

<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>PROCEDURES</i></p>	<b>The School Community</b> <b>PRO VI-C-5 (NEW)</b>
	<b>Community Relations</b> <b>Harassment or Abuse of Staff by School</b> <b>Community Members</b>
	Adopted: June 7, 2006 Revised: January 4, 2012  Page: <span style="float: right;"><b>1 of 7</b></span>

**Harassment or Abuse of Staff by the Extended School Community**

**1.0 Informal Complaint Procedure**

- 1.1 The **complainant** shall inform (in person or in writing) the respondent that the behaviour is unwelcome and must stop.
- 1.2 The **complainant** should keep a record of all incidents and the manner in which they were handled to help with recollection of events at a later date.
- 1.3 If the **complainant** is unable to take direct action (per 1.1 above) or the offending behaviour continues, the complainant may make an “informal complaint” to a person in authority (principal, vice-principal or supervisor).
- 1.4 The **person in authority** shall act to resolve the situation by:
  - talking to the respondent;
  - intervening on the complainant’s behalf;
  - meeting with the complainant and respondent; or,
  - advising the complainant of other options (e.g. Formal Complaint Procedure).
- 1.5 The **person in authority** shall:
  - complete the Notification of Harassment Complaint Form (Appendix “A”)
  - file a copy of the completed form; and,
  - forward the original to the Director of Human Resources [or equivalent].
- 1.6 The Informal Complaint Procedure shall not exceed ten (10) working days from the date of receipt of the informal complaint to the supervisor.
- 1.7 If the Informal Complaint Procedure does not resolve the issue, the **complainant** may initiate the Formal Complaint Procedure.

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**2.0 Formal Complaint Procedure**

- 2.1 The Formal Complaint Procedure must be initiated within one year of the incident, although the Director of Human Resources has discretion to accept a complaint filed after a longer period.
- 2.2 The **complainant** shall:
- complete the Harassment Compliant Form (Appendix “B”);
  - review the completed form with the **person in authority**;
  - request that the **person in authority** sign the completed form;
  - keep a copy of the completed form for his/her records;
  - provide a copy of the completed form to the **person in authority**; and,
  - forward the completed form (original) to the Director of Human Resources.
- 2.3 Upon receipt of the Harassment Complaint Form, the Director of Human Resources shall:
- advise the Superintendent of Schools, Board Chair and respondent of the complaint;
  - attempt to resolve the complaint; and/or,
  - appoint an internal or external investigator, as appropriate.

**3.0 Investigation**

- 3.1 The **investigator** shall accept and record any written submissions the complainant wishes to provide.
- 3.2 The **investigator** shall provide copies of these documents to the respondent and invite the respondent to respond in writing.
- 3.3 The **investigator** shall convey the response, if any, to the complainant.
- 3.4 The **investigator** shall endeavour to interview the complainant and respondent as necessary; interview other persons as appropriate; and gather all relevant material as required to complete the investigation.
- 3.5 The **investigator** shall prepare a factual report about the complaint and present the report to the Director of Human Resources, with copies to the complainant, the respondent, the Superintendent of Schools and Board Chair.
- 3.6 Should the parties (complainant and/or respondent) wish to make additional comments on the report, they shall do so within five (5) working days.

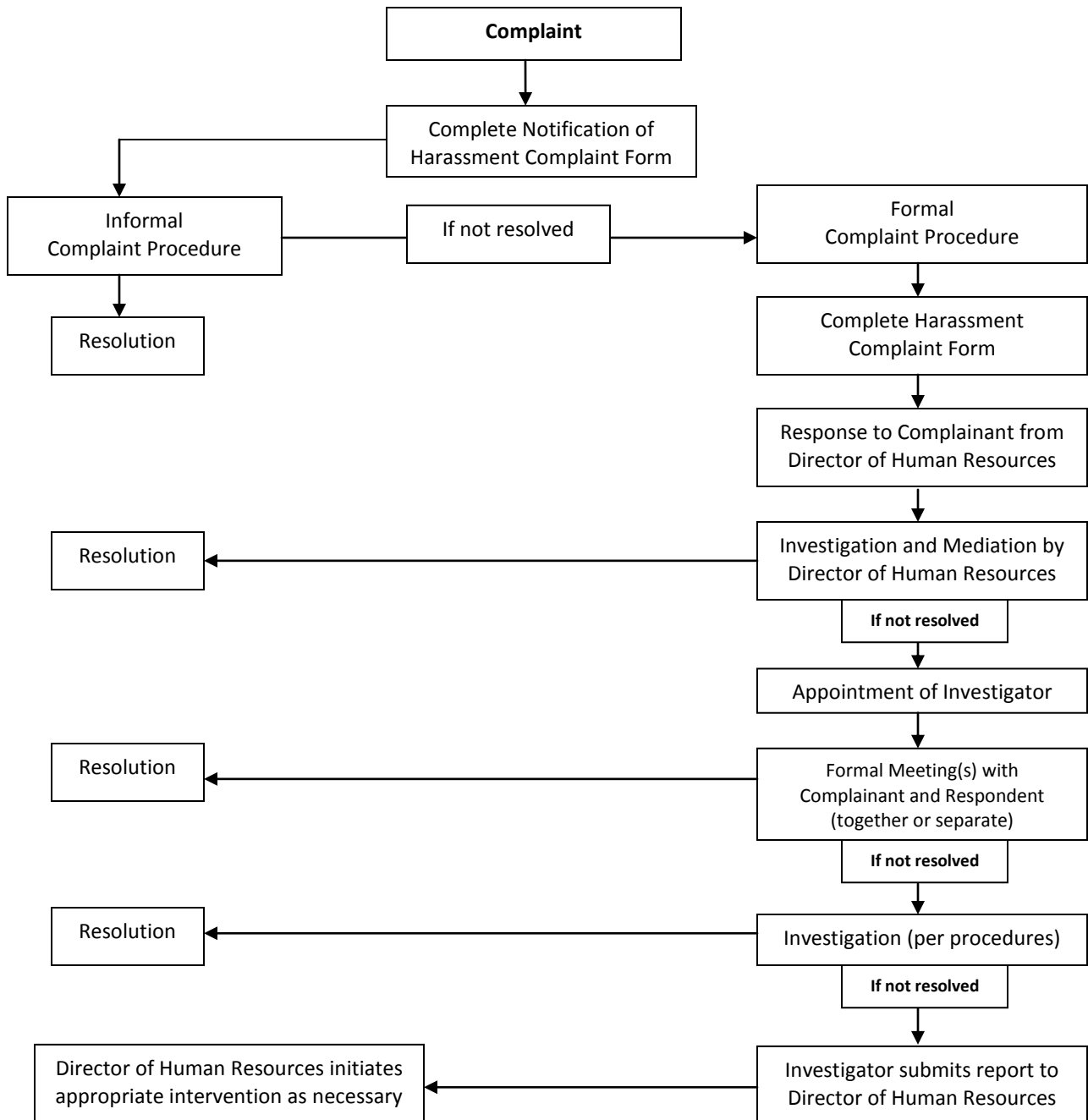
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- 3.7 Whenever possible, investigations should be finalized within sixty (60) working days after receiving a complaint. The Director of Human Resources may extend the timeline where circumstances warrant.
- 3.8 With the agreement of the respondent and the Director of Human Resources, the complainant may choose to discontinue the process at any time. (This option does not apply in situations wherein policing agencies are involved and timelines must accommodate such involvement).
- 3.9 At the end of the process, documentation, including written submissions from the complainant and respondent along with the investigator’s interview notes and final report, shall be retained on behalf of the School Board by the Director of Human Resources.

**4.0 Disposition**

- 4.1 If the investigation confirms that harassment and abuse has in fact occurred, the Director of Human Resources shall initiate appropriate intervention.
- 4.2. Appropriate non-legal interventions may include:
  - (i) formal mediation
  - (ii) warning letter
  - (iii) transfer of student(s)
  - (iv) other (formal apology, etc.)
  - (v) options pursuant to collective agreements and Terms of Employment.
- 4.3 Subject to the results of the investigation, more serious yet appropriate responses may include:
  - (i) referral of the matter to the police for consideration of charges;
  - (ii) severance of involvement with the school and school system;
  - (iii) proceedings under the Protection of Property Act; and /or,
  - (iv) financial support for civil action involving the employee as pre-approved by the School Board.
- 4.4 If a formal complaint is filed by or against a Director, it will be dealt with by the Superintendent of Schools. If a formal complaint is filed by or against the Superintendent of Schools, it will be dealt with by the Board Chair.

**Flow Chart of Complaint Procedure**



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**Appendix "A"**

**Notification of Harassment Complaint Form**

Name(s) of parties involved: Complainant: \_\_\_\_\_

Respondent: \_\_\_\_\_

Date(s) of Incident(s): \_\_\_\_\_

**Nature of Complaint** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Actions taken and corresponding date – Please check all that apply.**

- person(s) interviewed (complainant, respondent, other)      Date \_\_\_\_\_
- parent/guardian contacted (if student(s) involved)      Date \_\_\_\_\_
- resolution reached      Date \_\_\_\_\_
- other \_\_\_\_\_      Date \_\_\_\_\_

\_\_\_\_\_  
 Date                      Principal/Supervisor's Signature                      School/Work Site

Please forward immediately to Director of Human Resources.

Copies to the Complainant, the Respondent and the Principal/Supervisor.

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**Appendix "B": Harassment Complaint Form**

1. Name of Complainant: \_\_\_\_\_
2. School/Workplace: \_\_\_\_\_
3. Name of Respondent: \_\_\_\_\_
4. School/Workplace of Respondent: \_\_\_\_\_
5. Date(s) of incident(s). [If the harassment has been repeated over a period of time, give approximate length of time period involved].  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Name(s) of witness(es): \_\_\_\_\_
7. Name of person(s) to whom complaint was first reported: \_\_\_\_\_

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8. Complainant’s description of alleged harassment: (Attach any written statements and Physical evidence collected)

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Signature of Complainant: _____	Date: _____
Signature of Principal/Supervisor: _____	Date: _____

- Copies to:**
- Director of Human Resources (original)
  - Complainant (copy)
  - Respondent (copy)
  - Principal/Supervisor (copy)