



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

POLICY 620: Harassment and Bullying

The Board of Education of School District #49 (Central Coast) recognizes the right of all members of the school community, including employees, students, parents and volunteers, to learn, work, consult and otherwise associate in an environment free from bullying and/or harassment. To this extent, the Board will not tolerate any conduct that could be classified as harassment, sexual harassment or bullying and will make every reasonable effort to ensure that no employee, student or parent is subjected to such harassment. The Board complies with the BC Human Rights Code and WCB policy and is committed to providing healthy environments in which fairness and respect are both taught and modelled.

Guidelines

1. Definitions

1.1. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more members of the school community. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere the victim's school performance or participation. Bullying is carried out repeatedly; and is often characterized by an imbalance of power.

1.2 Harassment means any inappropriate conduct or comment by a person towards a member of the school community that the person knew or reasonably ought to have known would cause that member to be humiliated or intimidated.

2. Application of the Policy

2.1 All persons while on Board premises or while working for the Board or in Board-sponsored programs or activities are covered by this policy. This includes, but is not limited to, such categories as students, employees, employers, managers, parents, volunteers, school nurses, permit holders and contractors.

2.2 All genders are vulnerable to harassment and bullying, which may occur between members of the same sex, as well as between members of different sexes.

3. Procedure for Informal Resolution of a Complaint

3.1. Complainants are encouraged, but not required, to immediately tell the other person when his/her behaviour is considered inappropriate and unwanted and ask that the unwanted conduct stop. Persons should comply immediately with the request without retaliation.

3.2. Complaints involving teachers will be subject to the provisions of the Collective



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

Agreement with the employer.

3.3. Complaints involving CCNTSA members will be subject to the provisions of the Collective Agreement with the employer.

3.4. Procedures for Students

A student may choose to speak to a teacher or another adult that they are comfortable in approaching with a complaint. When the complaint is reported to a teacher, another adult or using the ERASEBC reporting system, the information will be brought to the attention of the Principal or Vice-Principal who is required to investigate the matter and strive to bring about a resolution. Alleged harasser(s) will be informed, after consideration of the safety of the complainant that a complaint has been filed against them. The alleged harasser will be investigated and a Violent Threat Risk Assessment Protocol shall be performed by the District ERASE team. The student will be informed of the progress made toward resolving the complaint. Acts of retaliation will be disciplined appropriately.

3.5. Procedures for Parents/Volunteers/Others:

A parent or volunteer should report the incident to the Principal, Vice-Principal or a Supervisor who is required to investigate the matter. Alleged harasser(s) will be informed, after consideration of the safety of the complainant, that the complaint has been filed against them. The appropriate person will report back to the complainant.

3.6. Procedures for Management

In the event the Superintendent of Schools, the Secretary-Treasurer, Senior Management or any Trustee is involved as either the alleged bully or as the target of such behaviour, the District will bring in an impartial outside investigator to conduct the investigation.

4. Independent Investigation

4.1. Employees, students, parents and volunteers may choose to present the complaint to the police or Human Rights commissioner under the terms of the Human Rights Act. The District may bring in an outside investigator to conduct the investigation of any other bullying and harassment incident or complaint.

5. Annual Review

5.1. To be effective, anti-bullying and harassment policies and procedures need to be current and practical. Annually, the District's Senior Management will review Policy 620 – Harassment and Bullying – to determine whether or not the procedures are effective and if the procedures need to be revised. The District Health and Safety



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

Committee will be asked to provide its perspectives and recommendations to the Superintendent. The review will consider complaints and incidents of bullying and harassment since the previous year's review.

- 5.2. The Secretary-Treasurer will ensure that the Board has an opportunity to review Regulation on an annual basis