



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
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Policy Section <b>Society</b>	Identification <b>SOC-2008</b>

## SEXUAL HARASSMENT POLICY

### 1. General Statement

The School Board recognizes the dignity and worth of every person as being created in the image of God and wishes to provide a work place and a learning environment free of sexual harassment.

Sexual harassment includes making unwelcome advances and improper sexual comments, or when such conduct creates an intimidating, hostile or offensive working environment. All employees of this school are expected to conduct themselves in accordance with the objective of this policy.

This school board will not accept, condone or tolerate sexual harassment. Anyone who is found to have committed sexual harassment will be subject to disciplinary action.

Complaints or reporting of incidents believed to be contrary to this policy should be made to either the principal or the OACS Sexual Harassment Advisor.

This school is committed to resolving any reported complaint or incident through a process of reconciliation that maximizes the potential for healing, restoration and, hopefully, continuation of the working relationship, while at the same time upholding the policy.

### 2. Procedure For Handling Sexual Harassment Complaints-Teachers

- Any complaints should be outlined either verbally or in writing to either the principal or the OACS Sexual Harassment Advisor. The recipient of a verbal complaint shall reduce it to writing to the satisfaction of the complainant.
- If the principal receives the sexual harassment complaint, the principal should confer with the OACS Sexual Harassment Advisor before further action is taken. If the principal is the subject of the complaint, the complainant shall refer the matter to the chairperson of the Education Committee/Resource Committee.
- The OACS Sexual Harassment Advisor will contact, as soon as possible, both the complainant and the alleged perpetrator and seek their agreement to meet together to resolve the dispute. The advisor will then meet with each party separately and discuss the relevant circumstances surrounding the matter and appoint a time for a joint meeting. This meeting should take place as *quickly as possible* after the initial contact with the parties. At the meeting the advisor and the parties will discuss the nature of the complaint, the circumstances surrounding the complaint and explore avenues of reconciliation and/or delineate further recommendations effecting a fair and just resolution to all involved. Should the alleged perpetrator refuse to meet with the advisor and subsequently with the complainant the advisor will apprise the alleged perpetrator of possible consequences flowing from such a refusal.
- Where the advisor deems it appropriate, he/she may prepare and submit a report for the school

board with copies to both parties. Where the complaint is serious and of merit, the advisor will submit such a report to the school board. The report should include a summary of the discussions to date and any recommendations as to the appropriate action to be taken.

- Upon receiving a report from the advisor, the school board may investigate the complaint. The individual investigating the complaint on behalf of the board shall advise the complainant and the alleged perpetrator that an investigation has begun.
- Following completion of the investigation, the individual who conducted the investigation shall report the findings to the school board and shall recommend the appropriate action to be taken. The school board shall decide on the appropriate action to be taken, if applicable, and shall ensure that it is carried out.
- If initiatives of the OACS Sexual Harassment Advisor or the Board fail to resolve the issues to the satisfaction of both parties, either party in the dispute or the school board may then pursue resolution of the dispute through the OACS/OCSANOCSTA Mediation Commission in accordance with its procedures. In such a case the advisor shall submit a written summation of his or her findings and recommendations to the Mediation Commission.
- Confidentiality of the identity of all parties and the circumstances relating to the complaint shall be maintained by all persons involved except when disclosure is necessary for investigating the complaint or taking appropriate remedial measures

### **3. Sexual Harassment Guideline-Students**

Sexual harassment of students by other students (or by employees) is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable, safe learning and working environment. School authorities shall not tolerate any sexual harassment of or by students. It is the policy of this school that all contact between students, teachers, and other adult employees shall be in keeping with respect for the individual students, shall not make a student feel uncomfortable, and shall be conducive to creating a stable environment.

Sexual harassment includes making unwelcomed sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity and self of others.

If a student has concerns about any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student shall immediately report this concern to an administrator or counsellor, as well as the student's parent or guardian.

Students are encouraged to report any conduct or physical contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports shall be investigated immediately by school authorities. Criminal charges will be handled by appropriate law enforcement authorities. If a student is found to have violated this policy, he/she shall be subject to disciplinary action, up to and including expulsion from school. If an employee is found to have violated this policy it shall result in the termination of employment and possible criminal charges.

All such reports shall be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency which protects the rights of individuals in such cases.