

# A RESPECTFUL LEARNING ENVIRONMENT

## Background

The Division believes all students are to receive educational services and enjoy the benefits that flow from being part of a safe, welcoming school community that is free from harassment, violence and bullying. All students are to display respect, tolerance, care and compassion for others, and no student is to condone or participate in any actions that may be regarded as demeaning, derogatory or discriminatory. To this end, the Division commits itself to create and maintain school community environments where all people are treated with dignity and respect. Further, the Division recognizes its responsibility to provide education about harassment, violence and bullying and will constantly endeavour to provide people with the understanding they may need to address and resolve situations involving harassment, violence and bullying.

## Legal Framework

Information about respectful environments for work and learning is found in:

- the Saskatchewan Human Rights Code; and
- the Saskatchewan Occupational Health and Safety Act.

## Procedures

### 1. Harassment of a Student by a Student

- 1.1 A student who believes s/he is being harassed is advised to inform the other student of his/her concern and request the behaviour the student regards as objectionable to cease.
- 1.2 If the student cannot confront the person s/he regards as harassing him/her, or if the behaviour the student regards as objectionable continues after the student has talked to the person, the student is advised to report the conduct to any one (1) of the following supervisory personnel:
  - 1.2.1 A teacher;
  - 1.2.2 A school counsellor or social worker;
  - 1.2.3 The Principal;
  - 1.2.4 Another adult whom the student trusts and has links to the school.

## 2. Investigation

- 2.1 The person who is told about the alleged objectionable behaviour will speak with the alleged harasser and attempt to resolve the matter in an informal manner, or report the matter to the Principal.
- 2.2 On receipt of a report that alleges harassment, the Principal will attempt to resolve the situation in an informal manner.
- 2.3 If the matter is more serious and cannot be resolved by informal means the Principal will:
  - 2.3.1 Notify the parent or guardian of the complainant;
  - 2.3.2 Notify the parent or guardian of the alleged harasser;
  - 2.3.3 Investigate and prepare a written report on the complaint;
  - 2.3.4 Provide a copy of the report to the Superintendent of Schools.
- 2.4 The Principal's report will include:
  - 2.4.1 A statement from the complainant;
  - 2.4.2 Details of where the incident occurred, what happened, and the names of any witnesses;
  - 2.4.3 A statement from the alleged harasser;
  - 2.4.4 Statements from any witnesses;
  - 2.4.5 Any other information the Principal believes to be pertinent to the complaint.

## 3. Disciplinary Action

- 3.1 If a student is found to have engaged in harassment, the Division will take appropriate disciplinary action that may range from a verbal reprimand up to and including expulsion from school.
- 3.2 Factors to be considered in determining the extent of the disciplinary action may include, but are not limited to:
  - 3.2.1 Severity of the action;
  - 3.2.2 Persistence of the action;
  - 3.2.3 Cooperation and willingness to change displayed by the harasser.
- 3.3 If a transfer from classes, a room, or a school is a consequence of the case, the harasser will be transferred, not the complainant.

## 4. Harassment of a Student by a Person Other Than a Student

- 4.1 If a student believes s/he is being harassed by someone other than a student, or is being subjected to objectionable conduct by someone other than a student, s/he is to report the concern to an adult person the student trusts and who is linked to the school.

- 4.2 The person to whom the student makes the complaint is to report the matter to the Principal, who will begin an investigation, and inform the Superintendent of Schools about the complaint.
- 4.3 If the person alleged to have harassed the student is the Principal, the person to whom the complaint was made will report to the Superintendent of Schools.
- 4.4 If the alleged harasser is an employee of the Division, the investigation and any actions that may flow from it, will follow the procedures found in Administrative Procedure 403 – Respectful Environment for Work and Learning.

## 5. Confidentiality

- 5.1 Complaints received will be held in confidence.
- 5.2 The name of a complainant or an alleged harasser, or the circumstances surrounding a complaint, will not be disclosed except:
  - 5.2.1 Where necessary for the purposes of investigation, or taking any corrective or disciplinary action with respect to the complaint, or;
  - 5.2.2 As required by law.

## 6. Complaints Made in Good Faith

- 6.1 Where a complaint has not been substantiated, no action will be taken against the complainant if the complaint was made in good faith.

## 7. Frivolous Complaints

- 7.1 If a complaint is found to be clearly frivolous, corrective or disciplinary action may be taken.

## 8. Other Proceedings

- 8.1 Nothing in this set of procedures shall be construed as preventing a student, or the parents or guardians of a student, from dealing with harassment or objectionable behaviour by:
  - 8.1.1 Filing a complaint under the Saskatchewan Human Rights Code;
  - 8.1.2 Reporting the incident to the police or other authorities.

Reference: Sections 85, 87, 109, 175 Education School Act  
Human Rights Code Act  
Occupational Health and Safety Act  
Canada Criminal Code  
Canadian Charter of Rights and Freedoms  
STF Code of Ethics

