



3204 HARASSMENT & BULLYING PREVENTION

Policy Type: Human Resources Manual

Applies To: All Staff,

Approved By: LCS Head of School

Policy Reviewed: every 2 years

Adopted: 06 2020

Revisions:

LCS is committed to being an inclusive and safe community for all students, parents, staff and visitors. Physical and/or verbal/ or cyber harassment and intimidation have no place in a Christian community.

Harassment is any behaviour or comment that is hurtful, degrading, humiliating or offensive to another person. Intimidation is the act of causing fear in order to force or influence someone to do, or not to do, something. Harassment and intimidation are significant threats to an individual's well-being and community safety. However, being rude or annoying to others is not bullying or harassment. Serious offenses to our policy may include, but are not limited to:

- sexualized comments or gender discrimination
- using racist or discriminatory remarks or terms of any kind
- intimidating or threatening others, including retaliation or retribution
- being part of a group that intentionally threatens or intimidates others
- deliberate and targeted exclusion or isolation from a group
- creating notes, online posts or graffiti that is defamatory or abusive
- unwanted physical contact or touching
- spreading hurtful gossip or rumours in any form
- targeted or repetitive teasing

LCS will respond seriously to any communication or behaviour that deliberately degrades, denigrates, labels, stereotypes, incites hatred, slander, prejudice and discrimination towards students, faculty or LCS families on the basis of one's real or perceived sexual or gender orientation, identity, appearance, capacity, disability, ethnicity or religion. This also includes making gestures, publishing or displaying anything that would indicate an intention to discriminate against an individual or group, or expose them to contempt or ridicule.

All members of our community have the right to be respected as children of God and to learn and work in a safe environment. They have the responsibility to show respect to others and not to interfere with anyone's safety

(Romans 12:10). When incidents of harassment and intimidation do occur, the administrative leadership will take each seriously and will work diligently and effectively for restoration with all those involved to ensure that the behavior does not continue. In alignment with our values and Community Standards, the LCS community reserves the right to bring correction to student behaviours both on and off school campus, during and beyond school hours.

DUTY TO REPORT: All faculty, students and parents are expected to uphold this policy in the interests of student safety and health, and therefore will report all cases of harassment and intimidation to a school administrator so they can be fully investigated and examined.

POLICIES:

1. LCS will participate in ERASE.
2. LCS intentionally incorporates into its educational program anti-bullying strategies or additional programs to actively teach bullying prevention skills.
3. ERASE STRATEGY TRAINING should be have completed by a minimum of two administrators and the Safe Schools Coordinator within the last 3 years
 - (a) Erase Bullying Programs
 - (b) Basic Violence Threat and Risk Assessment (Basic VTRA)
4. DTA (Digital Threat Assessment) training must have been completed by one administrator within the last three years.

RELATED POLICIES:

[3203 CHILD ABUSE & REPORTING PROTOCOL](#)

[3205 VIOLENCE & THREAT RISK ASSESSMENT](#)

Reviewed: 02 2025

FAIR NOTICE

RESPONSE TO THREAT-MAKING AND WORRISOME BEHAVIOUR

LCS is committed to providing a safe, inclusive and supportive environment for all staff, students, families and visitors. This notice is to inform all members of the community that LCS takes all threatening, abusive, intimidating or other harmful behaviours seriously.

WHAT IS A THREAT?

- A threat is an expression of intent to do harm or act out violently against someone or something.
- A threat may be verbal, written, drawn, posted electronically or made by gesture.
- A threat may include any high-risk behaviour such as possession of a weapon.
- A threat may be gang related or using a group to intimidate.

WHAT IS A RISK ASSESSMENT?

- Risk assessment is a process that goes beyond the initial VTRA process. This is a process that looks at a student's history, baseline behaviour, and potential for harming unspecified targets at unspecified times.
- Risk assessment is used when a specific threat has not been made, yet a level of risk exists.

WHAT IS THREAT ASSESSMENT?

- Threat assessment is the process that is followed when a school becomes aware of a threat made against a student, staff member, or the safety of the school building and its occupants.
- When any form of threat is made, a threat assessment team will investigate and appropriately enact the Violent Threat/Risk Assessment (VTRA) Protocol. A VTRA Team is made up of the RCMP, school counsellor and administrators.

WHAT PARENTS AND STUDENTS NEED TO KNOW?

- It is not your responsibility to assess whether or not the student poses a risk or that the threat is valid.
- The only expectation is that the information will be shared with an administrator as soon as possible.
- Investigations may involve the police and/or other community agencies.
- Investigations may involve locker or personal property searches, including personal devices.
- Interviews will be held with the threat-maker and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behavior will result in discipline for a student.
- An intervention plan may be developed for the student making the threat and a support plan developed for any individual targeted by threats.

EVERYONE HAS A DUTY TO REPORT

To keep our school and community safe, students, staff, and all other community members must report all threat related behaviours and high-risk activities.
"See Something, Say Something!"



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