



Policy #17

Welcoming, Caring, Respectful and Safe Learning Environments (also known as Mutual Respect)

BACKGROUND:

The CFIS Board recognizes that to achieve its mission, all students, employees, parents, volunteers and visitors must be provided a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. This environment is one where all students, employees, parents, volunteers, visitors and Board members are committed to treat all others with mutual respect, dignity, and equity, free from fear of harassment or discrimination, and expect to be treated in the same manner.

SCOPE

1. This policy applies to all members of the CFIS community, including all students, employees, parents, volunteers, visitors and Board members.
2. This policy applies to:
 - a. All activities occurring on CFIS property and CFIS arranged transportation; and
 - b. All activities during events associated with or otherwise reasonably and directly related to CFIS (i.e. field trips, travel studies, conferences, training sessions, etc.), whether on or off CFIS property, and including extra-curricular activities or events.
3. This policy is not limited to in-person communications and/or interactions; it includes, without limitation, electronic communications, telephone conversations, and written correspondence.

POLICY

4. The rights of each employee and student of CFIS, as provided for in the *Human Rights Act* (Alberta) and the *Canadian Charter of Rights and Freedoms* (collectively, the “**Legislation**”), are affirmed and employees and students of CFIS shall not be discriminated against as provided for by the Legislation.
5. Without limitation to the foregoing, all members of the CFIS community have the right to:

- a. Be treated with integrity, dignity and respect at all times, without prejudice, regardless of their race, ancestry, place of origin, colour, creed, gender, gender identity, gender expression, sexual orientation, age, marital status, family status or disability;
 - b. Have their confidentiality protected and respected;
 - c. Self-identification and determination; and
 - d. Have their needs, and the needs of others, respected within a positive environment.
6. In furtherance of the foregoing, if one or more students of CFIS request a CFIS employee for support to establish a voluntary student organization at CFIS, or to lead an activity at CFIS intended to promote a welcoming, caring, respectful and safe learning environment at CFIS that respects diversity and fosters a sense of belonging, the Head of School shall:
- a. immediately grant permission for the establishment of the student organization or the holding of the activity at CFIS;
 - b. subject to c. below, within a reasonable time from the date that the Head of School receives the request, designate an employee to serve as the CFIS liaison to facilitate the establishment, and the ongoing operation, of such student organization or to assist in organizing such activity; and
 - c. immediately inform the CFIS Board and the Minister (as determined under the *Government Organization Act* (Alberta) as responsible for the *School Act* (Alberta)) (the “**Minister**”) if no employee is available to serve as the CFIS liaison, as referred to in 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 CFIS

For the purposes of this Section 6:

- i. 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;
- ii. students may select a respectful and inclusive name for the organization or activity, including, if applicable, the name “gay-straight alliance” or “queer-straight alliance”, after consulting with the Head of School. For greater certainty, the Head of School shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”; and
- iii. the Head of School is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in this Section 6 is limited to the fact of the establishment of the organization or the holding of the activity and otherwise consistent with CFIS practices relating to other student organizations and activities.

7. On a non-exhaustive basis, behaviour which constitutes any of the following is considered to be inappropriate, and unacceptable under this policy:
 - a. Assault;
 - b. Verbal abuse, intimidating or aggressive behaviour, including verbal, electronic or physical threats;
 - c. Discrimination, including treating any individual or group of individuals in an unfair way, with reference to items in Paragraph 4.a.;
 - d. Harassment (verbal, non-verbal, cyber, sexual or otherwise), that demeans, humiliates or embarrasses another person such that a reasonable person should know the conduct is unwelcome or inappropriate;
 - e. Bullying, including cyber-bullying, that consists of aggressive or negative behavior targeted at an individual or a group of individuals, such that the behavior would reasonably be expected to create fear in, or result in harm to, the targeted individual or group of individuals; or
 - f. Social alienation.

8. This policy should be read in conjunction with the then-current CFIS Code of Ethics and Standards of Professional Conduct and the then-current CFIS Student Code of Conduct. Disclosure of personal information by CFIS is governed by *The Personal Information Protection Act* (Alberta).

POLICY VIOLATIONS

9. If a person has been subject to, or becomes aware of, a violation of this policy, they are encouraged, in an immediate and appropriate manner, to do the following:
 - a. Where reasonable to do so, inform the party in violation of this policy to cease such behaviour;
 - b. Record the incident, including date, time, location, circumstances and any possible witnesses to the behaviour; and
 - c. Report the matter in accordance with the then-current CFIS Administrative Procedures or CFIS Student Code of Conduct, as applicable, or in circumstances where neither of such procedures or code of conduct are applicable, in writing to the Head of School, or his or her designee.

10. Subject to the then-current CFIS Administrative Procedures and/or CFIS Student Code of Conduct, if applicable in respect of the violation or perceived violation of this policy, upon becoming notified, in writing, in accordance with this policy, of a violation or perceived violation of this policy, the Head of School, or his or her designee, will take reasonable steps to discuss the complaint with the complainant and party in violation or perceived violation of this policy and shall, where circumstances reasonably permit, attempt to address the matter informally.

11. In the event that the matter is unable to be resolved informally and/or, after considering the nature and/or seriousness of the violation or perceived violation of this policy, the intentions of the parties involved, the impact of the violation or perceived violation on the CFIS community and prior violations by the applicable party of this policy, the Head of

School or his or her designee, reasonably determines that a further investigation and formal resolution of the matter is required, CFIS, at the direction of the Head of School or his or her designee, shall take further investigative steps, in accordance with this policy and other applicable CFIS policies, to determine the relevant facts in respect of the alleged violation of this policy, including, formally interviewing both the complainant and party in violation or perceived violation of this policy, as well as any other individuals who may be able to provide relevant information in respect of the matter.

12. If an investigation concludes that a violation of this policy has occurred, the Head of School shall, acting reasonably, determine the appropriate action to be taken by CFIS in respect of the party in violation of this policy, which may include sanctioning the party in violation of this policy with a warning and/or the imposition of restrictions on such party's access to CFIS, CFIS events, CFIS extra-curricular activities, in whole or in part, for such period of time that the Head of School may consider appropriate.

For greater clarity, the Head of School is authorized to impose such sanctions pursuant to this policy, to any member of the CFIS community, including parents, volunteers and visitors and, where the CFIS Administrative Procedures and/or CFIS Student Code of Conduct are not applicable in respect of the violation or perceived violation, students and employees of CFIS. The Head of School may, additionally or in the alternative, take such other action, in accordance with CFIS policies, as he/she may consider reasonable or necessary in the circumstances.

13. In all circumstances, CFIS shall:
 - a. Maintain any notice of violation and other information collected in respect of any allegations under this policy on a strictly confidential basis;
 - b. Ensure that all correspondence and interaction, of any nature, formal or informal, with the complainant, party in violation or perceived violation of this policy, and any other relevant parties, are conducted in accordance with this policy and in a manner which is fair to all parties; and
 - c. Ensure that all allegations are addressed:
 - i. fairly and objectively;
 - ii. as discretely as circumstances reasonably permit;
 - iii. where information pertaining to any allegation is referred to or disseminated, the status of the allegations as allegations only will be articulated; and
 - iv. in all instances, in accordance with any applicable laws.
14. Each of the complainant and the party in violation or perceived violation of this policy shall have the right to be, and stay, informed of the nature, status and extent of the investigations undertaken pursuant to the foregoing procedures, unless there are legal grounds not to do so. All parties that are interviewed, formally or informally, in accordance with such procedures shall have the ability to have another person present at all interviews conducted under this policy.

15. In the event that a party in violation of this policy wishes to appeal a sanction imposed under this policy such party shall notify the Board in writing of such appeal and such appeal shall be addressed by the Board or a committee or designee thereof in such manner as determined by the Board in its sole discretion in accordance with this policy.
16. CFIS does not condone frivolous or vexatious complaints. If it is determined as a result of an investigation that a complaint under this policy was made maliciously with intent to harm or made in bad faith, CFIS may take formal action against the complainant in accordance with this policy or otherwise in accordance with CFIS policies and/or applicable laws.
17. CFIS will take steps to foster mutual respect in accordance with this policy.
18. The Head of School will provide a report to the Board of all major incidents under this policy and may, at his or her discretion, seek the input of the Board in respect of any sanctions or actions that the Head of School may impose or take in respect of a violation of this policy, prior to the implementation thereof.
19. Notwithstanding anything else contained herein, if a reasonable person would determine that a direct conflict of interest will exist or would reasonably be perceived to exist with the Head of School, or his or her designee carrying out their respective duties under this policy in respect of a complaint, the Head of School, complainant or party in violation or perceived violation of this policy shall immediately inform the Chair of the Board and, in the event the Chair of the Board so determines, all matters that are otherwise prescribed under this policy to be conducted by the Head of School, or his or her designee, shall be conducted by the Board or a committee or designee thereof, in such manner as reasonably determined by the Board in its sole discretion in accordance with this policy.

Approved by CFIS Society Board:	2013-03-13
Amended by CFIS Society Board:	2015-06-17
Re-Amended by CFIS Society Board:	2016-01-20
Re-Amended by CFIS Society Board:	2017-06-21
Re-Amended by CFIS Society Board:	2018-07-18; effective 2018-06-30; title of policy amended by Administration on 2018-08-31 to ensure compliance with Alberta Education requirements
Legal Reference(s):	CFIS Administrative Procedures Manual, <i>School Act</i> (Alberta), <i>Personal Information Protection Act</i> (Alberta), <i>Government Organization Act</i> (Alberta), <i>Human Rights Act</i> (Alberta) and the <i>Canadian Charter of Rights and Freedoms</i>
Targeted Review Date:	

Administrative Procedure #320

Student Code of Conduct and Discipline

Background

One of the primary goals of education is to ensure that each child derives the maximum benefit from his or her educational experience. To achieve this, the CFIS Board and the Administration believe that it is necessary to establish and maintain standards of student conduct that are designed to focus on the provision of a welcoming, caring, respectful and safe learning environment and to ensure that responsible and respectful attitudes are demonstrated towards:

- the education process,
- professional and non-professional members of the school staff,
- other students,
- visitors to the school,
- school and third party property,
- school rules and regulations, and
- extra-curricular activities and field trips sponsored by the school.

At CFIS, we believe that it is important to focus on the child and to protect the self-esteem of the child in disciplinary matters. Therefore, we should provide the opportunity for the child to resolve situations by accepting responsibility for the problem. It is recognized that, in most cases, unacceptable behaviour is caused by factors such as maturity or context (home, school or social context). Teachers should be able to help the child without resorting to strong disciplinary measures. Positive reinforcement can be an effective tool for changing behaviour and achieving desired results.

CFIS personnel are required to treat all students, as would a caring and just parent.

Procedures:

A. Responsibilities of CFIS Administration and Teachers

- a. When responding to unacceptable student behaviour, a teacher or administrator must consider:
 - i. The effect of the student's behaviour upon other students, the staff, the school, and the community.
 - ii. The nature of the action or incident that calls for disciplinary or alternative measures.
 - iii. The student's previous conduct and previous interventions.
 - iv. The student's age, maturity, and abilities.
 - v. The impact of proposed action on the student's future behaviour.
 - vi. The student's learning needs.

- vii. Any other information that the teacher or administrator considers appropriate or relevant.
- b. Each teacher must ensure that classroom discipline practices:
 - i. Reflect and encourage appropriate student behaviour and maintain school order.
 - ii. Treat individuals in a manner which is demonstrably fair, reasonable and objective.
 - iii. Contain consistent procedures which are demonstrably fair, reasonable and objective.
 - iv. Make provision for early detection of attendance and discipline concerns.
 - v. Emphasize early and ongoing communication with, and involvement of parents through the resolution of discipline concerns.
 - vi. Facilitate prompt action to resolve discipline concerns.
 - vii. Avoid threats, enticements and other measures which may be regarded as coercive.

B. Student Conduct

- a. Student Expectations
 - i. Students must respect:
 - school authority;
 - others and their property;
 - differences in ethnicity, race, religion, gender and sexual orientation;
 - CFIS property, community property and property of other persons.
 - ii. Students are responsible for:
 - school attendance and punctuality;
 - their work habits, assignments and homework;
 - textbooks and equipment; and
 - complying with the school's code of student conduct.
- b. Unacceptable Behaviours

Examples of unacceptable student behaviour, regardless of whether or not it occurs within the school building, during the school day, or by electronic means, include but are not limited to:

- i. Use, possession of, sale, distribution of a weapon(s) either:
 - on a student's person,
 - in a student's locker or desk,
 - on school board property,
 - in a vehicle on school board property.
- ii. Threats.
- iii. Conduct which endangers others.

- iv. Encouraging conduct which endangers or may endanger others.
- v. Encouraging unacceptable conduct.
- vi. Use or display of improper, obscene or abusive language.
- vii. Distribution or display of offensive messages or pictures.
- viii. Theft, including identity theft.
- ix. Assault or any behaviour which constitutes aggression.
- x. Wilful damage to school or others' property.
- xi. Use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity.
- xii. Attending school or any school-related activity under the influence of illicit drugs, alcohol or inhalants.
- xiii. Personal or sexual harassment.
- xiv. Possession or use of tobacco products.
- xv. Extortion.
- xvi. Disruptive behaviour, wilful disobedience or defiance of authority.
- xvii. Interfering with the orderly conduct of classes or the school.
- xviii. Tampering with fire alarms and safety equipment.
- xix. Criminal activity.
- xx. Bullying including cyber-bullying.
- xxi. Using information technology in violation of Administrative Procedures for the acceptable use of electronic information resources.
- xxii. Hazing, initiation activities; the formation or the operation of sororities, fraternities, gangs and secret organizations.
- xxiii. Possession or use of any of the following prohibited items:
 - Peanuts or other nut products.
 - Toy or facsimiles of firearms or knives (unless required for drama presentations).
 - Laser pointers.
 - Spray paint (unless used in the context of an art class).
 - Pepper spray.
 - Wearing strong perfumes.

c. Consequences, Remediation and Support

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a manner consistent with the principles of fundamental justice and the school's discipline policy. In fostering a positive learning environment, we will engage in caring efforts to support each individual who may have been the subject or victim of unacceptable behaviour and the perpetrator who demonstrated

unacceptable conduct to improve their conduct. In the context of our secondary program, key components of our discipline philosophy are to honour each student's dignity and to ensure our expectations are appropriate to the child's development level.

Supportive actions may include, but are not limited to: mentoring individual students; more focused attention to individual students; regular follow-up meetings with specific teachers, individual students and parents; and counseling. In more serious circumstances, an individual found to have engaged in unacceptable conduct may be subject to suspension or expulsion.

C. Conduct on School Buses

The CFIS would like to ensure safe, reliable, and effective transportation for students.

- a. Students riding in a school bus shall be under the immediate supervision of the driver, who shall report all cases of student misconduct to the Administration of the school.
- b. Students are responsible to the driver of a school bus in the same way that they are responsible to the teacher of a classroom. Students must obey instructions or directives promptly.
- c. The driver shall exercise such action as is deemed necessary to maintain safety and order on the bus. Any student who disrupts the bus driver or who fails to comply with the rules of conduct on the bus will be reported to appropriate members of the Administration.
- d. The Head of School (or delegate) can suspend the student from bus transportation.
- e. For safety reasons bus drivers are expected to enforce the following standards.

Students should:

- i. promptly follow the directions of the driver;
- ii. refrain from eating or drinking;
- iii. remain seated at all times;
- iv. refrain from playing music loudly;
- v. keep books, knapsacks and items out of the aisle;
- vi. keep a reasonable tone of voice; avoid yelling;
- vii. use appropriate language and avoid swearing;
- viii. avoid the use of abusive language;
- ix. get permission from the driver before opening windows;
- x. keep hands, arms, feet and head inside the bus at all times.

D. Damage to School or Third Party Property

It is the intention of Administration to recover the cost of any destruction, damage, or loss resulting from the inappropriate behaviour of students.

- a. Administration shall require the parent/guardian of any student who is responsible for damage or loss to CFIS property to replace or pay for any property damaged or destroyed.
- b. Administration shall require the parent/guardian of any student who is responsible for damage or loss to a third party property, while the student is attending a school sponsored event, to replace or pay for any property damaged or destroyed.
- c. The cost of repairs will be determined and will include both labour and materials.
- d. In the case of a loss sustained by a third party through the action of a student, the cost of repairs will be agreed upon by Administration and agents for the third party. This cost will include both labour and materials.

E. Disciplinary Measures

a. Not Permissible

Disciplinary measures which are not acceptable under any circumstances include:

- i. Physical threats.
- ii. Mass detention, mass demerits, and mass punishment of the whole class for misbehaviour on the part of a small number of individuals in the group.
- iii. Verbal attacks such as sarcasm, humiliation, racial or personal references.
- iv. Homework assigned for the purpose of punishment.
- v. Corporal Punishment

Corporal Punishment is defined as the use of force to inflict retributive bodily suffering or pain for purposes which include securing or maintaining obedience, correction, or discipline.

The Head of School expressly prohibits the use of corporal punishment in any form.

- No student will be subject to corporal punishment by any teacher, other students, administrator, or other school personnel.
- No teacher, administrator, other students, or other persons will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control.
- Permission to administer corporal punishment will not be sought or accepted from any parent/guardian, or school official.

- vi. Physical restraint, which is, maintaining control through holding a student to prevent bodily action - as distinguished from punitive physical force -, is permitted.

b. Permissible

i. Detentions

- Detentions are only applicable at the elementary levels.
- The objective of a detention should be correction.
- The length of a detention on any given day shall not exceed thirty minutes.
- Detained students must be directly and continuously supervised by staff.
- No student may be denied lunch or recess for the purpose of serving detention.
- If a student must be detained before or after school hours, the parents/guardians must agree to the detention.

ii. Suspensions from Class

The removal of a student from class by the teacher to an approved supervised location in the school.

The purpose of a suspension from class is to provide the teacher with time to consult with the appropriate Principal and to consider a suitable resolution of the discipline problem. The suspension must meet the following requirements:

- Immediate notification of the Principal responsible for the program.
- Resolution of the problem by the teacher and student in accordance with CFIS administrative procedures.
- Notification of parents/guardians as determined by the Principal.
- Return of the student to class as soon as possible.
- Documentation of the incident and applicable disciplinary measures.

iii. Minor Suspensions

The removal of a student from:

- one or more class periods;
- one or more courses or school programs;
- riding on the school bus; and/or
- participating in a school sponsored activity.

The purpose of the minor suspension is to provide time for discussions with the student, the parents/guardians, and school personnel with a view to finding a resolution to a disciplinary concern. Minor suspensions must meet the following requirements:

- Direct involvement of the Principal responsible for the program.

- Immediate notification of the parents/guardians.
- A written report must be forwarded to the parent/guardians outlining the circumstances with respect to the suspension.
- Documentation of the incident and applicable disciplinary measures.

iv. **Major Suspensions and Expulsions**

These are addressed in the CFIS Society’s Board Governance Policy 12 (Hearings regarding Major Suspension or Expulsion of Student).

Date Created:	- June 2010
Last Review Date:	- August 2019
Reference(s):	- Alberta School Act, R.S.A. 2000, c. S-3, sections 12, 13(1), 13(5), 13(6), 14, 15, 16, 18, 19, 20, 24, 25, 45, 60(1)(e) - Alberta School Act Regulation 190/2000 Private Schools Regulation. - CFIS Society Policy 14, Health and Safety - CFIS Society Policy 10, Role of the Head of School
Related Forms:	