

## **STUDENT HARASSMENT AND BULLYING**

### **Background**

The Division is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity. It is the intention of the Division to prevent and discourage harassment among students. For the purposes of this Administrative Procedure, harassment is synonymous with the terms intimidation, bullying, taunting, teasing, and bugging.

### **Procedures**

1. Harassment includes behaviour which may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. Harassment may include:
  - 1.1 Verbal abuse or threats;
  - 1.2 Derogatory remarks, jokes, innuendoes, or taunts about a person's body, age, gender, ethnic or national origin, socio-economic status, religion;
  - 1.3 Displaying of pornographic or sexually explicit material, racist or other offensive or derogatory pictures;
  - 1.4 Inappropriate jokes which cause awkwardness or embarrassment;
  - 1.5 Sexual invitations, requests or demands, whether indirect or explicit;
  - 1.6 Inappropriate gestures;
  - 1.7 Intimidation to participate in unlawful or unethical activity or to participate in activities which contravene Board policy, Division administrative procedures, and/or school rules;
  - 1.8 Unwelcome physical contact; and/or
  - 1.9 Coercing or influencing third parties to harass others.
2. Principals shall have measures in place to prevent harassment in schools, which shall include the following:
  - 2.1 School procedures on harassment and bullying to be regularly communicated to students, parents, and staff;
  - 2.2 A program designed to develop and maintain positive school climate and conflict resolution for example Lions Quest, Safe and Caring Schools, etc.;
  - 2.3 Access to counselling support where available;
  - 2.4 The School Annual Results Report shall identify the measures in place to address these requirements.

3. Harassment is contrary to the Administrative Procedure 350 – Student Conduct and students engaging in such behaviour are subject to the Administrative Procedure 355 – Student Discipline.
4. The behaviour need not be intentional in order to be considered harassment; it is sufficient that the offender knows, or as appropriate for age and grade ought to reasonably know, that the behaviour is offensive and unwelcome.
5. Any student who willingly makes a false claim of harassment or intentionally provokes harassment shall be subject to appropriate disciplinary action.
6. First Incident
  - 6.1 A complaint of harassment is to be directed to the Principal. Reporting is intended to help the victim and the first concern of the Principal will be the needs of the victim.
    - 6.1.1 Whether the situation is a result of a misunderstanding or not, those involved must agree to cease any offensive behaviour.
    - 6.1.2 The complainant must be willing to supply names, dates, and circumstances, and must expect that the Principal will inform the offender of the allegations.
    - 6.1.3 The Principal will interview those involved and assess the situation.
  - 6.2 The Principal will take notes and may contact the parents.
  - 6.3 Appropriate disciplinary measures which may include suspension and recommendation for expulsion shall be implemented pursuant to the Administrative Procedure 355 – Student Discipline.
7. Second Violation
  - 7.1 The Principal will take a written statement from the complainant which includes names, dates, and circumstances.
  - 7.2 The Principal will inform the offender, complainant and the parents of the situation and the consequences of any further harassment.
  - 7.3 Further disciplinary measures which again may include suspension and recommendation for expulsion shall be implemented pursuant to the Administrative Procedure 355 – Student Discipline.
8. Third Offence
  - 8.1 The harassing student will be suspended and a meeting with the parents of the offender with the Principal will be sought at which time the case will be reviewed.
  - 8.2 Following this the student may be re-instated, further suspended or recommended for expulsion.

9. After a third offence and after a student has been re-instated, or after a student returns from a suspension, further offences will be dealt with under the provisions of the third offence.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 11, 32, 33, 52, 53, 197, 204, 222 Education Act  
Alberta Human Rights Act  
Child Youth and Family Enhancement Act  
Employment Standards Code  
Occupational Health and Safety Act  
Canadian Charter of Rights and Freedoms  
Canadian Human Rights Act  
Criminal Code  
Individual's Rights Protection Act  
Student Record Regulation 225/2006  
ATA Code of Professional Conduct