

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	The School Community	VI-C-5
	Community Relations Harassment or Abuse of Staff by the Extended School Community	
	Adopted: June 7, 2006 Revised: January 4, 2012 Page:	2 of 3

4. The Superintendent of Schools (or designate) is responsible to prepare, implement and monitor guidelines and procedures such that:
 - the personal well-being and professional reputation of staff is protected;
 - appropriate measures are taken to prevent and/or respond to incidents of harassment or abuse of staff;
 - all harassment complaints are investigated promptly with respect for due process and fairness;
 - remediation and/or disciplinary action is undertaken as appropriate;
 - all school community members understand their rights, role and responsibilities with respect to harassment or abuse of staff; and,
 - all complaints are dealt with in a confidential manner.

5. The Board has established a set of procedures to guide all aspects of this policy. Please refer to PRO VI-C-5.

Definitions

Harassment (or abuse) is an objectionable act, comment or display that demeans or belittles, or that causes personal humiliation or embarrassment, or that intimidates or threatens another person(s) in the school community, committed by an individual who knew or ought reasonably to have known that such an act would cause offence or harm.

Improper Conduct may be verbal, physical, written or electronic and may include:

- Insulting or belittling comments, inferences or suggestions;
- aggressive and intimidating behaviour;
- verbal threats;
- unwelcome sexual comments, conduct or advances;
- verbal and emotional abuse;
- application of force or physical assault;
- bullying (an attempt to undermine an individual through cruel or humiliating behaviour);
- mobbing (a collective effort to psychologically harass a person).

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Definitions (continued)

School Environment includes schools, school board offices, vehicles and buildings under school board jurisdiction or elsewhere in the course of school or school-board related responsibilities or relationships including extra-curricular, co-curricular, social functions, travel, conferences or training events; e-mail, telephone, written or other communication; or any other activity approved by the school board.

Extended School Community includes board members, parents, or any adult or group of adults including volunteers, community groups, school parental organizations whose role or interest places them in contact with staff in school-related settings, school activities and any other work-related activities under the Strait Regional School Board.

Complainant is a staff person who believes he/she has been harassed.

Respondent is a school community member who has allegedly offended, harassed or abused a staff person.

Informal Complaint Procedure is a method used to resolve complaints that are not of a formal nature.

Formal Complaint Procedure is a method used to resolve complaints of a serious nature and/or those complaints that cannot be resolved through the Informal Complaint Procedure.

Investigation is the process undertaken to respond to a complaint.

Investigator is a person appointed by the Director of Human Resources to investigate the complaint under the Formal Complaint Procedure. The Investigator can be the Director of Human Resources, another school board employee or another individual external to the school board.