
311 Personnel and Employee Relations– School Culture

Purpose The purpose of this administrative procedure is to:

- Outline the roles and expectations related to meeting Prairie Rose Public Schools' (PRPS) responsibility to provide students and staff with a welcoming, caring, respectful, and safe learning and work environment that respects diversity and fosters a sense of belonging for all members.
- Affirm the rights of each student and employee provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms.

This procedure applies to:

- All PRPS students, staff, parents, volunteers, visitors, and contractors while engaging in PRPS-related activities on or off school property.
- All behaviours, whether contact is face-to-face, by phone, electronic, or by any other means of communication.

Compliance All staff are responsible for knowing, understanding, and complying with this procedure. Failure to comply may result in disciplinary action up to and including dismissal.

Principles

- PRPS is committed to creating welcoming, caring, respectful, and safe learning and work environments that respect diversity and foster a sense of belonging.
- Emphasis is placed on measures that foster positive attitudes and behaviours.
- PRPS will respond to behaviour that prohibits, restricts, or creates a barrier to these positive environments.

Definitions

- **Bullying:** Repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear, or distress to others, including psychological harm or harm to an individual's reputation. This includes Physical, Verbal, Social/Relational, and Cyber/Digital bullying.
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- **Discrimination:** An action or decision that treats a person or group negatively for reasons such as race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- **Diversity:** The full range of uniqueness within humanity, including cultural and linguistic diversity, family composition, gender identity/expression, sexual orientation, language, physical attributes, and socio-economic status.
- **Harassment:** Any behaviour or pattern of repeated behaviour that disparages, humiliates, or harms another person, or denies an individual's dignity and respect.
- **School Community:** Individuals or groups engaging with schools in learning or support of student learning and PRPS.

311 Personnel and Employee Relations– School Culture

Regulation Statement

- PRPS is committed to providing all students and staff with a safe environment consistent with the Education Act, the Canadian Charter of Rights and Freedoms, and the Alberta Human Rights Act.
- When engaged with schools, community members, students, parents, and staff all share a responsibility to promote and support an environment that respects diversity and fosters a sense of belonging. This includes adhering to relevant Codes of Conduct and progressive discipline practices.

Procedure

Learning and Work Environment

A welcoming, caring, respectful, and safe environment is physically, emotionally, and psychologically safe, characterized by empathy, a feeling of belonging, freedom from discrimination and bullying, clear expectations for behaviour, and appropriate modelling by staff, parents, and students.

Principals' Responsibilities A principal must model, foster, and maintain this environment by:

- Supporting student learning by developing positive attitudes, fostering self-esteem and responsibility, and assisting students in conflict resolution.
- Working with staff and the community to develop support for these conditions and advising parents/students of their expectations and responsibilities.
- Ensuring staff are aware of their shared responsibilities, learning resources reflect community diversity, culturally based activities are respectful, and all members are aware of expectations to model safe behaviour.

Students' and Parents' Responsibilities

- **Students:** Must share in the responsibility for maintaining this environment and may be held accountable for behaviour that impacts the school beyond the hours of school operation when their conduct detrimentally affects the school environment.
- **Parents:** Have a responsibility to ensure their conduct contributes to a safe environment, to cooperate with school staff, and to advance positive, respectful relationships with teachers and school professionals.

Staff Responsibilities

- Staff have an obligation to support and model behaviour that contributes to a safe learning and work environment that respects diversity and fosters belonging.

Parent Notification & Compliance

- The principal is responsible for ensuring any parent notification respects the Education Act, privacy acts, and usual practices for other student organizations.

311 Personnel and Employee Relations– School Culture

- Employee, student, parent, or community member conduct that fails to promote a welcoming, caring, respectful, and safe environment free from discrimination, harassment, or bullying will not be tolerated and will be subject to discipline, intervention, or addressed by the principal in accordance with the Education Act.

Approved: March 2026 Superintendent *Reagan Weeks*