

## Administrative Procedure 309

---

### Safe, Caring, Respectful, and Inclusive Learning Environments that Foster a Place for All

Please review [Policy 14 – A Place for All](#) as foundational background to this Administrative Procedure.

*Alberta is a mosaic of ethnicities, languages and traditions. Our diversity is a crucial part of both our history and our future. Alberta's government recognizes that many different cultures have contributed to the success of this province, not despite their unique backgrounds, but because of them.* – Government of Alberta

#### Background

To achieve The Foothills School Division (FSD) Vision, Mission and Organizational Purpose, the division believes that each community member has a responsibility and role to play in contributing to, enhancing and promoting inclusive environments within all FSD schools and facilities.

All members of the FSD community have a right to be free from bullying, harassment and discrimination of any kind. This includes, but is not limited to, being free from such behaviors, actions or words that target individuals or groups based on race, religious beliefs, color, gender, gender identity, gender expression, physical diversity, neurodiversity, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons.

Each of us is expected to consistently foster a welcoming, caring, respectful and safe environment that prioritizes respect and acceptance for diversity. This environment provides each learner with relevant and engaging learning opportunities as well as appropriate and timely support for each person to feel valued and to be successful at FSD.

All individuals can be agents of positive change in our FSD community and can cultivate an equitable and safe community for all, a place for all.

#### Procedures

Division staff shall:

1. Ensure that students and staff with diverse cultural backgrounds, religious beliefs, physical and cognitive abilities, sexual orientations, gender identities and gender expressions are treated with dignity and respect.
2. Ensure all students, staff and families are welcomed and supported as valued members of the school community and that parents/guardians are encouraged to play an active role in their child's education.
3. Ensure that the current legislative framework in Alberta guides is applied in all of these matters. This legislative framework includes but is not limited to:
  - [Alberta Human Rights Act](#)
  - [Alberta Education Act](#)

- [Alberta Youth Justice Act](#)
- [Alberta Child, Youth and Family Enhancement Act](#)
- [Alberta Occupational Health and Safety Act](#)
- [Freedom of Information and Protection of Privacy \(FOIP\)](#)
- [Guide to Education](#)
- [Student Record Regulation](#)
- [The Canadian Charter of Rights and Freedoms](#)
- [Taking Action Against Racism](#)

Parents shall:

Abide by Section 32 of the Education Act in that “a parent, as a partner in education, has the responsibility to ensure [their] conduct contributes to a welcoming, caring, respectful and safe learning environment.” Specifically, ensuring all students, staff and families regardless of cultural backgrounds, religious beliefs, physical and cognitive abilities, sexual orientations, gender identities and gender expressions, are treated with dignity and respect.

Students shall:

Abide by the Division *Student Code of Conduct* (AP 350), Respect for All. Specifically, ensuring they treat with dignity and respect, all students, staff and families regardless of cultural backgrounds, religious beliefs, physical and cognitive abilities, sexual orientations, gender identities and gender expressions.

## **Appendix A - Field Trips and/or Overnight Trips**

In planning for field trips or school outings it is essential that the needs of all students are taken into consideration. It is important to make decisions regarding washroom and change room access prior to embarking on any field trips or school outings.

When planning activities that involve the need for overnight or housing accommodations, staff shall ensure these issues are addressed on a case-by-case basis.

Many factors should be carefully considered including the needs and wishes of the student and their parents/guardians, other students, and their parents, including the facilities where students will be sleeping, room allocations, the supervision provided, etc.

Staff will make every reasonable effort to provide accommodations that are inclusive, respectful, and acceptable to the student and that do not impose any additional expense or burden for the student and or their family.

## **Appendix B - Athletics**

Ensure that students who choose to or are required to participate in physical education or extracurricular activities, including competitive and recreational athletic teams, can do so in ways that are comfortable for them and supportive of their diversity.

Students have full access to recreational or competitive athletic activities in accordance the Alberta Schools' Athletic Association in their Policy Handbook: (<http://www.asaa.ca/resources/asaa-bylaws-policy>).

## **Appendix C - Student Records**

Student records maintain student records in a way that respects student's privacy and confidentiality and complies with Alberta's privacy legislation and Student Record requirements.

1. Students will be informed of any limitations regarding their chosen name and gender identity or gender expression in relation to official school records that require legal name and designation.
2. Students should be advised that a legal name change is required if they desire their official Alberta Education documents to reflect their new name.
3. School staff may use a student's chosen (i.e., preferred) name and pronouns on report cards or individualized learning plans or other school issued documents, provided the student has requested this.