



Omar Ibn Al-Khattab Academy Welcoming, Caring, Respectful and Safe Policy

Effective Date: 1st September, 2025

Policy Number: CC-01

Review Cycle: Every year or as required by Alberta Education

Purpose

Consistent with the Vision, Mission, and Values of its school communities, Omar Ibn Al-Khattab Academy (OIAA) is committed to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging to the school.

Scope

This policy applies to all students, staff, and visitors within the school premises, including classrooms, hallways, playgrounds, and extracurricular activities.

Definitions

- **Bullying:** repeated and hostile or demeaning behaviour by a student where the behaviour is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation.
- **Cyber – bullying:** Bullying by electronic means
- **Discrimination:** negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- **Inclusive:** a way of thinking and acting that demonstrates universal acceptance of, and belonging for, all students.
- **Welcoming, Caring, Respectful, and Safe Learning Environments:** An Environment that affirms the rights of employees and students under the Canadian Charter of Rights and Freedoms and Alberta Human Rights Act, does not discriminate under said Acts, and is physically, emotionally, spiritually supportive, and supports a sense of belonging characterized by:
 - respect for self and others
 - respect for property
 - respect for law and order
 - respect for democratic values, rights and responsibilities
 - respect for diversity including race, national origin, colour, religion, creed, sexual orientation, gender identity or gender expression
 - pedagogically and psychologically appropriate expectations and consequences for behaviour that recognize the unique circumstances of each individual

Policy Statement:

Omar Ibn Al-Khattab Academy is responsible, under Education Act s33(2), to ensure that each student enrolled in our school and each staff member employed by the Board is provided with a welcoming, caring, respectful, and safe learning environment that includes establishment of a Student Code of Conduct that addresses bullying behaviour.

Standards of Behaviour

All members of the school community must:

- a. respect and comply with all applicable federal, provincial and municipal laws;
- b. demonstrate honesty and integrity
- c. respect differences in people, their ideas and opinions
- d. treat one another with dignity and respect at all times, and especially where there is disagreement
- e. respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or disability
- f. respect the rights of others g. show proper care and regard for school property and the property of others
- h. take appropriate measures to help those in need;
- i. respect all members of the school community, especially persons who are in a position of authority; and
- j. respect the needs of others to work in an environment that is conducive to learning and teaching.

Education Act:

The Board gives responsibility to the Principal to establish adequate procedures to ensure order and discipline of the student body, and to develop clear rules and regulations in this area. The Principal is also responsible to provide support for Student Organizations or Student Activities intended to promote a welcoming, caring, respectful, and safe learning environment as prescribed under Education Act Section 16.

If one or more students attending a school operated by the Board request a staff member employed by the Board for support to establish a voluntary student organization, or to lead an activity (collectively the "Requested 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 review all requests and approve all Requested Activities that promote at the School a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes Islamic Leadership Club, Female Leadership Club, Refugee Support Group, Anti-Racism Group, Anti-Bullying Group, Freedom of Religion Group, Gay-Straight/Queer Alliance Group, One Ummah Group, Anti-Harassment Group, Human Rights Group, International Crisis Group, Justice Group, All Lives Matter Group, Rajo Support Group, etc (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.

After consultation with the principal, the students may select a respectful and inclusive name for the organization. Student organizations and activities approved by the school will be in alignment with the mission, vision, and core values of the school. The school, through the principal, shall approve all content, materials, or external participants for all school clubs, organizations, events, or activities.

Student Code of Conduct

As legislatively mandated by section 45(5) of the School Act, the Code of Conduct herein set out has the following purpose: to create a positive school climate where all members of the school community feel safe, respectful, inclusive, equitable, comfortable and accepted and addresses bullying behaviour.

The Student Code of Conduct sets out behavioural expectations for students, including those behaviours that are consistently promoted and modelled by all in the school community—staff, students and parents. Students shall be held accountable for conduct that occurs outside of the school building or school day and/or electronically if the conduct negatively affects members of the school community or interferes with the school environment. The Student Code of Conduct encourages compliance with section 31 of the Education Act.

Students shall conduct themselves so as to reasonably comply with the following Code of Conduct:

- 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. respect the rights of others
- vii. ensure that they contribute positively to the environment and culture of the School
- viii. 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

Unacceptable Behaviour

The following are examples of unacceptable behaviours and may include but are not limited to:

- behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions
- acts of bullying, harassment or intimidation/discrimination
- acts of violence, physical aggression or threatening behaviour
- Disrespectful conduct towards staff members and other students
- Defying dress code requirements
- illegal activity, such as possession or use of weapons, possession or use of alcohol, drugs, inhalants or other forms of intoxicants on school property or at any other school related functions (i.e. graduation, field trips)
- theft or damage of property
- smoking or vaping on or outside of the school premises

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 buses or on field trips.

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.

Consequences for Unacceptable Behaviour

Discipline is the collective responsibility of the students, the parents and all staff. In every case when students are disciplined, the teacher and/or administrator post a written discipline report on PowerSchool. A student may also be asked to write an account of the incident. Written reports are documented in student files and, when necessary, included in teachers' files.

Potential consequences for unacceptable behaviour include:

- Temporary removal of privileges
- Suspension
- Compulsory counselling sessions
- When repeat offences occur or in extreme circumstances, students will be placed on home schooling

The regulations and procedures for implementing the discipline policy are meant as a guide to facilitate consistent and progressive practice. Identified unacceptable behaviour will consider the student's age, maturity, discipline history and individual circumstances.

This Code of Conduct shall be made publicly available on the School website and shall be provided to all staff, students, and parents.

This Code of Conduct shall be reviewed each school year.

Reference Documents:

- *Education Act*
- *Personal Information Protection Act (PIPA)*
- *OIAA Mission, Vision, and Core Values*
- *Canadian Charter of Rights and Freedoms*
- *Alberta Human Rights Act*
- *Child, Youth, and Family Enhancement Act*
- *Children First Act*
- *AISCA Safe and Caring School Policy Template*

RESPONSIBLE FOR:				
APPLIES TO:				
VERSION	DATE	WRITTEN BY	APPROVED BY	CHANGES
1.0.0	March 16 2026	Huda Khurshid	Dr. Osama Namaruish	