

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: IGAB</p>
---	--------------------------

RACIAL AND OTHER DISCRIMINATORY INCIDENTS

Handling Racial Incidents and/or Discriminatory Incidents

Combating the harmful effects of racism and discriminatory practices (prejudice) is everyone's business. Kelsey School Division believes all must cooperatively work toward the elimination of racial incidents and/or discriminatory incidents.

Staff members who observe or receive a report of a racial incident and/or other discriminatory incident shall investigate and deal with the incident. If the incident cannot be dealt with by the staff member, it shall be reported to their principal.

In addition to reporting and investigating the incident, every effort shall be made to turn the incident into a learning experience.

What is a Racial Incident and/or Discriminatory Incident?

A verbal, written, or physical expression of racial, discriminatory, or ethnic bias which exhibits a negative attitude, disparagement, or hatred toward a person's or group's race, colour, religious preference, sexual orientation, or ethnocultural heritage (including racial/ethnic slurs, jokes, graffiti, images, and stereotyping as well as threats, abuse, intimidation, or assault).

Incidents Between Students

School staff who witness a racial incident and/or discriminatory incident must intervene immediately.

The principal will arrange for a meeting with the offending student and his/her parent(s) or guardian(s) if a problem is not effectively resolved at the staff member level or is repeated. The disciplinary policies of Kelsey School Division policy manual shall provide direction for appropriate action.

If the meeting with the parent(s) or guardian(s) proves ineffective and there is another incident, students, particularly in Grades 7 to 12, may be suspended for a period of time at the principal's discretion subject to the provisions of the Public Schools' Act and the disciplinary policies of the Division.

Kelsey School Division Box 4700 The Pas, MB R9A 1R4 Phone: 623-6421	Code: IGAB
---	-------------------

It is important that all racial/discriminatory/ethnic incidents serious enough to warrant disciplinary action by a school administrator, be reported to the Superintendent who will report to the Board through normal established procedures.

Once a report of a racial incident and/or discriminatory incident is made to the Superintendent, the students involved and their parents/guardians shall be advised of the action that is being taken.

Incidents Between Staff and Students

All racial incidents and/or discriminatory incidents involving staff and students will be reported immediately to the principal. The principal will investigate an allegation in order to resolve it. If there is no satisfactory resolution, the incident should be reported to the Superintendent for investigation.

If an allegation is substantiated, the Superintendent will write a letter of reprimand to the offending individual including documentation relating to the incident.

If there is a second substantiated incident involving the same offending individual, the Superintendent will advise the offending individual in writing that the matter has been reported to the Board of Trustees for their information. Any further substantiated incidents would lead to a hearing before the Board of Trustees for appropriate disciplinary action.

Incidents Between Staff Members

Where a staff member feels that they are a victim of a racial incident and/or discriminatory incident, they may lodge a complaint with their immediate supervisor. For a teacher, this would involve their being subjected to their Code of Professional Practice. The supervisor has a responsibility to attempt to resolve the incident.

If the immediate supervisor is unable to resolve the incident, a report with the approval of the employee, shall be sent to the Superintendent. The Superintendent may appoint a three-person review team to investigate and report back on the matter.

The Superintendent will make a decision in accordance to the following on the racial incident and/or discriminatory incident after receiving the report.

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: IGAB</p>
---	--------------------------

If an allegation is substantiated, the Superintendent will advise the employee in writing that the matter has been reported to the Board of Trustees and that any further substantiated incidents would lead to a hearing before the Board of Trustees. Disciplinary action, as deemed appropriate by the Board, may result.

Appeal Process

Individuals who are not satisfied with the Superintendent's resolution of the racial incident and/or discriminatory incident, may make an appeal to the Board of Trustees. Individuals are further reminded that redress for any racial incidents and/or discriminatory incidents may be available through their union, professional association and/or the Manitoba Human Rights Commission.