administrative regulation

Safe and Caring Learning and Work Environments

Administrative Regulation No. 6031

Classification: Students

Effective Date: November 30, 2026

1 | Purpose

The purpose of this administrative regulation is to:

- outline the roles and expectations related to meeting CBE's responsibility to provide students and staff with a safe and caring learning and work environment; and
- affirm the rights of each student and employee provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms.*

2 | Scope

This administrative regulation applies to:

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

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

Failure to comply with this administrative regulation may result in disciplinary action up to and including termination of employment.

All students and their parent(s)/guardian(s) are responsible for reading and complying with this administrative regulation.

4 | Principles

The following principles apply:

- CBE is committed to creating safe and caring environments that foster and maintain respectful and responsible behaviors.
- Emphasis is placed on measures that foster positive attitudes and behaviours when creating a safe and caring environment.
- CBE will respond to behaviour that prohibits, restricts or creates a barrier to a safe and caring environment.

5 | Definitions

Bullying: means the repeated and hostile or demeaning behaviour by an individual in the School Community or work environment where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the School Community, including psychological harm or harm to an individual's reputation. Bullying can take different forms including:

- Physical – pushing, hitting
- Verbal – name calling, threats
- Social/Relational – exclusion, rumours
- Cyber/Digital – using digital technology to harass, demean or threaten

CBE: means The Calgary Board of Education.

Discrimination: means an action or a decision that treats a person or a group of people 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. These provisions are identified in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms.*

Diversity: means the full range of uniqueness within humanity. Dimensions of diversity include but are not limited to those identified in the Discrimination definition as well as the following:

- cultural and linguistic diversity
- family composition
- gender identity/expression
- sexual orientation
- language
- physical attributes
- socio-economic status

Harassment: means any behaviour or pattern of repeated behaviour that disparages, humiliates or harms another person, or denies an individual's dignity and respect and is demeaning or humiliating to another person**.**

School Community: means the inclusion of individuals or groups engaging with schools in learning or support of student learning and the CBE**.**

6 | Regulation Statement

General

1) CBE is committed to providing all students and staff with a safe and caring environment that fosters and maintains respectful and responsible behaviors, consistent with the *Education Act*, the *Canadian Charter of Rights and Freedoms*, and the *Alberta Human Rights Act.*
2) When engaged with schools and CBE, members of the community have a responsibility to promote, safeguard and support a safe and caring environment that fosters and maintains respectful and responsible behaviors.
3) All students and parents/guardians have a responsibility to promote, safeguard and support a safe and caring environment that fosters and maintains respectful and responsible behaviors, consistent with sections 31 and 32 of the *Education Act.* This includes compliance with the following:
    a) Administrative Regulation (AR) 6005: Student Code of Conduct;
    b) AR 5002: Responsibilities of Parents;
    c) progressive discipline practices; and
    d) other CBE administrative regulations.
4) All staff have a responsibility to promote, safeguard and support safe and caring environments that foster and maintain respectful and responsible behaviors. This includes compliance with this administrative regulation, as well as:
    a) AR 4027: Employee Code of Conduct;
    b) progressive discipline practices; and
    c) all other CBE administrative regulations, including:
        i. AR 4038: Harassment, Sexual Harassment and Discrimination;
        ii. AR 4080: Workplace Violence; and
        iii. AR 4090: Public Interest Disclosure (Whistleblower Protection).

7 | Procedure

Learning and Work Environments

1) A safe and caring environment is one that is physically, emotionally and psychological safe and is characterized by:
   a) caring and empathy for all individuals and groups;
   b) a feeling of belonging by all participants;
   c) freedom from Discrimination, Bullying and Harassment;
   d) an inviting space that is inclusive and representative of those who participate;
   e) respect for and participation in maintaining democratic values, rights and responsibilities;
   f) respecting diversity;
   g) balancing individual concerns with the rights and needs of others;
   h) development and maintenance of positive relationships with others to manage conflict and to reach consensus in the pursuit of common goals;
   i) community, family, student and employee involvement;
   j) appropriate modelling by staff, parents and students;
   k) clear, consistent expectations for behaviour; and
   l) consequences for misconduct, including suspension and expulsion, which are communicated to students, parents and staff.

Principals

2) A principal of a school must model, foster and maintain a safe and caring environment through measures which include:
   a) Support of student learning by:
      i. developing positive student attitudes towards the school, the community, the global community and the environment;
      ii. providing students with an environment and program which provides opportunities for and recognition of success and which fosters self esteem, self-discipline and sense of responsibility; and
      iii. assisting students in developing skills to understand different approaches to solving problems and resolving conflicts; and
      iv. assist students in developing skills to be positive members of the School Community.
   b) Working with the staff and the School Community by:
      i. developing the support of students, staff and parents for the conditions which characterize a safe and caring environment;
      ii. making students, staff and parents participating in school-related activities aware of expectations for their conduct and the consequences established for misconduct; and

iii. advising parents of their responsibilities under section 32 of the *Education Act*.

c) A principal of school shall ensure:

i. all staff members are aware of their shared responsibility for creating and maintaining a safe and caring environment where the rights of students and staff are respected;

ii. learning resources used in the school respect and reflect the diversity within the community;

iii. culturally based activities are tied to learning outcomes and respect the culture they are intended to represent; and

iv. all members of the School Community are aware of the expectation to model safe and caring behaviour.

Students

3) All CBE students are subject to AR 6005: Student Code of Conduct which is publicly available and reviewed with students annually.

4) All CBE students share in the responsibility for demonstrating conduct that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours.

5) Consistent with AR 6005: Student Code of Conduct, students may be held accountable for behaviour that impacts the school beyond the hours of school operation when their conduct detrimentally affects maintaining a safe and caring learning and work environment.

Parents

6) All CBE parents/guardians are subject to:

a) the parent responsibilities set out in the *Education Act*, and

b) AR 5002: Responsibilities of Parents which is publicly available and shared with parents/guardians by schools at the start of each school year.

Staff

7) All staff are subject to AR 4027: Employee Code of Conduct which they must review annually.

8) Staff have an obligation to support and model behaviour that contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours.

Support for Student Organizations (e.g., Diversity Clubs, GSAs)

9) As set out in the *Education Act,* if one or more students attending a school in CBE request support from CBE staff members to establish a voluntary student organization, or to lead an activity intended to promote a safe and caring environment that fosters and maintains respectful and responsible behaviours, the principal of the school shall:

a) permit the establishment of the student organization or the holding of the activity at the school, and

b) 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.

10) The principal shall immediately inform the board and the Minister of Education and Childcare if no staff member is available to serve as a staff liaison, 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.

Naming of Student Activities and Organizations

11) 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.

12) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”.

CBE Staff-Initiated Student Activities and Organizations

13) A teacher, in consultation with the principal, may initiate a student organization or activity intended to promote a safe and caring environment that fosters and maintains respectful and responsible behaviours.

Parent Notification

14) If student participation in a student organization or activity includes an off-site activity, AR 3027: Off-Site Activities will apply and parents/guardians will be notified and may also be required to sign an acknowledgement of risk for the activity.

Compliance

15) Employee conduct that fails to promote a safe and caring learning and work environment that fosters and maintains respectful and responsible behaviours will be subject to disciplinary action.

16) Student conduct that fails to promote a safe and caring learning environment that fosters and maintains respectful and responsible behaviours, will be subject to discipline and/or intervention in accordance with AR 6006: Progressive Discipline, which may include measures up to and including suspension or expulsion.

17) Parent/guardian and community member conduct that fails to promote a safe and caring learning environment that fosters and maintains respectful and responsible behaviours will not be tolerated and will be addressed by the principal in accordance with the *Education Act* and AR 5002: Responsibilities of Parents.

Annual Review

18) In alignment with Operational Expectations OE-2E: Learning Environment/Treatment of Students Reasonable Interpretation and Indicators, this administrative regulation will be:

a) shared annually with school communities, and

b) reviewed with students and staff annually.

8 | History

Approval	June 20, 2018
Revision/Review Dates	August 31, 2020 November 30, 2026
Next Review	November 2031

9 | Related Information

Results Policies

- Results 3: Citizenship
- Results 4: Personal Development
- Results 5: Character

Administrative Regulations

- AR 3027: Off-Site Activities
- AR 4027: Employee Code of Conduct
- AR 4038: Harassment, Sexual Harassment and Discrimination
- AR 4080: Workplace Violence
- AR 4090: Public Interest Disclosure (Whistleblower Protection)
- AR 6005: Student Code of Conduct
- AR 6006: Progressive Student Discipline

Legislation

- *Education Act*, SA 2012, c E-0.3
- *Alberta Human Rights Act*, RSA 2000, c A-25.5
- *Canadian Charter of Rights and Freedoms*, Part I of the Constitution Act, 1982

Documents / Other

- Creating Conditions to Thrive: Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools