



Turtle River School Division - Administrative Procedure

Section I – Safe & Respectful Schools

Freedom from Harassment and Violence

Turtle River School Division fosters a safe and respectful learning environment. The Division will ensure, so far as is reasonably practical, that no person is subjected to harassment or violence in its facilities, on its school buses, or at any division activity. Turtle River School Division is committed to an inclusive and respectful learning and work environment.

Turtle River School Division prioritizes the well-being and safety of its students and staff by prohibiting behaviours that could undermine dignity, self-esteem, or productivity. Additionally, the division's stance against harassment, discrimination, and violence aligns with fostering a positive and inclusive learning environment. By extending these prohibitions to all division-related activities, including on buses and in facilities, the division demonstrates a commitment to creating a respectful and supportive community for everyone involved.

Turtle River School Division believes that:

- (a) Every student and every employee is entitled to work free of harassment;
- (b) Turtle River School Division must ensure, so far as is reasonably practicable, that no student or employee is subjected to harassment in the workplace;
- (c) Turtle River School Division will take corrective action respecting any person under the employer's direction who subjects a student or employee to harassment;
- (d) Turtle River School Division will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is:
 - (i) Necessary to investigate the complaint or take corrective action with respect to the complaint, or
 - (ii) Required by law;
- (e) A Employee has the right to file a complaint with the Manitoba Human Rights Commission;
- (f) Turtle River School Division's harassment prevention policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law

What is harassment?

Harassment is characterized by an individual or group of individuals behaving in a certain way to gain power over another person. It usually involves a pattern of behaviour that is intended to intimidate, offend, degrade, demean, humiliate, embarrass, or exploit

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a known vulnerability. In certain situations, it can also be a single significant incident. Harassment may be written, verbal, physical, a gesture, or display, or any combination of these. Harassment adversely affects a person's psychological or physical well-being. Harassment includes inappropriate conduct, in any form, about a person's:

- ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- age;
- sex including sex-determined characteristics or circumstances;
- gender identity and gender expression;
- sexual orientation;
- marital or family status;
- religion or creed, or religious belief, association or activity;
- political belief, political association or political activity
- physical or mental disability or related characteristics or circumstances;
- source of income; and
- social disadvantage.

Conduct is described as severe, if it could reasonably cause a person to be humiliated or intimidated and is repeated, or in the case of a single occurrence, has a lasting, harmful effect on a person.

Examples of what constitutes harassment, whether thorough repeated behaviour or a single severe event, include:

- Making rude, degrading or offensive remarks. This can involve verbal comments or written communication, such as emails or social media posts.
- Making offensive jokes verbally or jokes shared through electronic communication. Gestures intended to intimidate or demean can also be considered harassment.
- Retaliating or engaging in reprisals for having made a harassment complaint.
- Discrediting a person by spreading malicious gossip or rumours, or engaging in persistent criticism, or humiliation. This can involve undermining a person's work or personal life, belittling their opinions consistently, or shouting abuse at them.
- Preventing a person from expressing themselves, yelling at someone, threatening them, constantly interrupting them, or prohibiting them from speaking to others.

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- Compelling the person to perform tasks that are inferior to their competencies, or are demeaning, or belittling in nature. Setting the person up for failure or name calling in private or in front of others can be considered harassment.
- Excluding or isolating the person by no longer talking to them, denying or ignoring their presence, or deliberately distancing them from others can constitute harassment.
- Destabilizing the person by making fun of their beliefs, values, political and/or religious choices, or mocking their weaknesses can be a form of harassment.
- Targetting a person based on a prohibited ground of discrimination as described in the Canadian Human Rights Act, such as race, gender, religion, sexual orientation, etc. is harassment.
- Unwanted sexual advances, whether accompanied by threats, promises, or implicit pressure constitute harassment.

What is bullying?

Bullying is behaviour that is intended to cause fear, intimidation, humiliation, distress, or other forms of harm to another person's feelings, self-esteem, body, reputation, or property, or is intended to create a negative school environment for another person. Bullies often threaten, hurt, and/or frighten others in a repetitive and intentional way.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically, but need not be, repeated behaviour. It may be direct (face to face) or indirect (through others), and it may take place through any form of expression—including written, verbal, or physical—or by means of any form of electronic communication (referred to as cyberbullying), including social media, text messaging, instant messaging, websites, or email.

Disrespectful behavior could include:

- Name-calling, swearing, yelling, gossiping
- Offensive or inappropriate behaviour, remarks, or gestures (??displays of materials)
- Improper use of power or authority acquired in one's position
- Reprimanding in the presence of others

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Anti-Bullying

Turtle River School Division is committed to providing a safe and caring environment for all students, staff and members of the school community. Bullying in any form undermines the principles of respect, dignity, and inclusivity that we uphold.

Prevention

Each school will implement proactive measures to prevent bullying, including education, awareness promotions, and fostering a positive school culture.

Staff will receive training on recognizing, preventing, and responding to bullying incidents.

Students will be educated on the importance of respect, empathy, and inclusivity through curriculum integration and school-wide initiatives.

Reporting

Students, staff, parents, and members of the school community are encouraged to report bullying incidents promptly to the principal or a trusted adult.

Reports of bullying will be taken seriously, and confidentiality will be maintained to the extent possible.

Investigation and Response

Upon receiving a report of bullying, the school will conduct a thorough and impartial investigation.

The school will take immediate steps to ensure the safety and well-being of the victim and provide support as needed.

Appropriate disciplinary action will be taken against the perpetrator in accordance with the school's disciplinary policies.

Restorative practices may be utilized to repair harm and promote understanding between parties involved.

Support and Intervention

Victims of bullying will be provided with access to support services, including counseling, if necessary.

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Perpetrators of bullying will be offered interventions aimed at addressing the root causes of their behaviour and promoting positive social interactions.

Follow-Up and Monitoring

The school will monitor bullying incidents and trends to identify areas for improvement and adjust prevention strategies accordingly.

Follow-up measures will be implemented to ensure the effectiveness of interventions and support services.

Collaboration and Community Involvement

The school will collaborate with parents, community organizations, and relevant stakeholders to address bullying comprehensively.

Educational initiatives and community outreach programs will be conducted to raise awareness and promote a culture of respect and inclusion beyond the school environment.

What Must Be Reported to the Principal?

Upon becoming aware that a person may have engaged in “unacceptable conduct” while at school or at a prescribed school-approved activity, adults in schools must report the matter to the principal of the school as soon as reasonably possible. The duty to report also includes awareness that a person may have engaged in cyberbullying or been negatively affected by cyberbullying, whether it occurs during school hours or not. Adults in schools include employees of a school or school division and persons having care and charge of students during a prescribed school-approved activity.

“Unacceptable conduct” means abusing another person physically, sexually, or psychologically—orally, in writing, or otherwise—or bullying another person. This behaviour may also occur while on their way to and from school.

What is the Principal’s Duty to Notify a Parent or Guardian?

If the principal believes that a student of the school has been harmed as a result of bullying, the principal must, as soon as reasonably possible, notify the student’s parent or guardian.

The requirement for the principal to provide detailed information regarding unacceptable conduct, harm to the student, steps taken to ensure the student’s safety, and disciplinary measures aligns with principles of transparency, accountability, and safeguarding within the educational environment. This ensures that all stakeholders,

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including the student, their parents/guardians, and relevant authorities, are fully informed of the situation and the measures being taken to address it. This may include reference to the school’s code of conduct or the school board’s appropriate-use policy. When notifying a parent or guardian, the principal must not disclose the name of a student who engaged in the unacceptable conduct or any other personal information.

Procedures Applying to Complaints of Harassment

1. The complainant is encouraged to directly inform the alleged harasser to stop the behaviour, either in person or in writing.
2. If the complainant is unable or uncomfortable to address the harasser directly, they should report the issue to their supervisor or principal. They must complete an incident report.
3. In an attempt to address the complaint, informal measures, such as mediation or discussion between the supervisor and harasser may be used.
4. If informal measures fail, a formal complaint may be filed. This formal complaint will be investigated promptly, thoroughly, and fairly.
5. A written complaint of harassment should be submitted directly to the principal or superintendent. All complaints submitted to the principal are communicated immediately to the superintendent.
6. The superintendent will initiate a confidential investigation, ensuring both the complainant and alleged harasser are contacted.
7. The superintendent is responsible for ensuring confidentiality, preventing harassment recurrence during investigation, and taking appropriate disciplinary action, if warranted. Both parties are informed of the investigation outcome.
8. The investigator prepares a complete written report, and the findings are communicated to both the complainant and alleged harasser.
9. If unsatisfied with the investigation outcome, the complainant may appeal to the school board.

Corrective Action for Harassers

Employees found to have engaged in harassment will be subject to one or more of the following forms of discipline, depending on the severity of the harassment:

1. A written reprimand
2. A requirement to attend sensitivity training
3. A suspension without pay
4. A transfer
5. A demotion
6. A dismissal

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If the investigation does not find evidence to support the complaint, there will be no documentation of the complaint or investigation in the file of the alleged harasser. If the investigation reveals the harassment has occurred, the incident and the corrective action will be recorded in the harasser's personnel file.

Corrective action for students is included in the division and school Code of Conduct.

Employee's Rights and Responsibilities

1. Employees are entitled to work in an environment free from harassment.
2. Employees have the responsibility to treat each other with respect, and to report harassment they witness or experience to their direct supervisor, principal, or superintendent.
3. Employees have the responsibility to cooperate in the investigation of a harassment complaint, maintaining confidentiality, except when disclosure is necessary for effective resolution.
4. Employees have the right to file a complaint with the Manitoba Human Rights Commission.

Employer's Responsibilities

1. Ensuring this policy is accessible to all staff by posting it on bulletin boards in all schools/workplaces.
2. Taking reasonable steps to prevent harassment in the workplace.
3. Taking corrective action if any employee under their direction subjects another employee to harassment.
4. Maintaining confidentiality regarding the identity of complainants and alleged harassers, except when necessary for investigation or required by law.
5. Clarifying that the harassment policy does not discourage or prevent employees from exercising their legal rights under any other policy or law.

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation, or been found guilty of harassment, will be considered to have committed harassment and will be dealt with accordingly.

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Incident Report Form	
General Information	
Date of Incident:	Time: a.m. p.m.
Name	Job Title
	Division/Branch
	Telephone
Location of Incident: (office, hallway, classroom, school grounds, etc.)	
Type of Harassment: <input type="radio"/> verbal, <input type="radio"/> email, <input type="radio"/> written, <input type="radio"/> other:	
Type of Violence: <input type="radio"/> verbal, <input type="radio"/> pushed <input type="radio"/> hit <input type="radio"/> other:	
Describe the nature of any injury or loss.	
Describe the incident in detail: (Please use additional paper, if required.)	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
Describe the events leading up to what happened.	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

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Alleged Aggressor: <input type="radio"/> student, <input type="radio"/> staff, <input type="radio"/> other: _____
Aggressor's Name: _____
Were there any witnesses? <input type="radio"/> yes, <input type="radio"/> no
Names of witness(es):
Were the following notified? <input type="radio"/> RCMP <input type="radio"/> Workplace Safety and Health <input type="radio"/> Doctor
What medical attention or first aid was received?
Name of Supervisor notified: _____
Immediate action taken by the employer:
Recommendations:

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