

Policy Title: Respectful and Fair Treatment of Students

Effective Date: October 1 2024

Institution Number: 03974

Policy Statement:

Pacific DanceArts is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. While of PDA's premises, or in the course of activities or events hosted by PDA, bullying, harassment, and discrimination are prohibited.

Purpose of Policy:

The purpose of this policy is to define student responsibilities with regards to harassment, discrimination, and bullying; the complaint process; and the investigation procedure.

Responsibilities of all students

All students of PDA must:

- Not engage in the bullying and harassment of, or discrimination against, other students;
- Report using the outlined procedures of bullying, harassment, and/or discrimination is observed or experienced; and
- Apply and comply with this policy.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity.

- **Complaint/Report and Investigation procedure**

1. Informal Resolution

1a. A student of PDA who feels that they have been subject to, or who has observed, bullying and harassment and/or discrimination in our institute (the "complainant") is encouraged to begin by approaching the respondent, informing the respondent of their discomfort with the behavior, and asking the respondent to stop. While this is often the simplest and most effective way to end the bullying and harassment and/or discrimination, the complainant is not obligated to confront the respondent.

1b. If the complainant does not wish to confront the respondent, the complainant may choose to report the bullying and harassment and/or discrimination to the School Director and request that the director deal with it informally.

1c. If the bullying and harassment and/or discrimination does not stop or if the complainant does not feel comfortable approaching the respondent directly, the complainant may proceed to file a formal complaint or report.

incidents(s), and any other relevant information.

2. Formal Complaint or Report

2a. A student who feels that they have been subject to , or have observed, bullying, harassment and/or discrimination in our institute, may file a formal complaint or report their concerns. A formal complaint must be made in writing as soon as possible, and should include the following:

- The name of the complainant
- The name of the alleged offender(s)
- Details of the incident(s) including dates, places, names(s) of individual(s) involved or who witnessed the incidents(s), and any other relevant information.

2b. A formal complaint or report of bullying and harassment and/or discrimination may be made to any one of the following persons

- To the School Director, if the School Director is absent or named in the complaint, the student should submit their dispute to the Senior Education Administrator.

2c. All complaints and reports will be taken seriously. The designated person who receives the complaint or report is required to promptly document it within 5 business days, so that an investigation into the complaint can commence.

3. Investigation Procedure

3a. If the subject matter of a complaint or reports fits within the definition of bullying, harassment and/or discrimination, it will be investigated. The investigation will be approached in an unbiased manner.

3b. Investigations will be conducted by the School Director and/or the Senior Education Administrator.

3c. Both the complainant and the respondent are entitled to a fair hearing. The investigator(s) will interview the complainant, the respondent, and any other witnesses the investigator(s) believes may have information relevant to the complaint or report. The investigator(s) will review any documents they consider relevant. The respondent will be given the details of the complaint or report, and will be provided with a reasonable opportunity to respond.

3d. All investigation proceedings will be documented and, upon completion of the investigation, the assigned investigator(s) will prepare a report of findings with recommendations.

3e. If a complaint or report is found to have merit, then appropriate remedial, corrective or disciplinary action will be taken. This action may include dismissal from the program.

3f. If the investigation fails to find evidence in support of the complaint, there will be no documentation filed concerning the complaint.

Definitions:

Bullying and Harassment: includes any inappropriate conduct or comment by a person towards another person that the person knew or reasonably ought to have known would cause that individual to be humiliated or intimidated, but excludes any reasonable action taken by a supervisor relating to the student. Examples of bullying and harassment include, but are not limited to, such things as:

- Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- Threats or intimidation;
- Cyberbullying;
- Physical assault; or
- Persistent rudeness, taunting, malicious gossip, patronizing behaviour, vandalizing belongings or other conduct which adversely affects the learning environment

Discrimination: discrimination is when a person is treated disfavouredly or when a person's dignity is violated. The disfavoured treatment or the violation of a person's dignity must also be related to one of the seven grounds of discrimination.

- Sex
- Transgender identity or expression
- Ethnicity
- Religion or other belief
- Disability
- Sexual orientation
- Age