

BRITISH COLUMBIA CHRISTIAN ACADEMY

HARASSMENT AND BULLYING PREVENTION POLICY

SUBJECT: Harassment	EFFECTIVE: October 31, 1997	PAGES: 2 [1 of 2]
DEPARTMENT: All Staff	REVISED: September 1, 2016	APPROVED BY: Administration

General

British Columbia Christian Academy (BCCA) is committed to providing a working and learning environment that is supportive of providing quality educational programs to its students. This includes the time the students are at school or other school related activities. Everyone at BCCA has a right to feel respected and safe. This policy has been developed to prevent harassment of any kind, including, bullying, mental, sexual, sexual orientation and gender identity-expression, racial, cultural, or religion.

Harassment of any kind violates fundamental rights, personal dignity and personal integrity. BCCA considers harassment to be a serious offence. It is subject to a range of disciplinary measures up to and including dismissal and criminal charges.

Harassment is defined as:

Aggressive or threatening behaviour, which would be considered by a reasonable person to create an environment conducive to work or study.

Some examples of Harassment are, but not limited to:

- a. Name calling jokes or rumors
- b. Pulling on clothing
- c. Graffiti
- d. Notes or cartoons
- e. Racial slurs
- f. Intimidating comments or gestures
- g. Unwelcome touching of a person or his / her clothing
- h. Threatening or violent behaviour.
- i. The use of computer technology to convey harmful, intimidating, or demeaning comments

If any words or actions make a student or staff member feel uncomfortable or fearful, that person needs to tell a teacher, the principal, or designated staff member.

Sexual Harassment is defined as:

Unwanted sexual attention, sexual solicitation, or other sexually oriented remarks or behaviour, including remarks about sexual orientation and gender identity, made by a person who knows, or ought reasonably to know, that such attention or solicitation is unwanted. Sexual harassment may be physical or psychological.

Harassment may occur between people of the same or different status within BCCA, and both men and women may be the subject of harassment by members of either sex.

Harassment may occur during one incident, or over a series of incidents, including single incidents, which, in isolation, would not necessarily constitute harassment.

Reprisal or threat of reprisal against any participant in a complaint of harassment under this policy, may, in itself, be considered harassment under this policy.

Harassment Complaints

Allegations of harassment should be made to the Head Principal or designated teacher (counseling expert). BCCA will conduct an investigation and offer a reasonable resolution.

Allegations of harassment shall be dealt with in a fair, unbiased and timely manner.

Persons against whom allegations of harassment have been made, shall be advised of the allegations against them, and shall be accorded the opportunity to provide comments in support of their own position.

Allegations of harassment, particularly sexual harassment, may involve sensitive disclosures. Confidentiality is required so that those who may have been harassed feel free to come forward and so that reputations may be protected throughout the procedure.

How Do I Report Harassment?

BCCA policy for disagreement amongst its members, will normally follow the Matthew 18 principle. However, in more serious cases of harassment, mediation and action may be required. In order for this process to take place the offended party must:

1. Provide a written report explaining the details about the incident(s). This report must be dated and signed.
2. Oral Reports will be converted to written reports. It will then be reviewed, dated and signed by the person issuing the complaint. The person's right to privacy will be carefully safeguarded.
3. Reports are to be submitted to the principal or designated teacher.

All reports of harassment will be taken seriously and appropriate actions will take place based on the report, which could include, required counselling or training, in-school or out of school suspensions to being removed from the school or facing criminal charges.

BCCA will take action if anyone tries to intimidate you or harm you because you have reported.

BCCA considers false reports of harassment and retaliation equally inappropriate and will take all necessary actions in such cases.