

Partners in Education

Creating welcoming, caring, respectful, inclusive and safe learning and working environments

The board believes we are partners in education and have a responsibility to ensure welcoming, caring, respectful, inclusive and safe learning and working environments.

Sections 31-33 of the *Education Act* sets out the goals, roles and responsibilities of all partners in the Alberta education system, including students, parents, school boards and the Ministry of Education.

Student Responsibilities

Students are responsible for contributing to a welcoming, caring, respectful and safe learning and working environment that values diversity and fosters a sense of belonging. This is done through:

Welcoming

- Welcoming new people by greeting them with a smile and kind words
- Building positive relationships by including others and showing interest in others

Caring

- Showing care for self and others and the school
- Arriving on time and ready to learn
- Actively listening to others
- Sharing spaces and resources with others attending school everyday

Respectful

- Embracing similarities and differences of others
- Learning about cultures and traditions of others

Inclusive

- Sharing your unique interests, gifts and talents to build connections
- Considering the needs, feelings and ideas of others
- Expressing your needs in a respectful way
- Accepting when something doesn't go your way

Safe

- Following safety rules at school, home and in the community
- Fixing small problems on your own
- Asking for help if you have a "big" problem
- Taking responsibility for words and actions
- Seeking adult support if you and/or others are feeling unsafe

Parent Responsibilities

As parents or guardians, you have a responsibility to actively participate in your child's educational success, including helping your child fulfill their responsibilities and contribute positively to the learning environment.

You can help your child meet their responsibilities in many ways, including:

- modelling kindness;
- paying attention to how you talk about other children and the school in front of your child;
- taking responsibility for your mistakes;
- modelling peaceful problem-solving when you have a conflict; and
- reporting any problems at the school based on our division's 3-step communication path.

You also have the responsibility to ensure that your own conduct contributes to a welcoming, caring, respectful and safe learning environment by:

- cooperating and collaborating with school staff regarding the delivery of support and services to your child; and
- engaging in the school community when you can by attending school events and staying informed.

As parents or guardians, you have an important role to play, whether you are in the school regularly or not. Some examples include:

- ensuring that your child attends school regularly;
- seeking to clarify a child's version of events with the school's view in mind to bring about a peaceful solution to an issue or concern;
- speaking respectfully to and about school staff;
- speaking positively about the school, staff, other students and their families in front of your child; and
- making appointments to make sure the person you want to speak with has sufficient time to have a focused conversation. Drop-off and pick-up times are not ideal for you or for the teacher.

Note: Decisions regarding consequences imposed on one student cannot be shared with the parents or family of other students. While this can be frustrating, it is important and necessary to protect everyone's privacy.

Our Communication Path

If you have questions or concerns regarding your child's school experience, like learning, or conflict with peers, these are the proper steps to take:

TEACHER

STEP 1

First talk to your child's teacher. Most questions or concerns can be dealt with at this level.

SCHOOL ADMINISTRATION

STEP 2

If you feel the matter is unresolved, please contact the school principal and/or assistant principal.

DIVISION OFFICE

STEP 3

If your questions or concerns have not been addressed to your satisfaction at the school level, please call our division office at 780.460.3712 and your call will be directed to the appropriate department.

We have a mutual goal of addressing and resolving any situation fairly and appropriately. Working together is critical.

- If appropriate, consider the 24-hour rule before reaching out so that concerns are not dealt with during a time of high emotion.
- When addressing complaints, it is best to speak to your child's teacher over the phone or in person. Email is not a great option in these situations.
- We do not tolerate any rude, hostile or offensive behaviour, whether in person, over the phone, or by email. Our staff are not expected to deal with poor behaviour and will only engage in respectful dialogue in order to answer questions and resolve a concern in a respectful and peaceful manner.

Board Responsibilities

School boards are responsible for ensuring that every student and staff member is provided with a welcoming, caring, respectful and safe learning environment that values diversity and fosters a sense of belonging. Additionally, boards are required to establish a student code of conduct that:

- is publicly available;
- is reviewed annually;
- is provided to all staff, students and parents;
- explains what is acceptable and unacceptable behaviour, whether or not it occurs within the school building during the school day or by electronic means;
- that addresses the prohibited grounds of discrimination;
- addresses possible consequences for unacceptable behaviour that consider a student's age, maturity and individual circumstances. This means that consequences may be different for each student; and
- ensures that support is provided for the student(s) who are impacted by inappropriate behaviour, as well as for the student(s) who engaged in the inappropriate behaviour.

More information & resources are available on our website

St. Albert Public Schools
Policy Manual

SCAN HERE



Policy D-180:
Complaints

SCAN HERE



Treating Our Staff
With Respect

SCAN HERE



Education Act

SCAN HERE

