



Background

Calgary Girls Charter School provides a safe, respectful a learning and working environment which fosters respect for the dignity and wellbeing of all students, employees, parents and volunteers. Everyone is responsible for creating an environment free from discriminating, threatening, and harassing behaviours. Harassment will not be tolerated and is strictly prohibited.

The School investigates all reported incidents in a timely manner and takes all necessary action(s) to stop harassment.

Definitions

Personal harassment – is any unwelcome behaviours or communication, directed intentionally or unintentionally at an individual and which is offensive with respect to the rights identified in the Alberta Human Rights Act, including, but not limited to: race, religious beliefs, color, gender, age, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Personal harassing behavior may include but is not limited to threats, intimidation, ostracism, offensive gestures, offensive remarks or jokes, demeaning or humiliating actions or behavior that support a hostile or poisonous environment.

The test in determining if an action is harassing is whether a reasonable person knows, or ought to know, that the recipient would consider the behavior unwelcome or inappropriate. Harassment may be a single event or may involve a continuing series of incidents. It may involve the abuse of authority or position, or exist among co-workers and affiliated personnel. Personal harassment does not include the appropriate exercising of an individual's supervisory authority.

Sexual harassment – is any unwelcomed behaviours or communication that is sexual in nature and directed intentionally or unintentionally at an individual and which directly or indirectly affects or threatens the person's job security, prospects, promotion, earnings, or working conditions. Sexual harassment includes but is not limited to unwelcomed physical contact (e.g. patting, pinching, rubbing, grabbing), unwelcome remarks or compromising invitations or requests, verbal abuse or display of suggestive pictures, leering, whistling, innuendoes, jokes, demands for sexual favors, stalking, embarrassing, suggestive or threatening language, displays of pornographic materials, sexting, and such behaviours that support a hostile or poisonous environment.

Working and learning environment – is the immediate school or school jurisdiction work site and may also include;

- A playground,
- A school bus,

- Any school or work related social activities,
- Any school or work related travel and field trips,
- Any settings where the individuals involved are engaged in work related or school related activity such as field placement or a cooperative educational work term, and
- The use of electronic or digital media.

Hostile or poisonous environment – is a learning and working environment in which the actions of one (1) or more people may not be directed at any one person in particular but contribute to an atmosphere which directly or indirectly affects a person’s ability to work or learn effectively.

Complainant – is a person who has reported a situation that appears to be a form of harassment related to the work and learning environment.

Alleged harasser – is a person accused of any above form of harassment related to the work and learning environment.

Harasser – is a person who, as a result of an investigation, has carried out any harassing behavior.

Procedures

1. Employees, students, parents, volunteers, and visitors must conduct themselves in a manner which promotes, respects, and protects the wellbeing of employees, students, co-workers, parents, volunteers and visitors.
2. An employee, student, parent, volunteer or visitor who subjects an employee, student, parent, volunteer or visitor to any form of harassment may be subject to disciplinary action up to and including dismissal from employment or exclusion from the School’s learning and working environment.
3. Action may be taken against members of the public whose conduct has resulted in any form of harassment of employees, students, parents, volunteers, visitors or representatives of the School.
 - 3.1 An employee or student who considers that s/he has been subjected to harassment in the learning or working environment by a person who is not a student, employee, parent or volunteer for the School, is to seek the advice of his/her immediate supervisor.
 - 3.2 The supervisor will take whatever action is deemed appropriate to ensure that the School fulfills its responsibility to support and assist the individual who has been subjected to such alleged harassment.
4. All supervisory personnel are expected to be exemplary role models in showing respectful treatment of others and in addressing any conduct that threatens a respectful, safe, harassment-free environment. Supervisors are responsible for reviewing this procedure with staff, students, and others who participate in the school’s programs and services.

5. It is the responsibility of all employees, students, parents, volunteers, and visitors to help maintain a harassment-free, working and learning environment through, but not limited to, participating in education programs, reducing incidents of harassment by practicing incidents of prevention and reporting incidents of harassment as outlined in these procedures.
6. Where an employee or student believes that a fellow employee or student has experienced or is experiencing harassment in the learning or working environment, and reports this belief to his/her immediate supervisor or Principal, the supervisor or Principal shall meet with the person who is said to have been subjected to harassing behaviours in the learning or working environment and shall take appropriate steps under this Administrative Procedure up to and including referral of the complaint to the Superintendent.
7. In the absence of a specific complaint, the Superintendent may initiate an independent investigation where:
 - 7.1 There is a pattern of inquiries or complaints over which time suggests the existence of a specific problem which has been identified but not corrected;
 - 7.2 There is reason to believe that a broader, systemic problem exists in the learning and working environment which causes, contributes to or encourages harassment;
 - 7.3 As a result of an investigation, a specific complaint is not supported but there is reasonable evidence that a broader systemic problem exists; or
 - 7.4 In any other circumstances the Superintendent deems it appropriate.
8. Any retaliation against an individual for:
 - 8.1 Invoking this Administrative Procedure whether on their own behalf or on behalf of another individual;
 - 8.2 Participating or cooperating in any investigation under this Administrative Procedure; or
 - 8.3 Associating with a person who has invoked this Administrative Procedure or participated in procedures under this Administrative Procedure;

is strictly prohibited and will be subject to discipline, up to and including dismissal from employment, or exclusion from the School's working and learning environment.
9. If an individual has experienced retaliation, the individual must inform his/her supervisor, Principal or the Superintendent about the exact nature of the behaviour.
10. The Superintendent shall initiate an investigation into the allegations of retaliation.
11. Complaints of harassment are to be made within a reasonable period of time from the date of occurrence. Complaints filed more than one (1) year from the date of the occurrence may not be investigated. The Superintendent makes this determination on a case-by-case basis.
12. Harassment inquiries or complaints are confidential and may only be disclosed to investigate and respond to a complaint and to advise the alleged harasser about the complaint and the identity of the complainant. Any unauthorized disclosure of confidential information relating to a

harassment complaint may result in disciplinary action.

13. If a harassment complaint is filed in good faith, and the complainant is an employee, no permanent documentation will be placed in the complainant's file, regardless of the outcome. However, any employee who knowingly and willfully submits a complaint based on false allegations shall be subject to disciplinary action and documentation shall be retained in his/her personnel file.
14. If an investigation determines that a complaint falsely accused another of any form of harassment, knowingly or in a malicious or vindictive manner, the complainant may be subject to disciplinary action, up to and including termination, or legal action for an employee or suspension or expulsion from the School for a student.
15. This Administrative Procedure does not affect an individual's right to file a complaint or to respond to a complaint with the Alberta Human Rights Commission or to seek other redress as may be provided by law. Complaints filed with the Alberta Human Rights Commission must be received within one (1) year of the incident. If circumstances warrant it, a charge of assault may be filed with the police.

16. Informal Resolution

Any employee, student, volunteer or visitor who believes he/she is being harassed, is advised to:

- 16.1 Immediately inform the alleged harasser of the unwelcome behaviour and tell the alleged harasser to stop. This can be done verbally or in writing stating disapproval of the alleged harasser's behaviour and/or actions. Individuals who believe they have been the subjects of harassment have a responsibility to make their objection known to the alleged harasser. Individuals can seek the support of their immediate supervisor and if the supervisor is an alleged harasser, then the supervisor's supervisor as to how to proceed.
- 16.2 If a staff member is not comfortable confronting the alleged harasser, he/she may ask a colleague and/or supervisor to provide informal intervention in good-faith effort to resolve the situation. Professional staff shall follow the Code of Professional Conduct. Students may obtain advice or assistance regarding strategies designed to address individual or peer harassment by contacting a teacher, or the Principal. The use of informal intervention is not a pre-requisite to seeking a formal resolution.
- 16.3 Keep a record. Whether an informal process or a formal process is carried out, a written record of dates, times, places, the nature of the behaviour and the names of any people who may have witnessed the incidents is to be kept. Also, an indication of what action has been taken to stop the harassment is to be noted.

17. Formal Complaint

17.1 A formal complaint may proceed in the following instances:

- 17.1.1 If the complaint has not been resolved at the informal level; or
- 17.1.2 Should the harassment continue; or

- 17.1.3 The complainant, complainant's supervisor or Superintendent believes that the formal process is more appropriate.
- 17.2 Filing a Formal Complaint
 - 17.2.1 If the harassment or unfair treatment resulting from any form of harassment does not stop after speaking to the alleged harasser, or if the individual believes there are reasonable grounds, the immediate supervisor or Principal is to be contacted promptly.
 - 17.2.2 If the supervisor or Principal is the alleged harasser, his/her immediate supervisor or, alternatively, the Superintendent is to be contacted.
- 17.3 When reasonable grounds exist, the individual is to make a full written and signed complaint.
 - 17.3.1 Complaints are to be filed as soon as possible to ensure witnesses are available, details are not forgotten and the situation is resolved without delay.
 - 17.3.2 An advocate may accompany an employee for consultative purposes.
- 17.4 A complainant is to report the complaint through a formal statement to one (1) of the following individuals:
 - 17.4.1 Supervisor.
 - 17.4.2 Superintendent.
- 17.5 A complainant who is a student is to report the problem to a teacher, or school administrator.
- 17.6 A complaint against the Superintendent is to be made in writing to the Board Chair who shall, in conjunction with legal advice, determine the appropriate procedure to be followed in the circumstances.
- 17.7 It is the responsibility of a teacher, counselor, School administrator, or any person supervising one (1) or more individuals to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed.
- 17.8 Under no circumstances is a legitimate complaint to be dismissed or downplayed nor is the complainant to be told to deal with it personally. In the event of any form of harassment, the matter may proceed to informal or formal resolution. The Superintendent, or in the case of students, the Principal, may make the decision to pursue either an informal or formal resolution.
- 17.9 Individuals, including employees, volunteers, or visitors wishing to file a formal harassment complaint are to:
 - 17.9.1 Document the nature of the alleged harassment, the name of the alleged offender and the date(s), time(s) and location(s) of the harassment;
 - 17.9.2 Meet with the Superintendent to review the information; and
 - 17.9.3 File a written signed statement of complaint with the Superintendent.

- 17.10 All parties concerned shall treat these matters in strict confidence. Information relating to the complaint will only be disclosed to the extent necessary to investigate the complaint. The Superintendent may access legal counsel.
- 17.11 Formal Complaint Resolution Process
- 17.11.1 Upon receipt of a formal harassment complaint, and where the Superintendent determines that the complaint shall be resolved formally, the Superintendent shall:
- 17.11.1.1 Advise the complainant that they have the right to file a complaint with the Alberta Human Rights Commission or to report the matter to the police where there is an indication that a criminal offence may have been committed;
 - 17.11.1.2 In the case of a possible criminal offense, and in consultation with the police, the matter may be referred to the police;
 - 17.11.1.3 Notify the alleged harasser in writing of the complaint; provide the alleged harasser with a copy of the complaint; and inform the alleged harasser that an investigation has been initiated;
 - 17.11.1.4 Notify the immediate supervisor(s) of the name of the alleged harasser and the name of the complainant and that a formal complaint has been filed and that an investigation is underway;
 - 17.11.1.5 Conduct the investigation by interviewing the complainant and the alleged harasser. The investigation may also include interviews with witnesses and employees, both past and present;
 - 17.11.1.6 Consider all pertinent information; and
 - 17.11.1.7 Prepare an investigation report within twenty (20) working days of receiving a written complaint. If additional time is required to complete an investigation and prepare a written investigation report, the Superintendent will notify the alleged harasser and the complainant regarding the extension in the timeline.
- 17.11.2 The Superintendent shall make a decision to dismiss or act upon the investigation report within ten (10) working days of receiving the report.
- 17.11.3 If an investigation resulting from an informal or formal complaint finds sufficient evidence to support that harassment occurred, the Superintendent may determine the appropriate course of action which may include, but is not limited to:
- 17.11.3.1 Discipline of an employee found to have committed an act of harassment, which may range from a reprimand up to and including termination.
 - 17.11.3.2 Referral of the matter to the appropriate legal authority with a recommendation for formal charges against the individual found to have committed an act of any form of harassment.
 - 17.11.3.3 Referral of the victim and alleged harasser, if an employee, to the

School's Employee Assistance Program for counseling and support.

- 17.11.3.4 Recommend to the victim that he/she seek legal advice about personal protection and/or compensation from the individual found to have committed an act of harassment.
 - 17.11.3.5 Referral of the matter to School legal representatives to assist in obtaining protection of employees, volunteers, parent and School representatives.
 - 17.11.3.6 Any combination of the above or any other action deemed appropriate to ensure the safety and well-being of affiliated personnel and the School's interests.
- 17.12 Where appropriate, the Superintendent may consult with the Alberta Human Rights Commission or legal counsel to review precedents in similar cases, in order to recommend a fair and just resolution to the matter.
 - 17.13 The investigation report may be discussed with the immediate supervisor prior to a final decision being made.
 - 17.14 The Superintendent shall provide a written summary of the investigation to the complainant and the harasser or alleged harasser.
 - 17.15 All records of harassment or retaliation investigation must be kept separate from the harasser's personnel file except where the complaint is determined to be true.
 - 17.16 If the complaint is found to be true, the record of investigation and final disposition will be kept on the harasser's personnel file.
 - 17.17 If the investigation fails to disclose evidence to support the complaint, no record of the complaint can be kept in the alleged harasser's employee personnel file and the Superintendent will provide a formal letter to the alleged harasser confirming that the complaint has been dismissed.
 - 17.18 Whether an investigation finds sufficient or insufficient evidence to support the complaint that harassment occurred, the investigation report and supporting documentation will be sealed and maintained in a secure file accessible only to the Superintendent and will remain sealed unless future allegations occur.

18. Resolution of Complaints Involving Students

- 18.1 Whether employees, students, volunteers, or visitors, all complaints filed shall be handled in accordance with this Administrative Procedure.
- 18.2 A student wishing to file a formal harassment complaint is to do so in writing and:
 - 18.2.1 Document the nature of the alleged harassment, the name of the alleged offender and the date(s), time(s) and location(s) of the harassment;
 - 18.2.2 Meet with the Principal to review the information; and
 - 18.2.3 File a formal written complaint with the Principal.
- 18.3 Where a student is either the complainant or alleged harasser, the Principal in

consultation with the complainant, will determine whether to pursue a formal or informal resolution as set out in this Administrative Procedure.

- 18.4 Upon receipt of a formal written harassment complaint, and where the Principal determines that the complaint shall be resolved formally, the Principal shall;
 - 18.4.1 Inform the complainant and alleged harasser that a complaint has been received.
 - 18.4.2 Conduct an investigation that may consist of personal interviews with the student complainant, the student alleged harasser and others who may have knowledge of the incidents or circumstances that led to the complaint.
 - 18.4.3 Notify the Superintendent of the complaint when such a complaint involves an adult as either the complainant or alleged harasser.
- 18.5 The parents of the student complainant and/or student alleged harasser will be contacted at an appropriate point during the investigation.
- 18.6 All parties concerned shall treat these matters in strict confidence. Information relating to the complaint will only be disclosed to the extent necessary to investigate the complaint. The Principal may consult with the Superintendent who, in turn, may access legal counsel.
- 18.7 Upon completion of an investigation, the Principal will administer appropriate disciplinary action if harassing behavior has occurred.
- 18.8 Upon completion of the investigation, the Principal will communicate the results to both parties or to the parents as the case may be.
- 18.9 Records of student complaints must be kept in accordance with the Student Record Regulation 225/2006.

Reference:

Education Act s. 11, 52, 53, 54, 197, 204, 222

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 Healthy Interactions