



# Let Your Light Shine Forth

## **AP 172: Equity, Diversity, Inclusion, and Anti-Racism: Reporting of and Responding to Discrimination and Racism Frequently Asked Questions**

### **1. Why has this Administrative Procedure been created?**

*As a Catholic school division, we are called to respond to issues of racism and discrimination, being mindful of social teachings around oppression and social justice. In the words of Pope Francis, “We cannot tolerate or turn a blind eye to racism and exclusion in any form and yet claim to defend the sacredness of every human life.”*

*We learned through the research project, “A study of Equity, Diversity, Inclusion, and Anti-Racism”, conducted in 2021-2022, that some students, staff, and families were unsure of how to report discrimination or racism and that they had questions about what happened after making a report. In addition, the policy review that was completed as part of the research study brought forward the recommendation to develop an Administrative Procedure that would make clear the process for reporting and responding to discrimination and racism based on the protected grounds within the [Alberta Human Rights Act](#).*

### **2. How were the voices and perspectives of students, staff and families collected?**

*Engagement sessions occurred from August 2022 to June 2023. Engagement sessions occurred with students, staff, and families, including:*

- *Board of Trustees*
- *Equity, Diversity, Inclusion, & Anti-Racism Advisory Group (staff)*
- *Equity, Diversity, Inclusion, & Anti-Racism Strategic Plan Implementation Committee (leadership)*
- *Employee Group Liaison Representatives*
- *Parent and Guardian Feedback Sessions*
- *Principals*
- *School Councils*
- *Senior Administration*
- *Student Voice*
- *Truth and Reconciliation Advisory Circle*

*We listened to hundreds of people, analyzed feedback for themes, and utilized this information to develop a strong and equitable procedure. We will continue to engage with the ECSD community to make revisions going forward.*

### **3. What were the main themes drawn from the engagement sessions?**

- *A clear and consistent process was needed so that everyone would understand how to make a report of discrimination or racism and seek support.*
- *A clear and consistent process for investigation and response was required.*
- *Sometimes, students or families did not feel they could speak with a staff member or administrator at the school. They expressed the need for an alternate way to make a report and seek support.*

- *An option to report anonymously was requested, and it was acknowledged that this would impact the ability of the school or Division to investigate and respond.*
- *A restorative approach is desired when appropriate, in lieu of a solely punitive approach to discipline.*
- *Education and a proactive approach are just as important as the response to incidents of discrimination or racism.*
- *A trauma-informed approach that respects the confidentiality of all involved is desired.*

**4. What is the timeline for response when a report is made to a Principal/Manager/Supervisor?**

- *Each situation will be unique, and as such, a specific timeline is not possible. The Principal/Manager/Supervisor will act on a report as soon as operationally possible to contact those involved and begin the investigation.*

**5. What is the timeline for response when a report is made through the reporting form?**


- *Each situation will be unique, and as such, a specific timeline is not possible. School Operations Services will begin the investigation upon receipt of the form and then action it as needed. As there is an extra layer of action involved, reports through the form may take longer to address.*
- *The Principal/Manager/Supervisor will complete the investigation and respond as efficiently and thoroughly as possible.*

**6. Do we have to fill out the reporting form? What about families who do not have access to a computer or internet?**

- *No, the online reporting form is one option to make a report. Where comfortable to do so, it is always encouraged that students and family members speak with a trusted staff member or administrator at the school. Staff can speak with their administrator, manager or supervisor. The online reporting form is one option for those situations where a student, family member, or visitor feels they cannot speak with anyone at the school. A second option is to call the Division at 780-441-6000 and ask to speak with School Operations Services. Wherever and whenever possible, people are encouraged to contact the school Principal or a trusted staff member at the school directly.*

**7. Why is anonymous reporting permitted? Won't this encourage false reporting?**

- *We clearly heard that there was a need for an option of reporting anonymously for situations where the reporting person is concerned about the potential negative impact of making a report. Anonymous reports may be difficult to investigate, and the response will be limited as we cannot go back to the reporting person. For this reason, a person making a report is strongly encouraged to include their name and contact information.*



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Let your light shine before others, so that they may see your good works and give glory to your Father in heaven.  
*(Matthew 5:16)*