

## **Hope Christian School Safe and Caring Administrative Procedure**

Evangelical Free Church Champion 9146 operates Hope Christian School to provide faith filled education that reflects in its programs, policies, and procedures, the beliefs of the evangelical Biblical Christian community, adhering to the organization's [Mission, Vision and Beliefs Statements](#).

Evangelical Free Church Champion 9146 is committed to using this Administrative Procedure to inform the creation and operation of student groups and activities which seek to promote student inclusion within the school and, in fidelity to Christian Biblical teachings, to eliminate all forms of bullying and to promote justice, dignity, respectful relationships and language within Hope Christian School.

A nurturing inclusive community is one in which each person is welcomed, accepted, and supported as God's special creation, made in his image; therefore any discrimination or bullying is unacceptable and will be addressed.

All students, staff, and families of Evangelical Free Church Champion 9146 will be provided with a welcoming, caring, respectful, safe and evangelical, Biblical, Christian environment that promotes the well-being of all and fosters community support for achieving this goal.<sup>1</sup>

### **Administrative Procedures**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. [See our [Mission, Vision and Beliefs Statements](#)]. Hateful and harassing behaviour or attitudes directed toward any individual are to be repudiated and are not in accord with our evangelical, Biblical, Christian beliefs. As part of that commitment, the employees and students of Evangelical Free Church Champion 9146 will conduct themselves in a manner which is consistent with the below principles.

### **Building A Culture of Respect:**

The principal, and other staff as designated from time to time shall:

- Communicate, monitor, and address all aspects of this procedure with the staff, students, and parents/guardians on an annual basis;

- In keeping with our goal of treating one another with love and respect the staff shall articulate the expectations regarding the worth and dignity of all as part of discrimination prevention;

- Ensure that school conduct procedures, if applicable, are reviewed annually with staff and students and that they explicitly address expectations for inclusive, welcoming and caring behaviours and language;

- Take ongoing action to create and maintain an inclusive, safe, caring, nurturing, evangelical Biblical, Christian learning/working environment;

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<sup>1</sup> Evangelical Free Church Champion 9146 affirms the rights of students and staff members to not be discriminated against as provided for in the *Alberta Human Rights Act* to the extent applicable and subject to the *Canadian Charter of Rights and Freedoms* and the nature and character of Evangelical Free Church Champion 9146 as a private, voluntary religious association. See e.g. *H.S. v. The Private Academy*, 2017 HRTO 791; *Caldwell et al. v. Stuart et al.*, [1984] 2 S.C.R. 603; *Loyola High School v. Quebec (Attorney General)*, 2015 SCC 12.

Support the establishment of school clubs/groups/committees, supervised by a teacher or administrator, that focus on equality and non-discrimination, social justice, peer support and human rights concerns from an evangelical Biblical Christian approach as outlined in our [Mission, Vision and Beliefs Statements](#).

Staff are expected to:

Explore and model the evangelical Biblical, Christian understanding of inclusivity in a safe, caring, welcoming, respectful environment, in which everyone is to be respected and treated with compassion as image bearers of God, and of trending issues in a comprehensive and appropriate way, calling upon our evangelical, Biblical, Christian resources to inform themselves;

Support students to help them develop an understanding of themselves as children of God, made in His image, therefore fostering a sense of self-worth;

Model respectful and inclusive language and behaviours at all times; and,

Hold each other accountable for their language and behaviours, and report instances of language and behaviour that result in exclusion or discrimination to their immediate supervisor.

Report language and behaviour in contravention of this administrative procedure

The principal, and other staff as designated from time to time shall:

Thoroughly investigate in a timely manner all reports of language and behaviours that result in exclusion or discrimination;

Address all substantiated reports of language and behaviours that result in exclusion or discrimination in a timely manner; and,

Gather and respond to data on language and behaviours that result in exclusion or discrimination on an ongoing basis.

### **Code of Conduct**

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

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, Hope Christian School is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment;
  - Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
  - Publishing as part of student registration, school start information and other forms, writing expectations for student behaviour (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.
2. 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.
  3. Students shall conduct themselves so as to reasonably comply with the following Code of Conduct and consistent with Section 12 of the Alberta School Act (the "School Act") and in keeping with the mission and vision of Hope Christian School, (<http://hopechristianschool.ca/wp-content/uploads/2015/12/Hope-Christian-School-Vision-Mission-Beliefs.pdf>) each student is responsible for acting positively in support of a welcoming and caring learning environment:
    - i. be diligent in pursuing their studies;
    - ii. attend school regularly and punctually;
    - iii. co-operate fully with everyone authorized by the board to provide education programs and other services;
    - iv. comply with school rules;
    - v. be accountable to their teachers for their conduct;
    - vi. respecting oneself and the rights of others;
    - vii. conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging;
    - viii. ensure that they contribute positively to the environment and culture of the School;
    - ix. refrain from, report and not tolerate bullying or bullying behaviour directed to others in the school, whether or not it occurs within the school building, during the school day, or by electronic means)
- (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.

4. Unacceptable behaviour 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 behaviour, 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 behaviour.

The School must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

5. This Code of Conduct shall be made publically available on the School website and shall be provided to all staff, students, and parents.
6. This Code of Conduct shall be reviewed each school year.

#### **Student Programming:**

School-based staff shall:

Provide for the needs and physical privacy of students in a pastoral manner, with a view at all times to maintaining their dignity and safety;

Consult with students and families with respect to accommodating individual needs and protecting the privacy and confidentiality of students;

Determine best practice and rationale for all individuals involved with respect to student participation in curricular and extra-curricular activities including intramurals and athletics. Based on specific student circumstances, educators address additional needs in consultation with the Principal.

Provide age-appropriate evangelical, Biblical, Christian education to students on inclusive language and behaviours through all aspects of the school day/life.

#### **Student organizations and activities:**

Evangelical Free Church Champion 9146 is committed to supporting the establishment of student organizations and activities that intend to promote a welcoming, caring, respectful, safe and evangelical, Biblical, Christian learning environment that respects diversity and fosters a sense of belonging for students.

Evangelical Free Church Champion 9146 is being compelled under duress to list the following provisions of the *School Act*: Sections 16.1(1), (3), (3.1), (4) and (6) of the *School Act* currently state<sup>2</sup>:

*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 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) 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 with 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 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.*

*(6) The principal is responsible for ensuring that notification, if any, respecting a 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.*

Section 45.1(4)(d) of the *School Act* requires this Policy to indicate what legislation governs the release of information by the Board. It is the position of Alberta Education that the *Personal Information Protection Act (PIPA)*<sup>3</sup> governs the disclosure of personal information by the Board.

In circumstances where the disclosure of personal information, including that of a student involved in a student organization or activity, is contemplated, the Principal shall be guided by the school’s policies

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<sup>2</sup> Sections 45.1 and 16.1 of the *School Act* are currently under Constitutional challenge before the Courts: The Evangelical Free Church Champion 9146 recognizes that the application of any provisions of the *School Act* are subject to the paramount provisions of the *Canadian Charter of Rights and Freedoms* and the *Alberta Bill of Rights*, protecting freedom of conscience, religion, expression, association and the right of parents to make informed decisions concerning the education of their children.

<sup>3</sup> The interpretation and application of *PIPA* is subject to the paramount provisions of the *Alberta Bill of Rights*, including sections 1(c) and (g), and the *Canadian Charter of Rights and Freedoms*, sections 2(a) and 7.

for supporting vulnerable students and the child abuse policy, its legal obligations and the following recognized rights:

- The *School Act* states that “parents have a right and a responsibility to make decisions respecting the education of their children”.
- The *Alberta Bill of Rights* guarantees as a fundamental freedom “the right of parents to make informed decisions respecting the education of their children.”

Further guidance for school staff in fulfilling the objectives of the above sections without violating Evangelical Free Church Champion 9146’s legal responsibilities and the nature and character of Hope Christian School as an evangelical, Biblical, Christian school is provided in the following policies and procedures:

- [Mission, Vision and Beliefs Statements](#)
- Hope Christian School Guidelines for the Establishment of Student Groups and Activities

### **The Role of Students and Families:**

As part of the Evangelical Free Church Champion 9146 community, the expectations for students and their families in all interactions that pertain to the school are that they:

Conduct themselves in a manner which upholds the dignity and worth of all members of the school community;

Be aware of and adhere to the school’s Student Conduct procedure; and,

Report instances of language or behaviour that is in contravention of this Administrative Procedure to their Principal immediately.

Nothing in this Administrative Procedure is to be interpreted so as to limit or be a waiver of the Board’s or school’s rights, powers and responsibilities pursuant to the *Alberta Bill of Rights* and the *Canadian Charter of Rights and Freedoms*. To the extent, provisions restated in this Administrative Procedure conflict with the Board’s or school’s rights, powers and responsibilities pursuant to the *Alberta Bill of Rights* and the *Canadian Charter of Rights and Freedoms*, the Board’s and school’s rights, powers, beliefs and policies pursuant to the *Alberta Bill of Rights* and the *Canadian Charter of Rights and Freedoms* will govern.

References:

*School Act*

*Alberta Bill of Rights*

*Alberta Human Rights Act*

*Personal Information Protection Act.*

*Canadian Charter of Rights and Freedoms*

*Criminal Code*

Board Approval Date; \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_