

Respectful and Fair Treatment of Students Policy

Kaplan International Vancouver

Name of Institution

3639

Institution Number

Respectful and Fair Treatment of Students

Name of Policy

September 8, 2022

Effective Date

Revision Date

Kaplan International Vancouver is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on **Kaplan International Vancouver** premises or in the course of activities or events hosted by **Kaplan International Vancouver** the following activities are prohibited:

- Harassment
- Bullying
- Violence or Threats of Violence

Definitions:

Harassment: Negative, offensive, or hurtful comment or conduct towards Kaplan students, staff, and host families regarding their race, nationality, religion, gender, age, or sexual preference

Bullying: Aggressive and typically repeated behaviour, including the use of any physical, verbal, electronic, written, or other means, where:

- A. The behaviour is intended to have the effect of, or is known to likely have the effect of:
 - causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - creating a negative environment at a school for another individual, and
- B. The behaviour occurs in a context where there is a real or perceived power imbalance between the victim and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

"Cyber-bullying" includes bullying by electronic means including:

- A. Creating a web page or a blog in which the creator assumes the identity of another person;
- B. Impersonating another person as the author of content or messages posted on the internet; and
- C. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct, or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviors as gossiping, spreading rumors, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumors, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, social networking, or other technology).

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Violence: Making threats, use threatening gestures or bring any instrument capable of causing harm to oneself or others at Kaplan, the campus, the accommodation, or any Kaplan event

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

Procedures

Report the behavior in person, through email, or phone to any of the following:

- School Director, Lynne Gladstone, lynne.gladstone@kaplan.com, 778 375-3146,
- Assistant Director, Carla Parsons, carla.parsons@kaplan.com, 778 375-3147
- Academic Manager, Diana Wu, diana.wu@kaplan.com, 778 375-3154

All reports will be investigated by the School Staff and, if substantiated, they are to act in a supportive and thorough manner, documenting the issue and action taken.

If substantiated, the student(s) involved will be provided with a behavior warning letter. Depending on the seriousness of the matter, the student(s) may be immediately suspended temporarily from school. If determined necessary, the student(s) involved will be expelled. Documentation of the expulsion should be included in the Expulsion Letter. If the behavior is violent, threatening, or illegal, the student(s) involved will be expelled from the school as KI has a zero-tolerance policy in this regard.

If the behavior continues or escalates, the situation will be reported to Vice-President of Operations, Daniel Kovacs, for additional guidance.

Any processes undertaken pursuant to this policy will be based on the principles of administrative fairness. All parties involved will be treated with dignity and respect.

All information shall be considered **confidential** and will not be shared without the written consent of the parties, subject to the following exceptions:

- If an individual is at imminent risk of severe or life-threatening self-harm.
- If an individual is at imminent risk of harming another.
- There are reasonable grounds to believe that others in the institutional community may be at significant risk of harm based on the information provided.
- Where reporting is required by law.
- Where it is necessary to ensure procedural fairness in an investigation or other response

Support

Support for students may include:

- Discreet interview and supportive investigative approach and/ or interviews
- Follow up by appropriate staff to ensure the behavior has ceased and offer continued support
- Student is assigned a staff member who they feel comfortable speaking with on a regular basis
- All students are made aware, upon arrival, of who to speak to in the event they are victim of or witness to such behavior
- All teaching and non-teaching staff are informed (via email or in staff meetings) of any concerns regarding suspected prohibited behavior to allow all staff to monitor the student behaviour and ensure situations are not dealt with in isolation.