



Anti-Harassment / Bullying Policy, v.1

** The following is an adaptation of the anti-harassment policy that is in effect for Caronport High School and Briercrest College and Seminary. Excerpts have also been taken from Sask. Learning's document, Bullying Prevention - A Model Policy.

Opening Statements

Students and school staff at Caronport High School have the right to learn and work free from harm and bullying in any form.

At Caronport High School we value the diversity that we have as God's image bearers. We commit to love and respect our students and staff as well as all others who enter our learning community.

Overarching Goals Related to Anti-Harassment

Safety: freedom from harm (physical, emotional, spiritual, psychological) as a result of intentional malice or undue carelessness.

Wholesomeness: freedom to grow and change in an environment of care acknowledging that care, growth and change often include pain.

Inclusion: freedom to be heard and to participate in the community of Caronport High School.

Truthfulness: freedom to be forthright, to be accurate, to participate in wholesome talk and to be surrounded by forthrightness, accuracy and wholesome talk.

Harassment / Bullying Defined

General school/workplace harassment is a form of offensive treatment or behavior that, to a reasonable person, creates an intimidating, hostile, or abusive work/study environment.

Harassment is any conduct that:

- Degrades or shows hostility toward an individual because of the individual's characteristics, associations, social or economic status, or abilities including but not limited to race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin or receipt of public assistance, or because of retaliation for opposition to prohibited discrimination.
- Creates an intimidating, hostile, or offensive work/study environment through graphics, written, spoken or non-verbal communications including comments, voice mail, email, jokes, slurs, bullying, gestures or negative stereotyping.
- Constitutes physical violence, restraint, coercion or a threat to the health or safety of a student or associate; and/or interferes with an individual's ability to complete her or his work/study.

Sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature inappropriate in the work/study environment. Examples of sexual harassment include, but are not limited to:

- Demeaning and/or derogatory communication about one's gender;
- Staring, pinching, touching or blocking the movements of another person;
- Unwelcome sexual comments, innuendoes, or jokes about one's dress or body;
- Sexual horse-play or pranks
- Sexually explicit displays or distribution of pictures, materials, or objects in the work/study area;
- Offering or implying a reward or threat concerning work/class assignments, performance review, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors;
- Unwelcome amorous advances, sexual propositions, or obscene gestures;
- Obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual meanings;
- Unwelcome repeated social contact; and
- Nonconsensual sexual contact.

Harassment / Bullying Prohibited

As such, we will not condone any bias, prejudice, harassment, or disrespectful behaviors. Nor will promotion of such behaviors be tolerated. All students and staff are entitled to a harassment-free study/work place. All harassment complaints shall be taken seriously. When acts of harassment are reported or observed, remedial measures and appropriate corrective actions shall be applied. All complainants should be confident that retaliation against them for any complaint will not be tolerated. This policy applies to anyone who provides or uses the services of Caronport High School as well as anything that happens on the premises of Caronport High School. Each staff member and student has an affirmative duty to maintain a school free of harassment and intimidation.

Roles and Responsibilities CHS Personel and Students

In-School Administrators are responsible for:

- providing leadership for promoting a caring, respectful and safe school environment;
- implementing a comprehensive bullying prevention strategy in support of the division level policy;
- promoting and participating in professional development and learning opportunities to enhance their ability to promote caring, respectful and safe learning environments and to prevent and reduce problems of bullying;
- surveying teachers/school staff, students, parents and community members to determine the extent and nature of bullying and how effective interventions are at reducing bullying problems;
- encouraging the participation of teachers/school staff, students, parents/caregivers and community members to develop and support a comprehensive school-wide bullying prevention strategy;

- communicating with the teachers about reported incidents of bullying to determine whether it is appropriate to contact the parents/caregivers of the students involved in the incident;
- communicating with classroom teachers about further assistance from school division personnel, appropriate mental health or child protection professionals, and the police, when appropriate;
- keeping a confidential file on bullying incidents and action plans undertaken by the school, parents/caregivers, and student involved;
- supporting the individual or the parent in making a decision to report the incident to the police for further investigation;
- following school division protocols when responses involve suspension, expulsion or the involvement of mental health or child protection professionals or the police; and,
- promoting annual monitoring and review of school level policy and practices to reduce and prevent bullying.

Teachers/School staffs are responsible for:

- promoting and using caring, respectful and safe school and classroom practices;
- participating in professional development/learning opportunities related to bullying prevention;
- building bullying prevention into daily instruction that encourages students to report incidents of bullying;
- responding promptly and appropriately to instances of bullying;
- communicating with in-school administrators and parents/caregivers about instances of bullying and involve them in seeking solutions;
- recording and reporting instances of bullying to the in-school administrator and monitoring instances of bullying and their resolution;
- determining with in-school administrators whether further assistance from school division personnel, human service providers or the police is warranted and follow school division protocols in these matters; and,
- participating in annual monitoring and review of school level policy and practices to reduce bullying.

Students are responsible for:

- respecting the safety, well-being and property of school staff and fellow students;
- contributing to a caring, respectful and safe school and classroom learning environment;
- participating in the development and support of the school's bullying prevention policy;
- taking a personal stand against bullying and participating in bullying prevention activities at the school; and,
- reporting all acts of bullying experienced or observed to a school staff member.

Retaliation Prohibited

- Students or staff who complain of harassment or discrimination, who provide information related to such complaints, or who oppose harassing and/or discriminating behavior shall be protected against retaliation. Retaliation is considered as serious as

- prohibited harassment, and immediate and appropriate disciplinary action, up to and including dismissal shall be instituted.
- During the complaint investigation, all parties shall be reminded that retaliation is prohibited.
- Examples of retaliation can include negative actions such as, but not limited to:
 - unwarranted low grades or poor performance evaluations; change in duties or service opportunities as a consequence of reporting harassing behavior; other negative education or employment decisions; gossip and breach of confidentiality; laughing at, ignoring, or failing to take seriously reports/complaints of harassment; or continuing/escalating harassing behavior after the associate/student objects.

Harassment / Bullying – Steps Taken When Reported

- The in-school administration, classroom teachers and school staff will respond by providing a clear message that bullying will not be tolerated.
- All instances of bullying are to be reported to the in-school administration and the classroom teacher(s) directly involved with the students.
- The in-school administration or classroom teacher(s) will listen, investigate, offer support and determine the appropriate course of action.
- A bullying incident report will record those involved and the action taken and be filed with the in-school administration.
- In a timely fashion, the classroom teacher(s) will communicate with the in-school administration and, if appropriate, contact the parent/caregivers of each student involved, to inform them of the incident.
- The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.
- When efforts to stop the bullying are unsuccessful, the in-school administration or the classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved, and suggest further supports and consequences to resolve the problem.
- The in-school administration will follow division protocols when consequences for bullying involve suspensions or expulsions, or when follow-up includes a referral to mental health or child protection professionals or the police
- The in-school administration has a responsibility to support the individual or parent in making a decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.
- The in-school administration and school staff have a responsibility to report cases of bullying to the police when students' and school staffs' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.

Harassment / Bullying Investigation – Additional Points

- Any allegation of harassment will result in immediate intervention to ensure the safety of the aggrieved.
- Should a fact-finding investigation be deemed necessary, it will begin promptly. All parties are expected to be ethical and honest throughout the investigation. The confidentiality of all parties who are interviewed about the harassment allegation shall be maintained, with the information being disseminated only on a need-to-know basis.
- The aggrieved and the respondent will be informed about the outcome of the investigation by the administrator working with the situation.

- All allegations of harassment will be taken seriously with the goal of encouraging, facilitating and maintaining a safe, wholesome, inclusive and truthful environment.
- By expecting accountability and truthfulness, it is hoped that there will be an atmosphere that will promote redemption, healing, repentance, forgiveness and reconciliation. However, it is not within the administrator's scope to bring these things about. It is the office's responsibility to ensure the safety of the aggrieved and a fair investigative process and appropriate outcomes. It must be acknowledged that the outcome may or may not satisfy the aggrieved and/or the respondent.

Corrective Actions

If the findings of the investigation indicate that a violation of the anti-harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. (An oral or written warning, training or counseling, monitoring the harasser, suspension, or dismissal may all be appropriate.)

Appeal Process

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the administrator who will ensure that the appeal is processed.

If the individual is not content with the appeal decision, which is the final decision of the institution, provision is made within accrediting bodies to appeal to an outside party.

CHS: Prairie South School Division at (306) 694-1200, 15 Thatcher Dr. E. Moose Jaw, SK.