

Section:	Human Resources
Policy:	4.15
Revised:	March 2023
Approval:	Motion #262

4.15 Community Standards Policy

1. Purpose

Kootenay Christian Academy is a faith-based community. Allegiance to that community is demonstrated through agreement with the school's standards of conduct and through the modeling of conduct that is consistent with those standards.

The purpose of this policy and procedure is to outline the behaviour expectations required for teachers, educational support and administrative employees, other high level school employees, board and committee members, and other high-level volunteers of Kootenay Christian Academy. This policy also explains the consequences for a breach in keeping the standards.

2. Persons/Area Affected

All teachers, educational support and administrative employees, other high level school employees, board and members, and other high-level volunteers of Kootenay Christian Academy.

3. Policy

All teachers, educational support and administrative employees, other high level school employees, board and committee members, and other high-level volunteers are expected to live up to the ethical standards set by the school's statement of faith, constitution and bylaws, or other foundational documents. These expectations are rooted in the Christian tradition and the Biblical values that the school community wishes to exemplify in the modeling to students and other school community members expected of all of the above persons. A breach of the community standards expectations can be cause for termination of employment or a volunteer position with the school.

4. Definitions

4.1. Community Standards or Standards of Conduct: These terms are used interchangeably and refer to the lifestyle and behaviour expectations rooted in the Christian tradition and the Biblical values that the school community wishes to exemplify in the modeling provided to the students and other members of the school community. The ethical standards of the school are found in the statement of faith, constitution and bylaws, or other foundational documents.

4.2. Marriage: One man and one woman exchanging vows before God, the church and the community.

5. Responsibilities

5.1. All educational, administrative and other high-level employees must, as a term and condition of employment, comply with the ethical standards set by the school's statement of faith, constitution and bylaws, or other foundational

documents and with the specific lifestyle and behaviour requirements set out in this policy.

- 5.2. All board and committee members and other high-level volunteers must, as a term and condition of their volunteer position with the school, comply with the ethical standards set by the school's statement of faith, constitution and bylaws, or other foundational documents and with the specific lifestyle and behavior requirements set out in the policy.
- 5.3. All individuals held to these community standards are expected to model these standards to the students and other members of the school community in their public and private life and in school related and non-school related activities.
- 5.4. The principal and board chair are expected to encourage individuals to comply with the standards, and to take steps if there is a breach of the standards.

6. Procedures

6.1. **Community Standards:** The following lifestyle and behavior expectations are considered important non-exhaustive examples of how education, administrative, and other high-level employees, board and committee members, and other high level volunteers are to conduct themselves in the school community:

- 6.1.1. Actively involved in a local Christian Community.
- 6.1.2. Respects the traditional view of marriage, as that of one man and one woman exchanging vows before God, the church and the community (co-habitation before marriage is unacceptable).
- 6.1.3. Makes every effort possible to work to bring healing to a struggling marriage relationship that has the potential to end up in separation and/or divorce. Agrees a formal divorce is needed before commencing dating.
- 6.1.4. Avoids sexual misconduct such as adultery when married, or sexual relationships when single.
- 6.1.5. Respects the sanctity of life from the time of conception to death.
- 6.1.6. Demonstrates respect for all members of the community (students, parents, education, administrative, and other high-level employees, board and committee members, and other high level volunteers).
- 6.1.7. Avoids harassment of any members of the school community based on gender, same-gender attraction, race, political views, religion, or other grounds protected under the BC Human Rights Code.
- 6.1.8. Refrains from accessing any type of pornographic and/or sexually explicit material.
- 6.1.9. Refrains from the use of illegal drugs.
- 6.1.10. Refrains from the abuse of alcohol, prescription or over-the-counter drugs; drunkenness and/or impaired driving; or the irresponsible use of other substances that may affect mood or job performance.
- 6.1.11. Refrains from engaging in criminal activity or civil wrongdoing

6.2. Educational, Administrative, and other High-Level Employees:

- 6.2.1. Investigation Process: The principal is expected to immediately confer with the employee concerned, if a breach has been observed, or if a breach is reported, to verify whether it actually occurred.
- 6.2.2. Meet with the board and determine a course of action:
 - 6.2.2.1. Allow the employee to give an account of his or her behaviour to three board members and the principal.
 - 6.2.2.2. The board will determine at its discretion whether to terminate employment for cause in accordance with the terms and conditions of the employment agreement or take other action as deemed appropriate. The consequences of breach will be determined on a case-by-case basis in view of the relevant circumstances.
- 6.3. Investigation Outcome: In the event that it is determined that a breach has occurred, the principal will:
 - 6.3.1. Ensure that all facts are recorded and signed off by the employee in question.
 - 6.3.2. At Kootenay Christian Academy the potential exists for there to be difference of opinion in the school regarding whether certain conduct breaches the standards of conduct of the school. In the case of such differences of opinion which remain unresolved, the board of Kootenay Christian Academy shall make the final determination around such matters.
- 6.4. Possible Consequences: The consequences of breach may involve:
 - 6.4.1. a letter of reprimand, suspension from duties, or termination, depending on the nature and seriousness of the breach.
 - 6.4.2. For some single instances of breach, such as a criminal offence, or serious sexual misconduct, immediate termination may be the consequence.
 - 6.4.3. In cases of less serious breach, some form of progressive discipline may be imposed.
 - 6.4.4. In all cases of breach, discernment will be exercised to recognize the difference between a single and deeply regretted mistake and a flagrantly disobedient lifestyle, which is not open to correction. In these cases, all disputes pertaining to community standards will also be sought to be resolved directly between the involved parties, failing which, the dispute will then be resolved by an SCSBC mediator or arbitrator, in accordance with SCSBC policies and procedures.
 - 6.4.5. The employee may access the dispute resolution procedure in accordance with his or her employment contract and/or the school's dispute resolution policy, and contact CEBC for dispute resolution purposes.
- 6.5. Board, Committee Members and Other High-Level Volunteers:

- 6.5.1. Investigation Process: The board chair is expected to immediately confer with the board/committee member/other high-level volunteer if a breach has been observed or if a breach is reported to verify if it actually occurred.
- 6.5.2. Investigation Outcome: In the event that it is determined that a breach has occurred, the board chair (or a designated board member in case the breach involves the chair) will:
 - 6.5.2.1. Ensure that all facts are recorded and signed off by the board/
 - 6.5.2.2. committee member/other high-level employee.
 - 6.5.2.3. Allow the board/committee member/other high-level employee to give an account of his or her behaviour to three board members and the principal.
 - 6.5.2.4. The board will determine at its discretion whether to terminate the board/committee member/other high-level employee or take other action as deemed appropriate by the board at its discretion. The consequences of breach will be determined on a case-by-case basis in view of the relevant circumstances.
- 6.5.3. Possible Consequences: The consequences of breach may involve:
 - 6.5.3.1. a letter of reprimand, suspension from duties, or termination, depending on the nature and seriousness of the breach
 - 6.5.3.2. for some single instances of breach, such as a criminal offence, or serious sexual misconduct, immediate termination may be the consequence
 - 6.5.3.3. in cases of less serious breach, some form of progressive discipline may be imposed
 - 6.5.3.4. In all cases of breach, discernment will be exercised to recognize the difference between a single and deeply regretted mistake and a flagrantly disobedient lifestyle, which is not open to correction. In these cases, all disputes pertaining to community standards will also be sought to be resolved directly between the involved parties, failing which, the dispute will then be resolved in accordance with the school dispute resolution policy
 - 6.5.3.5. the board/committee member/other high-level volunteer may access the dispute resolution procedure in accordance with the school's dispute resolution policy