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REQUIREMENTS FOR SUCCESSFUL PROBATION AND PROGRAM COMPLETION

This program runs over two years. The instruction is given three times yearly at residential training sessions. Many opportunities are provided to strengthen self-discipline which is so essential for successful teaching at all levels. Listed below are the requirements:

1. A minimum of 80% attendance at all courses. 3 late arrivals = 1 class missed and 3 early departures = 1 class missed. If, due to illness or personal emergency, a student must miss a class, they are required to notify the Program Director and, if possible, the instructor whose class will be missed. If attendance is below 80% a make up requirement is issued for the missed classes.
2. Punctuality: Students are required to be punctual with regard to their arrival time at classes as well as with submission of their assignments on their due dates.
3. Completion of required reading assignments is an integral part of the training.
4. Thorough preparation of some oral presentations which are assigned.
5. Completion and submission of written assignments on time and for all courses where this is required. If a student cannot meet a deadline, the student must notify the instructors beforehand and a new deadline can be mutually agreed upon. Assignments must be completed by the end of the course work component of the training.
6. Acceptable standards in form and content for all written work.
7. Completion of all art and craft projects. The standard and quality of these are to be acceptable to the course instructor.
8. Satisfactory reports on the mentor visits, practicum and observation visits.
9. Full payment of tuition fees.
10. Participation in courses. The student must conduct themselves in a manner that does not impede the conduct of the course by an instructor or the participation by the other students.
11. All mentor visits and practicum are to be completed within one year after completing the program.
12. If a student requires a further year after the third year allowance mentioned above to complete the Program, there will be a \$500 fee charged.
13. Any sessions that are missed by students, for whatever reason, may be made up after the completion of the program, in order that such students may reach graduation status with appropriate course hours and credits. This must be accomplished within two years of the end of the original two year program.

STUDENT DISMISSAL AND PROCEDURE POLICY

1. All students are on probation for the first year of the two year course. If there are concerns about a student's progress and participation, the Program Director will review those with the student and

indicate in writing what steps the student must take if they are to fulfill the requirements of the probation period.

2. All students are to comply with the 'Requirements for Successful Probation and Program Completion'.
3. The Program Director will confirm with each student at the end of the first year whether they have successfully completed the probation period.
4. If a student disputes the decision of the Program Director then the Dispute Resolution Policy comes into effect.

GRADE APPEAL POLICY

The process by which a student may appeal a grade or any type of evaluative assessment received in a course at the **West Coast Institute** is as follows:

Step 1

The student must contact the program director and course faculty involved with a request for a grade/assessment appeal within 2 weeks of receiving a grade or any type of evaluative assessment that a student wishes to appeal. The faculty involved must respond to the appeal request within 10 days. The student presents their reflections related to the disagreement with their grade or assessment. If their contact is not responded to within 10 days or this conversation does not result in a satisfactory outcome the student proceeds to Step 2.

Step 2

The student contacts their program director to report that they have initiated a grade appeal without a satisfactory result. The program director reviews the request and makes recommendations. If Step 2 does not result in a satisfactory outcome the student proceeds to Step 3.

Step 3

The Student initiates the WCI Dispute Process:

DISPUTE RESOLUTION POLICY

WCI Board President: Kim Hunter, kimhunter@westcoastinstitute.org

WCI Board Vice-President: Wendalyn von Meyenfeldt, wendalynvonmeyenfeldt@westcoastinstitute.org

WCI Waldorf Early Childhood Program Director: Ruth Ker, ece@westcoastinstitute.org

WCI Waldorf Grades Program Director: Lisa Masterson, grades@westcoastinstitute.org

The West Coast Institute adheres to the policy that any dispute, conflict or dissatisfaction be first taken up directly with the involved party/(parties). If a dispute is not satisfactorily resolved in this manner and if it involves the policies, procedures, personnel or programs of the Institute, the following process is to be followed:

1. The student or Institute staff member is to submit a written statement to the Board President, or Vice President in her/his absence, giving particulars of the dispute.
2. The Board President/Vice president and Director for the Program (ECE Program Director for Early Childhood Education students or Grades Program Director for Grades students) will meet with the student and the person(s) involved in the dispute. The individuals concerned may choose to engage an advocate (colleague, trusted friend or lawyer) at any time in this process. Should the program-appropriate Director not be available or if the dispute/conflict concerns this person, then the other Program Director will serve in this capacity. The written record will be provided to all involved within 7 days.
3. A witness will be asked to make a written record of this meeting which will include the following: recommendations on how to resolve the dispute, action to be taken and a time-frame for the implementation of the recommendations. If possible, resolution will be achieved through consensus.
4. The Program Director(s) will check after 4 weeks to ensure that the recommendations are being carried out.
5. If the dispute cannot be resolved at the first meeting, or the implemented recommendations are not effective, a further meeting will be called. An Ombudsperson will be appointed. This person is to be a member of the Anthroposophical Society of Canada.
6. A final meeting will be held which includes the Ombudsperson, any other advocate the student/staff member has elected to engage, a member of the Board of West Coast Institute (who is not a Program Director) and all other parties involved in the dispute.
7. A written record of this meeting is to be made. At this time a decision should be reached which outlines the recommendations, proposals or other possible outcomes. Depending on the nature of the dispute, the student or staff person involved may be placed on probation for a set period of time, dismissed, or re-integrated into the program or Institute. It is also possible that the Institute may be given a timeline/final date by which any potential proposed changes to programs or to policies must be implemented. The written record will be provided to the student and all parties involved within 3 weeks.
8. This process must be completed within 45 days of receipt of complaint.

9. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch (www.privatetraininginstitutions.gov.bc.ca).

STUDENT WITHDRAWAL POLICY

1. If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Administrator who will then forward it to the Program Director.
2. Refunds are calculated according to the West Coast Institute Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.
3. An international student whose application for a study permit has been denied is entitled to a refund under PTIB Bylaws, ***if a copy of the denial letter is provided to the West Coast Institute prior to the session start date.***
4. Policy to be implemented by the Administrator.

TUITION REFUND POLICY

A written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

Refund policy for students:

If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000. If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 20% of the total tuition only, due under the contract to a maximum of \$1300.

Refunds after the program of study starts:

If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition due under the contract. If written notice of withdrawal is received by the institution, or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed,

the institution may retain 50% of the tuition due under the contract. If a student withdraws or is dismissed where more than 30% of the period of instruction specified in the contract has elapsed, no refund is required.

Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid. Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge: The student must return the equipment unopened or as issued within 14 calendar days; and if the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

If a student withdraws or is dismissed, payment is only required for session(s) attended.

LANGUAGE PROFICIENCY POLICY

1. All students whose mother tongue is **not** English will have their command of the English language assessed.
2. This applies to all students in this category irrespective of their current country of residence.
3. The written biography of the applicant will be assessed with regard to written skills.
4. The West Coast Institute representative who conducts the interview will assess the level of verbal English.
5. If concerns arise from either of these assessments, the applicant will be required to take the (IBT)TOEFL test and have scores sent to the Administrator, West Coast Institute.
6. The score required for acceptance into a program will be 78.
7. Any expenses involved will be the responsibility of the applicant.

PRIVACY POLICY

INTRODUCTION

The West Coast Institute for Studies in Anthroposophy (WCI) is a training institute that provides courses for individuals who wish to learn more about anthroposophy as expounded by Rudolf Steiner and others. The West Coast Institute for Studies in Anthroposophy was incorporated in 1998 under the British Columbia Society Act.

WCI is also an Associate Member of the Association of Waldorf Schools of North America (AWSNA).

WCI exists to provide related services to Clients. In compliance with the Personal Information Privacy Act of British Columbia, WCI has developed the following Privacy Policy.

DEFINITIONS

Anthroposophy

Anthroposophy is a science of the Spirit informed by the life and work of Rudolf Steiner. (1861-1925)

Client

Students, Instructors, Mentors, and WCI personnel who request WCI to perform a service.

Collection

The act of gathering, acquiring or obtaining personal information from any source, including Third Parties.

Consent

Voluntary agreement with what is being done or proposed. Consent can be either express or implied:

Express Consent is given explicitly, in writing.

Implied Consent is where WCI can reasonably infer Consent based on the action or inaction of the Client or Employee.

Contact Information

An individual's name, title, address, telephone number and email address.

Disclosure

The act of making personal information available to Third Parties.

Express Consent

Any action by an Individual or Organization that specifically authorizes personal information collection, use or disclosure.

Implied Consent

That which can be reasonably determined through the action or inaction of an individual or organization.

Personal Information

Any information about an identifiable individual recorded in any form; including an individual's contact information.

Privacy Officer

The individual appointed from time to time by the organization who is accountable for WCI's compliance with the policies outlined herein.

Services

WCI's services include but are not limited to, the following: training programs, mentoring and follow-up, work experience, and location of interim housing.

Third Party

Any individual or organization other than WCI, the Client or the Employee.

Use

The treatment and handling of personal information by and within WCI.

PRINCIPLE 1: ACCOUNTABILITY

1.1 WCI will be accountable for all personal information under our control. Responsibility for compliance with this Privacy Policy rests with our appointed Privacy Officer, who has sufficient authority within our organization to ensure compliance. Complete confidentiality and security are not assured when using email or wireless communication.

1.2 WCI has developed procedures to protect personal information; train staff regarding this Privacy Policy; receive and respond to complaints and inquiries; and communicate the Privacy Policy to our Clients and Employees.

1.3 Should WCI personnel or a student transmit personal information through email or wireless communications, or request that WCI transmit personal information, WCISA will not be accountable for any incurred damages.

1.4 WCI will employ contractual or other reasonable means to ensure that our suppliers maintain a comparable level of personal information protection.

PRINCIPLE 2: IDENTIFYING PURPOSES

2.1 WCI will identify the purposes for which information is being collected, at or before the time of collection.

2.2 WCI collects personal information for the following reasons:

2.2.1 To provide services to Clients, or

2.2.3 To engage in an employee/employer relationship.

2.3 There may be situations where WCI is not required to explain purpose. These are described in Item 4.1.

PRINCIPLE 3: CONSENT

3.1 WCI will obtain student and WCI personnel consent for the collection, use and disclosure of their personal information, except where detailed in Item 3.4.

3.2 Consent can be express or implied. Consent may be obtained in person, or via telephone, fax, email or Internet.

3.3 WCI personnel or a student may withdraw Consent at any time, upon providing a written request and subject to contractual restrictions. The Client/Employee will be informed that the withdrawal of Consent will affect our ability to continue to provide them with services or maintain the working relationship.

3.4 The requirement for Consent may be waived under these special circumstances:

3.4.1.1 When the use is clearly in the interests of the individual and consent cannot be obtained in a timely manner, or

3.4.1.2 Where certain information is publicly available, or

3.4.1.3 For law enforcement and national security purposes, or

3.4.1.4 To our corporate lawyer.

PRINCIPLE 4: LIMITING COLLECTION

4.1 WCI collects personal information for our defined purposes by fair and lawful means and does not deceive individuals about the purpose for which the information is collected.

4.2.1 No suppositions, interpretations or assumptions made by WCI personnel will form any part of the Client or Employee file.

PRINCIPLE 5: LIMITING USE, DISCLOSURE AND RETENTION

5.1 WCI will only use the information gathered for the purposes identified in our Privacy Policy.

5.2 WCI will not sell student lists or personal information to any Third Parties.

5.3 Personal information is retained for seven (7) years.

5.4.1 The retention period for Employee personal information is as required by law or by the Canada Customs and Revenue Agency, whichever is greater.

PRINCIPLE 6: ACCURACY

6.1 WCI will make every reasonable attempt to ensure student and WCI personnel personal information collected on behalf of the organization is accurate and up to date.

6.2 WCI personnel will confirm that the Client personal information on the Application for Admission Form is correct.

6.3.1 Where WCI concurs that a correction to personal information is required, every effort will be made to correct our current records.

PRINCIPLE 7: SAFEGUARDS

- 7.1 WCI maintains appropriate security safeguards to protect personal information. Mentor and Instructor information concerning a student remains private and is only shared with the Program Director with the permission of these three people.
- 7.2 All WCI staff must sign a Confidentiality Agreement that affirms the individual's compliance with this Privacy Policy.
- 7.3 All Subcontractors must provide a copy of their privacy policy upon request. Sub contractors may be required to submit a Supplier Compliance Form that affirms compliance with this Privacy Policy.
- 7.4 All electronic files are password protected. Paper files will be maintained in locked filing cabinets.
- 7.5 When personal information is no longer required to fulfill the purpose, WCI will dispose of this information in a safe and secure manner.

PRINCIPLE 8: OPENNESS

- 8.1 WCI will provide a Privacy Policy Leaflet that summarizes the WCI Privacy Policy. The contents of the Leaflet will also be available on the corporate website.
- 8.2 WCI will make the following information available:
 - 8.2.1 The name, title and address of the person who is accountable for compliance with the WCI Privacy Policy,
 - 8.2.2 The means of gaining access to personal information in our custody,
 - 8.2.3 A description of the type of personal information in our care and how it is used, and
 - 8.2.4 A copy of our Privacy Policy.

PRINCIPLE 9: INDIVIDUAL ACCESS

- 9.1 An individual desiring access to personal information must submit a written request to our Privacy Officer.
- 9.2 WCI will, upon confirmation of identity, provide access to the personal information within 30 business days, unless we notify the individual that we require a longer period to respond.
- 9.3 Exception: WCI will not disclose personal information when the Privacy Officer determines that:
 - 9.3.1 The disclosure could reasonably be expected to endanger the safety of physical or mental health of individuals other than the individual who made the request, or
 - 9.3.2 The disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request, or

9.3.3 The disclosure would reveal the identity of an individual who has provided information about another individual and the individual providing the personal information does not consent to disclosure of his/her identity.

9.4 Requests for access or correction to personal information must be accompanied by written application. The application must enable WCI to identify the individual and the personal information or correction being sought.

9.5 WCI will make every reasonable effort to assist each applicant with the request and to respond to each applicant as accurately and completely as possible.

9.6 Where access is refused, WCI will explain to the applicant the reasons for the refusal and will provide information on alternative recourses.

9.7 WCI will not charge the applicant a fee for providing this information.

PRINCIPLE 10; CHALLENGING COMPLIANCE

10.1 To file a complaint about the WCI Privacy Policy, please write to:

Name: Elizabeth Wilby - President
Title: Privacy Officer
Company: West Coast Institute for Studies in Anthroposophy
Address: 2824 Wembley Drive, North Vancouver, B.C., V7J 3B6

10.2 Where the WCI Privacy Officer is unable to address the individual's concerns; the issue can be referred to the Privacy Commissioner of British Columbia. The contact information for the Information and Privacy Commissioner for BC is as follows:

Office of the Information and Privacy Commissioner for British Columbia
P.O. Box 9038, Stn. Prov. Govt., Victoria, B.C. V8W 9A4
3rd Floor, 756 Fort Street, Victoria, BC V8W 9A4
Telephone: (250) 387-5629

HARASSMENT POLICY

The **West Coast Institute for Studies in Anthroposophy** (WCI) is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. WCI endeavours to realize this commitment by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment.

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are respected. All WCI community members are required to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow WCI community members and the public in all WCI-related settings.

While at training sessions on the premises of **Sunrise Waldorf School** or **Vancouver Waldorf School** or any other premises rented by WCI and/or during activities or events hosted by the West Coast Institute the following activities are prohibited:

- **Bullying:** Any act of persistent, offensive, abusive, intimidating or insulting behavior, abuse of power or unfair penal sanctions which causes the recipient to feel threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress.
- **Discrimination:** Intentional or unintentional treatment, which can be individual or systemic, that imposes burdens, obligations, or disadvantages on or limits access to opportunities, benefits and advantages to specific individuals or groups as defined by the *B.C. Human Rights Code* and for which there is no *bona fide* and reasonable justification.
- **Harassment:** Any comment or conduct that one knows or ought reasonably to know is unwelcome, that creates a negative impact for the recipient, and that is related to one or more of the prohibited grounds of discrimination as set out in the *B.C. Human Rights Code*.
- **Retaliation:** Any act of vengeance or retribution, directly or indirectly, against any individual who, in good faith, complains, gives evidence or otherwise participates in a process under this Policy. WCI considers retaliation to be a serious matter as it prevents potential complainants, witnesses, and administrators from acting on their concerns.
- **Systemic Discrimination:** Any pattern of behavior, policies or practices that are part of the structures of an organization, and that create or perpetuate disadvantage related to one or more of the prohibited grounds of discrimination as set out in the *B.C. Human Rights Code*.
- **Violence:** Any act or treatment in which physical force or verbal aggression is exerted for the purpose of causing harm or injury.

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

General Procedures

1. In the event that a Program Director, faculty member, Administrator or staff member receives a report of or observes an occurrence of conduct in conflict with this policy, that person shall take appropriate action, dependent upon the severity of the occurrence. The occurrence must be first reported to the Administrator or Program Director.
2. Members of the WCI community having any concerns or a complaint regarding violations of this policy may contact a representative of WCI for assistance and advice. In the event that anyone observes an occurrence of conduct in conflict with this policy, he/she has the right and responsibility to report the incident to a WCI representative without fear of reprisal.

Reporting Procedures

1. If the situation warrants, emergency services should be called by dialing 911 from any facility telephone.
2. A complainant may ask for support from any WCI representative to communicate his/her concerns to the respondent and attempt to resolve the situation or incident.
3. If the situation cannot be dealt with in this manner, a complainant may follow the process of filing an informal or formal complaint.

Complaint Procedures

1. **Informal Complaint:** The complainant should contact the Administrator or the Board President who will attempt a mediated resolution of the complainant's concerns. This may involve meeting with both the complainant and the respondent in order to achieve an informal resolution of the complaint. A brief written record signed by both parties should be kept in their respective files.
2. **Formal Complaint:** The complainant may file a formal, written complaint with the Administrator or the Board President who will then refer the complaint to the Board of Directors. In order for a complaint to be investigated, the written complaint must be filed within sixty (60) calendar days after the most recent alleged incident.

The complainant should attempt to make a written record of the incident(s), including the name of the respondent, dates, and names of witnesses and particulars of the alleged improper conduct. The complaint should also document any previous attempts to have the respondent cease the unwanted behaviour.

In the event the complainant initially elects to proceed informally and efforts to resolve the complaint are unsuccessful, the complainant retains the right to proceed with a formal written complaint, provided it is filed within the above-noted time limit.

Investigation of a Formal Complaint

Records concerning the investigation of a formal complaint will be maintained in a separate confidential file under the jurisdiction of the Administrator. To the extent reasonably possible, the complaint, the names of the relevant parties and witnesses, and the circumstances surrounding the complaint, will be kept confidential.

Investigation may be conducted, where appropriate, by a Special Committee that will consist of five (5) of the following, to be determined by the Chairperson, depending on the complaint and whether the complainant is an employee or a student of WCI:

- WCI Board Chairperson or delegate from the Board of Directors
- Administrator
- Program Director
- 1 student selected by WCI Students
- 1 faculty member selected by WCI Program Directors

If any member of the Special Committee is party to the allegations under consideration, they will absent themselves from the investigation. The constituent group of which this person is a member shall then arrange for an alternate to sit on the Special Committee for those proceedings. All appointments to the Special Committee are reviewed annually and will be in effect for a minimum of one (1) year.

Upon receipt of the filed written complaint, the Special Committee will provide the respondent with a copy of the written complaint, as well as a copy of this policy.

The Special Committee's role is to attempt to determine if a violation of this policy has occurred, and if it has, to recommend appropriate action to the Administrator.

Following completion of the investigation, the Special Committee shall report in writing, with recommendations for disposition of the complaint, to the Administrator for WCI. A copy of the letter shall be provided to both the complainant and the respondent. Unless circumstances otherwise reasonably warrant, this letter will be issued within thirty (30) calendar days from the time the formal complaint was initially filed. The complainant and the respondent may submit written representations to the Chair of the Special Committee with respect to the Special Committee's letter.

The WCI Board of Directors shall review the letter of recommendations, and render a decision with regard to the complaint. Unless circumstances otherwise reasonably warrant, the WCI Board of Directors shall issue a decision within fifteen (15) calendar days from receipt of the Special Committee's letter.

All records relating to the complaint shall be filed separately from employee's files and will be maintained in the office of the Administrator. All records related to a formal complaint will be kept on file for a period of not less than three (3) years and will be destroyed thereafter as per WCI policy regarding records management. The decision of the Board of Directors is final and binding.

Disciplinary Procedures

1. Violations of any provisions of this policy may be subject to actions as follows:

- a) employees – disciplinary action up to, and including termination and/or legal sanctions
- b) other members of the WCI community – possible loss of privileges of participation in any programs, access to the facilities or removal from any volunteer position and/or legal sanctions

2. Allegations that prove to be unsubstantiated and made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, and dealt with appropriately.

A complainant who has acted in accordance with the requirements of this policy and the related procedure is protected against reprisal.

SEXUAL MISCONDUCT POLICY

Background:

The **West Coast Institute for Studies in Anthroposophy (WCI)** is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. WCI endeavours to realize this commitment by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as sexual harassment, assault or any other form of sexual misconduct.

The best possible environment for working, learning and living is one in which respect, civility, diversity, opportunity and inclusion are respected. All WCI community members are required to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow WCI community members, students and the public in all WCI-related settings.

Principles and Commitments:

WCI will not tolerate sexual harassment, assault or any other Sexual Misconduct during training sessions or Intensive Courses at the **Sunrise Waldorf School** or **Vancouver Waldorf School**.

WCI recognizes the diversity of the WCI community and that each person will be affected differently by Sexual Misconduct or violence in considerations such as: sexual orientation, gender identity, racial or ethnic background, faith, age, socio-economic status and previous experiences of trauma. WCI commits to taking this into account while carrying out its responsibilities under this Policy.

WCI is committed to respecting the rights of those who Disclose to make their own decisions about accessing support services and accommodations or pursuing external processes such as a criminal or civil action.

If the Board Chair or any investigator has a real or apparent conflict of interest in a particular matter, then that individual will not continue with their involvement and an appropriate alternative individual will be identified.

Similarly, WCI will provide support to members of the WCI Community who have had reports of Sexual Misconduct of any nature made against them.

WCI is committed to procedural fairness and will respond to and address Disclosures or Reports in a timely manner according to the procedures laid down in this Policy.

Disclosures

The decision to Disclose and the decision to Report are separate decisions. An individual may choose to Disclose Sexual Misconduct without making a Report. Consequently, Disclosure does not necessarily result in a Report being made, nor might it initiate an investigation.

WCI will make appropriate support services and accommodations available to members of the WCI Community on the basis of a Disclosure, regardless of whether or not they decide to make a Report.

Accommodations may include:

- Change of housing
- Class schedule changes
- Safety planning
- Academic accommodations

WCI recognizes that disclosures of Sexual Misconduct are most often made to someone the individual making the Disclosure already knows. If a Disclosure is made to a member of the WCI Community who is not trained to receive Disclosures, that member is encouraged to contact the Board Chair for support and information on how best to respond to a Disclosure.

WCI commits to respecting the individual's right not to make a Report and will keep the Disclosure confidential. In exceptional circumstances, where required by law or where there is a risk of significant harm to anyone's health or safety and, at the discretion of the Board Chair, WCI may notify third parties such as the police.

If WCI notifies a third party the Board Chair will inform the individual who made the Disclosure and will ensure that appropriate support services are made available.

Reports

Anyone directly subjected to Sexual Misconduct can make a formal, written Report against a member of the WCI Community under this Policy. The Report should include the name of the respondent, dates and names of witnesses (if any) and particulars of the alleged sexual misconduct.

Reports must be submitted to the Board Chair who will address them in accordance with the Procedures to this Policy.

Definitions

Sexual Misconduct is any sexual act or act targeting an individual's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against an individual without that individual's Consent. This includes but is not limited to: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism and the distribution of sexually explicit photographs or videos of a person without their Consent.

Consent is the voluntary agreement to the act or acts in question and to continue to engage in the act or acts. Consent cannot be implied, and it can be revoked at any time during the act or acts in question.

WCI Community are students, employees, independent contractors, holders of teaching appointments, housing providers or anyone involved in WCI business.

Investigation of a Formal Report

Records concerning the investigation of a formal complaint will be maintained in a separate confidential file under the jurisdiction of the Business Administrator. To the extent reasonably possible, the complaint, the names of the relevant parties and witnesses, and the circumstances surrounding the complaint, will be kept confidential.

Investigation will be conducted by a Special Committee that will consist of four of the following, to be determined by the Board Chair:

- WCI Board Chair or delegate from the Board of Directors
- Program Director
- Business Administrator
- One faculty member selected by WCI Program Directors

The Special Committee's role is to attempt to determine if a violation of this policy has occurred and, if it has, to recommend appropriate action to the Board Chair. The committee may investigate in any manner they deem appropriate in order to obtain the information required. This may include, but is not limited to:

- Requesting a written response to the Report from the Respondent, including a list of any potential witnesses along with a description of the information those witnesses are expected to provide, and any relevant documents, including any social media communications
- Meeting with or requesting further information from the Complainant
- Meeting with or requesting further information from the Respondent
- Meeting with or requesting further information from any other individuals who may have information relevant to the investigation, including any witnesses identified by the Complainant or the Respondent
- Inviting the Complainant and the Respondent to submit questions they believe should be asked of the other party or any witness, although the decision as to whether to ask such questions is entirely within the discretion of the Special Committee

Except in exceptional circumstances, investigations will be completed within 60 calendar days of the receipt of the Report.

In all investigations the Respondent will be fully informed of the allegations made against them and will be given the opportunity to respond.

Following completion of the investigation, the Special Committee shall report in writing, with recommendations for disposition of the complaint, to the WCI Board Chair. The Report will normally include:

- A summary of the evidence considered
- Any assessment of credibility that is required to render a determination and
- The findings of fact, and a determination as to whether, on a balance of probabilities, Sexual Misconduct has occurred.

A copy of the report shall be provided to both the Complainant and the Respondent. The Complainant and the Respondent may submit written representations to the Special Committee with respect to their report.

All records relating to the complaint shall be filed separately from employee's files and will be maintained in the office of the Business Administrator. The decision of the Board Chair is final and binding.

Disciplinary Procedures

Violations of any provisions of this policy may be subject to actions as follows:

- a) Employees: disciplinary action up to, and including, termination and/or legal sanctions
- b) Other members of the WCI Community: possible loss of privileges or participation in any programs, access to the facilities or removal from any volunteer position and/or legal sanctions.

Allegations that prove to be unsubstantiated and made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and dealt with appropriately.

Any Complainant who has acted in accordance with the requirements of this policy is protected against reprisal.

WCI FACULTY HIRING & DISMISSAL POLICY

Faculty Hiring Procedure

It is the task of Program Directors to hire faculty to teach the courses in their respective programs.

Criteria for WCI Faculty:

- Must have taught at least one cycle in the grades or EC programs or have taught the subject matter/WCI course content for several years.
- Must be in good standing with their own school or institute
- Must have demonstrated skills in teaching adults or be willing to be mentored
- Must be able to work independently and in collaboration with other faculty

Process for hire:

- When searching for new faculty, Program Directors will consult with each other / other institute program directors / their own core faculty/ and/ or pedagogical directors of other Waldorf schools.
- Program Directors will interview candidates either in person or virtually.
- Program Directors make the decision to hire based on above criteria.

Once the decision to hire is made, the Program Director informs the Administrative Director and sends the needed contact information.

The Administrative Director creates and updates all faculty personnel files prior to each session. The Program Directors inform the Administrative Director of the faculty and number of hours each instructor will teach in each session. Prior to each session, the Administrative Director writes "letters of engagement" to all faculty detailing number of hours and total remuneration.

Faculty Dismissal Procedure

Dismissal of Faculty: It is the task of the Program Directors to ensure that the faculty are fulfilling their role in an engaging and appropriate manner.

To support this:

- Program Directors annually visit the classes being taught and compile an 'Instructor Review' report which is shared with each faculty member.
- Students submit a 'Faculty Feedback' form to the Program Director for each course at every session.
- The Program Directors review the Faculty Feedback forms and share them with each individual faculty member.

If concerns arise as a result of information from any of the above processes, the following procedure is put in action:

Step 1

After reviewing the documents above the Program Director puts together a clearly written statement of concern. The Program Director meets with the faculty member to share and present the concern and a plan of action is mutually agreed upon with a timeline. The Program Director ensures that the plan for change has been successfully implemented within the timeline. The initial meeting may be augmented by additional personnel when their particular expertise is deemed helpful by either the Program Director or the faculty member.

Step 2

In the event that the above has not been fully successful, a new plan of action is mutually agreed upon with a timeline.

Step 3

If the faculty member is unable to enter into a plan of action or fulfill an agreed upon plan, the faculty will be replaced if in session, and/or not be re-engaged.

WCI ADMIN HIRING, REVIEW & DISMISSAL POLICY

Admin Hiring Procedure

It is the task of the West Coast Institute Hiring Committee to hire personnel including Administrator, Program Directors, Site and Sessions Manager, Advertising Manager and/or any other new position deemed necessary by the WCI Board of Trustees.

Process for hire:

When searching for a new Administrator, Program Directors, Site and Sessions Manager, Advertising Manager and/or any other new position, the hiring committee will create or update a comprehensive role description, advertise appropriately, interview candidates either in person or virtually, consult with references and make offers of employment and or offer a contract.

Once the decision to hire is made, the WCI Hiring Committee informs the WCI Board of Directors.

WCI Performance Review Committee Mandate

The purpose of the committee is:

- i) to uphold the standards of the organization and ensure that the students are receiving the information and education as outlined in each program thereby allowing them to receive a Waldorf teaching certificate.
- (ii) to ensure that the Program Directors and Administration staff are receiving the support they need to present the programs in an appropriate manner.
- (iii) to help facilitate appropriate communications between Board Directors, Program Directors and Administration Staff.

The Review Committee will consist of two members selected by the Board for this purpose; it may be augmented by additional personnel when their particular expertise is deemed helpful by any member of the committee, or if the person undergoing the review requests it. All matters discussed will remain confidential.

The committee will ensure that:

- Program Directors and Administration staff of the West Coast Institute have a job review at least every second year.
- The Self-Evaluation Form is completed by each person undergoing a review.

After reviewing the completed forms the committee will meet with each person individually to discuss the contents.

Following a review, if the committee recommends action be taken, this is brought to the Board for approval. If follow-up action is required, the committee will be responsible for it taking place.

Admin Dismissal Procedure

Dismissal of Program Directors and Administration Staff:

It is the task of the Performance Review Committee to ensure that the Program Directors and Administration Staff are fulfilling their respective roles.

If concerns arise as a result of a performance review, the following procedure is put in action:

Step 1

The Performance Review Committee meets with the person to share and present the concern(s) and a plan of action is mutually agreed upon with a timeline. The Performance Review Committee ensures that the plan for change has been successfully implemented within the timeline. The initial meeting may be augmented by additional personnel when their particular expertise is deemed helpful by either the Performance Review Committee or the person involved.

Step 2

In the event that the above has not been fully successful, a new plan of action is mutually agreed upon with a timeline.

Step 3

If the person involved is unable to enter into a plan of action or fulfill an agreed upon plan, they will be dismissed, following provincial guidelines.

WORK EXPERIENCE POLICY

Work Experience Arrangement

The Supervising Mentor assigned to each In-Service Student arranges the Work Experience Mentoring visits with the In-Service Student and their place of work.

Placement Process

The students agreed that their supervising mentor will communicate with the students' place of work to arrange two 8 hour day Work Experience visits in their first and second year of the training.

Participation Requirements

The student must be an In-Service student, meaning those working at least three days per week in a Waldorf Birth to Three, or Birth to Seven, setting. The student must be present, and teaching, for 8 hours per day of Work Experience observation.

BIRTH TO THREE STUDENTS WORK EXPERIENCE

In-service Students (those working at least three days per week in a Waldorf Birth to Three setting)

- 2 days (1 day X2, 8 hours per day) of Work Experience mentoring visits in their own classroom.

BIRTH TO SEVEN STUDENTS WORK EXPERIENCE

In-service Students (those working at least three days per week in a Waldorf Birth to Seven setting)

- 4 days (2 days X2, 8 hours per day) of Work Experience mentoring visits in their own classroom.

Evaluation Process

Upon completion of the Supervising Mentor/Work Experience visit, the Supervising Mentor/Work Experience completes a written report which is shared with the student and the Waldorf Early Childhood Educator Program Director.

WCI GOOGLE WORKSPACE FOR EDUCATION FUNDAMENTALS POLICY

WCI uses **Google Workspace for Education Fundamentals** (formerly known as G Suite for Education) to manage classrooms and assignments, to share each session's schedules and course outlines and to communicate with you via email at your WCI email address. Each enrolled student is given a WCI Username (email address) and access to all accompanying Google Apps.

Google Classrooms and the posted materials for each cohort will be available during the two year training period, and for two years after the training ends. After this time the Classrooms will be archived and will no longer be available.

On graduation from a WCI program: WCI graduates are welcome to keep their WCI Username (email address) and access to all accompanying Google Apps (with the exception of Classrooms as outlined above) indefinitely.

On withdrawal from a WCI program: A withdrawn student's WCI User will be closed three months from their withdrawal date and they will no longer have access to emails sent to their WCI email address, or Classroom handouts, recordings, etc.

In the event that we discontinue using Google Workspace for Education Fundamentals we will notify you so you can move your documents, email contacts, etc. beforehand.

STUDENT STATEMENT OF RIGHTS

[West Coast Institute](#) is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.