



Welcoming, Caring, Respectful and Safe Learning Environment Policy

1. Purpose

At Khalsa School Calgary, we want every student and staff member to feel safe, respected and supported. We believe that everyone has a role to play in creating a positive school environment where students can learn, grow and reach their full potential.

As a Sikh faith-based school, our values of Seva (selfless service), respect, equality, humility, honesty, compassion, responsibility and leadership guide how we treat one another and how we contribute to our school community.

This policy explains how Khalsa School Calgary works to maintain a safe and caring learning environment, prevent bullying and violence, respond to concerns and support those affected by inappropriate behaviour.

This policy should be read alongside the Student Code of Conduct and Discipline and other relevant school policies and procedures.

2. Our Commitment

Khalsa School Calgary is committed to:

- Providing a safe, caring and respectful environment for students and staff.
- Promoting positive relationships, kindness, responsibility and mutual respect.
- Addressing bullying, harassment, discrimination, intimidation, threats and violence.
- Ensuring concerns are taken seriously and addressed appropriately.
- Supporting students who have been affected by inappropriate behaviour and helping students who engage in such behaviour learn from their choices.
- Working with families and staff to maintain a positive school community.
- Respecting privacy while meeting our responsibilities to protect students and staff and comply with applicable legislation.

3. Responsibilities

Board of Directors and School Authority

The Board of Directors and school authority are responsible for ensuring that appropriate policies and procedures are in place to support a safe and caring school environment. They are also responsible for ensuring that applicable legal requirements are met.

Principal

The Principal is responsible for implementing this policy and overseeing the school's response to concerns involving student safety and well-being.

The Principal will ensure that concerns are appropriately addressed, significant incidents are documented, required reports are completed and appropriate support is arranged. The

Principal will also ensure that school expectations are communicated to staff, students and families.

Staff

All staff are expected to model respectful behaviour, supervise students appropriately and help maintain a safe learning environment.

Staff must respond to concerns involving bullying, harassment, discrimination, threats, violence or other unsafe behaviour and report significant incidents to school administration in accordance with school procedures.

Students

Students are expected to follow the Student Code of Conduct, treat others with respect, refrain from bullying and violence, follow reasonable staff directions and report concerns to a trusted adult.

Students must not engage in violence of any kind at school or during school-related activities. They are also expected to help prevent violence by reporting concerns and cooperating with staff, without putting their own safety or well-being at risk.

Parents and Guardians

Parents and guardians are expected to support the school's efforts to maintain a safe and respectful environment, reinforce appropriate behaviour at home, communicate concerns respectfully and work with school staff when issues arise.

4. Bullying, Harassment and Discrimination

Khalsa School Calgary does not tolerate bullying, cyberbullying, harassment, discrimination or intimidation.

Bullying may involve repeated physical, verbal, social, psychological or online behaviour intended to cause harm, fear or distress. Other inappropriate behaviour may also be addressed, even when it does not meet the definition of bullying.

Unacceptable behaviour may include:

- Physical aggression, fighting or threats of harm.
- Insults, name-calling, intimidation or humiliating comments.
- Deliberately excluding or repeatedly targeting another person.
- Spreading harmful rumours or sharing hurtful content online.
- Harassment or discriminatory comments and actions.
- Sexual harassment or inappropriate sexual behaviour.
- Threatening messages or other forms of cyberbullying.

The school will address discrimination and harassment in accordance with applicable legislation, including the Alberta Human Rights Act.

Students and staff are expected to treat others with dignity and respect, including people whose backgrounds, beliefs, abilities or personal circumstances differ from their own.

5. Prevention and Positive Behaviour

We believe that maintaining a safe school environment involves more than responding to problems after they occur. It also means teaching and encouraging positive behaviour, building strong relationships and helping students understand their responsibilities.

Khalsa School Calgary promotes respect, empathy, self-discipline, conflict resolution and responsible decision-making through classroom instruction, assemblies, student activities, school expectations and Sikh values education.

Staff are expected to reinforce these expectations consistently and address concerns before they escalate whenever possible.

6. Reporting Concerns

Students, parents, staff and other members of the school community are encouraged to report concerns involving bullying, harassment, discrimination, threats, violence or other unsafe behaviour.

Concerns may be reported to a teacher, assistant principal, Principal or another appropriate staff member.

Students should feel comfortable asking for help when they are worried about their own safety or the safety of someone else. Students who witness violence or unsafe behaviour should report it to an adult rather than put themselves at risk by intervening.

The school will take reports seriously and take appropriate steps to assess the circumstances and respond.

7. Responding to Incidents

When a significant concern is reported, school administration will assess the situation and determine what action is needed.

Depending on the circumstances, the school may:

- Take immediate steps to protect the safety of those involved.
- Speak with the students, staff or other individuals involved.
- Gather relevant information and document the incident.
- Contact parents or guardians when appropriate.
- Provide support to affected students.
- Determine appropriate consequences or other follow-up measures.
- Contact emergency services or other authorities when necessary.
- Complete any external reporting required by applicable legislation or Alberta Education and Childcare procedures.

The response will depend on the nature and seriousness of the incident and the circumstances involved. The school will not assume that every situation requires the same response.

8. Consequences and Student Support

When a student engages in unacceptable behaviour, the school will consider the circumstances and determine an appropriate response in accordance with the Student Code of Conduct and Discipline and applicable legislation.

Considerations may include the student's age, maturity, individual circumstances, the seriousness of the behaviour, its impact on others and any previous relevant incidents.

Responses may include a reminder or warning, reteaching expectations, a restorative conversation, parent or guardian communication, a meeting with administration, behaviour support, loss of privileges, restitution, suspension or expulsion where appropriate and legally permitted.

The school may take a more serious response immediately when the circumstances warrant it.

Where appropriate, the school will support students who have been affected by inappropriate behaviour and students who have engaged in it. Support may include check-ins with staff, Student Services support, behaviour planning, restorative conversations, academic support or referrals to other appropriate services.

Restorative approaches may be used when appropriate, but they will not replace necessary safety measures or other required action.

9. Confidentiality and Documentation

The school will handle concerns and incident records carefully and respectfully. Information will be shared only when appropriate for student or staff safety, follow-up, school operations or legal requirements.

Significant incidents will be documented in accordance with school procedures. Where required, the school will report incidents to Alberta Education and Childcare or other appropriate authorities.

Parents and guardians will be informed when appropriate. However, the school must respect the privacy of everyone involved and may not be able to share confidential information about another student or the consequences imposed on that student.

10. Student Organizations and Activities

Khalsa School Calgary recognizes that student organizations and activities can help students build relationships, develop leadership skills and contribute to a safe and caring school environment.

When students request support to establish a voluntary student organization or lead an activity intended to promote a safe and caring environment, the Principal will follow the applicable requirements of the Education Act.

This includes permitting the establishment of a student organization or the holding of an activity as required by law and designating a staff member to act as a liaison.

Students may choose a respectful and inclusive name for their organization, including a Gay-Straight Alliance or Queer-Straight Alliance, in accordance with applicable legislation.

The school will respect the privacy of students participating in voluntary organizations and activities and handle personal information in accordance with applicable privacy legislation.

11. Communication and Review

Khalsa School Calgary will make this policy and the Student Code of Conduct and Discipline available to students, parents and staff.

The school will review the policy and related procedures regularly and make changes when needed to reflect applicable legislation, Alberta Education requirements and the needs of the school community.

Staff, students and families will be informed of significant changes as appropriate.

12. Related Policies

This policy should be read alongside:

- Student Code of Conduct and Discipline

- Student Discipline, Suspension and Expulsion Policy
- School Faith-Based Policy
- Emergency Response Procedures
- Occupational Health and Safety procedures
- Applicable privacy and incident-reporting procedures

Our Commitment

At Khalsa School Calgary, we want students and staff to know that their safety and well-being matter. We will continue working with students, families and staff to maintain a school community built on respect, responsibility, compassion, humility and service.

We want our students to understand not only what is expected of them, but also how their choices affect others. By working together, we can help create an environment where everyone is treated with dignity and has the opportunity to learn and grow.