* (1990), article 5
6. *International Covenant on Civil and Political Rights*, 999 U.N.T.S. 171, article 18(4) (which protects the rights of parents to guide their children’s religious upbringing)
7. *Alberta’s Personal Information Protection Act*
8. *ASASA Academy Board Policy 6.0*

- d) Activities that may constitute a violation of this Code of Conduct include, but are not limited to, bullying whether in person during the school day or by electronic means, physical harm or assault upon others, harassment, hazing, gang activities, weapons in school, drug and alcohol use, and improper conduct on busses or on field trips.
- e) Unacceptable behavior may be grounds for disciplinary action and provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.

In the assessment of the potential consequences of unacceptable behavior, the School shall also consider a student’s age, maturity, individual circumstances, and frequency of the misconduct. In addition, the specific circumstances of the situation and of the student must be taken into account when determining appropriate responses to unacceptable behavior.

When a student engages in unacceptable behavior, consequences may include, but are not limited to:

- temporary assignment of a student to an alternate supervised area within the school;
  - temporary assignment of a student to an alternate learning location;
  - short term removal of privileges including removal from school-related extra-curricular activities and/or groups;
  - interventions such as positive behavior supports, contracts, counselling, restorative practices;
  - replacement or retribution for loss of or damage to property in-school or out-of-school suspension; and/or g. recommendation for expulsion.
- f) The School must ensure that support is provided for students who are impacted by inappropriate behavior, as well as for students who engage in inappropriate behavior. Also see:
  - g) This Code of Conduct shall be made publically available on the School website and shall be provided to all staff, students, and parents.
  - h) This Code of Conduct shall be reviewed each school year.

13. Section 45.1(4)(d) of the *School Act* requires this Policy to indicate that the *Personal Information Protection Act* governs the disclosure of personal information by the Board.

---

Legal References:

1. *Alberta School Act*, RSA 2000, c S-3: preamble, sections 2, 3, 16, 28
2. *Alberta Bill of Rights*, RSA 2000, c A-14: preamble, sections 1 and 2
3. *Alberta Human Rights Act*, RSA 2000, c A-25.5: sections 7, 8 and 11
4. 2017 Bill 24, Third Session, 29th Legislature, 66 Elizabeth II (“Bill 24”)
5. *United Nations Convention on the Rights of the Child* (1990), article 5
6. *International Covenant on Civil and Political Rights*, 999 U.N.T.S. 171, article 18(4) (which protects the rights of parents to guide their children’s religious upbringing)
7. *Alberta’s Personal Information Protection Act*
8. *ASASA Academy Board Policy 6.0*