

**Montessori Teachers College**  
**Sexual Violence and Sexual Harassment Policy**

**1. Policy Application**

The Policy applies to all career college adult learners of Montessori Teachers College.

**2. The Scope**

The Policy applies to complaints of sexual violence that have occurred on Montessori Teachers College campus or at one of our events and involve our adult learners.

**3. Purpose and Intent**

All of Montessori Teachers College adult learners have a right to study and work in an environment free of sexual violence.

This document sets out our policy on sexual violence, defines the prohibited behaviours, and outlines our investigative processes for sexual violence.

**4. Policy Objectives**

Montessori Teachers College is committed to providing our adult learners with an educational environment free from sexual violence and treating those individuals who report incidents of sexual violence with dignity and respect.

To that end Montessori Teachers College will provide a copy of the policy to our adult learners, and educate them together with our career college management, employees and contractors about this Policy and how to identify situations that involve, or could progress into sexual violence against our adult learners and how to reduce it.

Where a complaint has been made, under this Policy, of sexual violence Montessori Teachers College will take all reasonable steps to investigate it, including as follows:

- (a) providing on-campus investigation procedures to students for sexual violence complaints;
- (b) responding promptly to any complaint and providing reasonable updates to the complainant and the respondent about the status of the investigation;

- (c) assisting adult learners who have experienced sexual violence in obtaining counselling and medical care;
- (d) providing adult learners who have experienced sexual violence with appropriate academic and other accommodation; and
- (e) providing adult learners who have experienced sexual violence with information about reporting options as set out in Appendix I.

## **5. Definition of Sexual Violence**

This Policy prohibits sexual violence which means any sexual act of act targeting a person's sexuality, gender identity or gender expression whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault,

## **6. Reporting and Responding to Sexual Violence**

Adult learners, faculty and staff of Montessori Teachers College will take all reasonable steps to prevent sexual violence involving our adult learners on our career college campus or events by reporting immediately to the Montessori Teachers College Board of Directors if our adult learners have been subject to, or they have witnessed or have knowledge of sexual violence involving our adult learners, or have reason to believe that sexual violence has occurred or may occur which involves our adult learners.

Subject to paragraph 7 below, to the extent it is possible, Montessori Teachers College Board of Directors will attempt to keep all information disclosed confidential except in those circumstances it believes an individual is at imminent risk of self-harm, or of harming another, or there are reasonable grounds to believe that others on our campus or the broader community are at risk.

Montessori Teachers College recognizes the right of the complainant to determine how her or his complaint will be dealt. With. However, in certain circumstances, Montessori Teachers College may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent, if it believes the safety of members or its campus or the broader community is at risk.

A complainant seeking accommodation should contact Montessori Teachers College Board of Directors.

## **7. Investigating Reports of Sexual Violence**

A complaint of sexual violence may be filed under this Policy, by any adult learner of our career college, to the Board of Directors, in writing.

Upon a complaint of alleged sexual violence being made the Board of Directors will initiate an investigation, including as follows:

- (a) determining whether the incident should be referred immediately to police;
- (b) determining what interim measures, if any, need to be taken during the investigation;
- (c) meeting with the complainant to determine the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
- (d) interviewing the complainant, any person involved in the incident and any identified witnesses;
- (e) interviewing any other person who may have knowledge of incidents related to the complaint or any other similar incidents;
- (f) informing the respondent of the complaint, providing details of the allegations and giving the respondent an opportunity to respond to those allegations;
- (g) providing reasonable updates to the complainant and the respondent about the status of the investigation; and
- (h) determining what disciplinary action, if any, should be taken.

## **8. Disciplinary Measures**

If it is determined by Montessori Teachers College that an adult learner of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of an adult learner.

In cases where criminal proceedings are initiated, Montessori Teachers College will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence or sexual harassment, Montessori Teachers College may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

**9. Making False Statements**

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and/or corrective action, up to and including termination of employment of instructors or staff or expulsion of an adult learner.

**10. Reprisal**

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

**11. Review**

This policy will be reviewed 3 years after it is first implemented.

**12. Collection of Adult Learner Data**

Montessori Teachers College shall collect and be prepared to provide upon request by the Superintendent of Private Career Colleges such data and information as required according to Subsections 32.3(8),(9) and (10) of Schedule 5 of the Private Career Colleges Act, 2005, as amended.

**13. Resources**

TBD- Appendix 1 lists provincial rape crisis centres which could be provided as resources.

## Appendix 1

Canadian Association of Sexual Assault Centres  
Ontario  
Provincial

English

Assaulted Women's Helpline  
Toll Free: 1-866-863-0511  
#SAFE (#7233) on Bell, Rogers, Fido or Telus mobile  
TTY: 416-364-8762  
[www.awhl.org](http://www.awhl.org)

Français  
Fem'aide  
Telephone toll-free: 1-877-336-2433  
ATS: 1 866 860-7082  
[www.femaide.ca](http://www.femaide.ca)

Sexual Assault/Domestic Violence Treatment Centres

35 [hospital-based centres that provide](#) 24/7 emergency care to women. To locate the Sexual Assault/Domestic Violence Treatment Centre nearest you, follow [this link](#).

Local

Alliston, Barrie, Collingwood, Midland and Orillia

Huronian Transition Homes operates La Maison Rosewood Shelter (Midland) & Athena's Sexual Assault Counselling and Advocacy Centre  
24 hour crisis line:  
Barrie: 705-737-2008 or 1-800-987-0799  
Midland: 705-526-4211 or 1-800-461-175  
Office: 705-526-3221  
[www.huroniatrtransitionhomes.ca](http://www.huroniatrtransitionhomes.ca)

## Belleville

Sexual Assault Centre for Quinte and District

Toll-Free: 1-877-544-6424

Office: 613-967-6300

[www.sacqd.com](http://www.sacqd.com)

## Bracebridge

Muskoka/Parry Sound Sexual Assault Services

Parry Sound District Office

Office: (705) 774-9083 or 1-877-851-6662

[www.daphnewymn.com](http://www.daphnewymn.com)

Muskoka District Office

Office: (705) 646-2122 or 1-877-406-1268

[www.daphnewymn.com](http://www.daphnewymn.com)

## Brantford

Sexual Assault Centre of Brantford

Crisis: 519-751-3471

Office: 519-751-1164

[sexualassaultcentre@sacbrant.ca](mailto:sexualassaultcentre@sacbrant.ca)

<http://sacbrant.ca/>

## Brockville

Assault Response & Care Centre

Office: (613) 345-3881 or 1-800-567-7415

[arcc@bgh-on.ca](mailto:arcc@bgh-on.ca)

[www.arc-c.ca](http://www.arc-c.ca)

## Chatham

Chatham-Kent Sexual Assault Crisis Centre

24 Hour Crisis Line: 519-354-8688

Office/TTY: 519-354-8908

<http://cksacc.org/>

## Cornwall

Sexual Assault Support Services for Women

Office: 613-932-1755

<http://sassforwomen.ca/>

Iethinisten:ha Women's Shelter

Akwesasne Family Violence Program

24 Hour Crisis: 1-800-480-4208 [L] [SEP]

Phone: 613-937-4322

[www.akwesasne.ca/iethinistenha-women's-shelter](http://www.akwesasne.ca/iethinistenha-women's-shelter)

## Durham Region

Durham Rape Crisis Centre

Crisis: 905-668-9200

Office: 905-444-9672

[info@drcc.ca](mailto:info@drcc.ca)

[www.drcc.ca](http://www.drcc.ca)

## Eganville

Women's Sexual Assault Centre of Renfrew County

24 hour crisis: 1-800-663-3060

Office: 613-735-5551

[www.wsac.ca](http://www.wsac.ca)

## Guelph

Guelph-Wellington Women in Crisis

Crisis: 519-836-5710

1-800-265-7233

Office: 519-823-5806

[www.gwwomenincrisis.org](http://www.gwwomenincrisis.org)

## Hamilton

Sexual Assault Centre (Hamilton and Area)

Crisis: (905) 525-4162

Office (905) 525-4573

TTY: 905-525-4592

[www.sacha.ca](http://www.sacha.ca)

## Kenora

Kenora Sexual Assault Centre

Crisis: (807) 468-7233 or 1-800-565-6161

Office: (807) 468-7958

[www.kenoralsexualassaultcentre.com](http://www.kenoralsexualassaultcentre.com)

## Kingston

Sexual Assault Centre Kingston

Crisis: 613-544-6424 or 1-877-544-6424

Office: 613-545-0762

[sack@sackington.com](mailto:sack@sackington.com)

[www.sackington.com](http://www.sackington.com)

## Kitchener-Waterloo

Sexual Assault Support Centre of Waterloo Region

Crisis: 519.741.8633

Office: 519.571.0121

[info@sascwr.org](mailto:info@sascwr.org)

[www.kwsasc.org](http://www.kwsasc.org)

## London

Sexual Assault Centre London

Crisis: 519-438-2272

Office 519-439-0844

TTY: 519-439-0690

[sacl@sacl.ca](mailto:sacl@sacl.ca)

[www.sacl.ca](http://www.sacl.ca)



London Abused Women's Centre

Office: 519-432-2204

E-Mail: [info@lawc.on.ca](mailto:info@lawc.on.ca)

<http://lawc.on.ca/>

Peel Region

Hope 24/7 (formerly the Sexual Assault/Rape Crisis Centre of Peel)

Crisis: 1-800-810-0180

Office: (905) 792-0821

<http://hope247.ca/>

Newmarket

Women's Support Network of York Region

Crisis: 1-800-263-6734 or 905-895-6734

Office: (905) 895-3646

[www.womenssupportnetwork.ca](http://www.womenssupportnetwork.ca)

North Bay

Amelia Rising Women's Sexual Assault Centre of Nippising/centre d'agressions sexuelles de nippising

Crisis: 705-476-3355

Office: 705-840-2403

TTY: (705) 840-5877

[info@ameliarising.ca](mailto:info@ameliarising.ca)

[www.ameliarising.ca](http://www.ameliarising.ca)

Oakville

Sexual Assault & Violence Intervention Services of Halton

Crisis: 905-875-1555 or 1-877-268-8416

Office: 905-825-3622

[www.savisofhalton.org](http://www.savisofhalton.org)

## Orangeville

### Family Transition Place

Crisis: 1-800-265-9178

Office: 519-942-4122

[www.familytransitionplace.ca](http://www.familytransitionplace.ca)

## Ottawa

### Sexual Assault Support Centre

Crisis: 613-234-2266

Phone: 613-725-2160

TTY: 613-725-1657

[info@sascottawa.com](mailto:info@sascottawa.com)

<http://sascottawa.com>

### Ottawa Rape Crisis Centre

Crisis: 613-562-2333

Office: 613-562-2334

<http://orcc.net/>

## Peterborough & Kawarthas

### Kawartha Sexual Assault Centre

Crisis: (705) 741- 0260 or 1-866-298-7778

Office/TTY: (705) 741-0260

[www.kawarthasexualassaultcentre.com](http://www.kawarthasexualassaultcentre.com)

### YWCA Peterborough Haliburton

Crisis: 1-800-461-7656

Office: 705.743.3526 x 130

[www.ywcapeterborough.org](http://www.ywcapeterborough.org)

## Sault Ste Marie

### Women in Crisis (Algoma) Inc.

Crisis: 705-759-1230 or 1-877-759-1230

[www.womenincrisis.ca](http://www.womenincrisis.ca)

## Sarnia-Lambton

Sexual Assault Survivors Centre Sarnia-Lambton

Crisis: 519 337-3320 or 1-888-231-0536

Office: (519) 337-3154

[www.sexualassaultsarnia.on.ca](http://www.sexualassaultsarnia.on.ca)

## Simcoe

Haldimand & Norfolk Women's Service

Crisis: 1-800-265-8076

TTY: 1-800-815-6419

Office: 519-426-8048

[hnws@hnws.on.ca](mailto:hnws@hnws.on.ca)

[www.hnws.on.ca](http://www.hnws.on.ca)

## St. Catherines

Niagara Region Sexual Assault Centre

Crisis: (905) 682-4584

Office: (905) 682-7258

[carsa@sexualassaultniagara.org](mailto:carsa@sexualassaultniagara.org)

<http://sexualassaultniagara.org/>

## Thunder Bay

Thunder Bay Sexual Assault and Sexual Abuse Crisis and Counselling Centre

Office: (807) 345-0894 or 1-866-311-5927

[tbcounselling@tbsasa.org](mailto:tbcounselling@tbsasa.org)

[www.tbsasa.org](http://www.tbsasa.org)

## Timmins

Timmins and Area Women in Crisis

Crisis: 1-877-268-8380 (sexual assault)

Crisis: 1-855-827-7233 (shelter)

Office: (705) 268-8381

[info@tawc.ca](mailto:info@tawc.ca)  
<http://www.tawc.ca/>

Toronto

Oasis Centre des Femmes  
Téléphone : 416-591-6565  
Courriel : [services@oasisfemmes.org](mailto:services@oasisfemmes.org)  
<http://oasisfemmes.org/>

Toronto Rape Crisis Centre: Multicultural Women Against Rape  
Crisis: 416-597-8808  
Office: 416-597-1171  
[info@trccmwar.ca](mailto:info@trccmwar.ca)  
[crisis@trccmwar.ca](mailto:crisis@trccmwar.ca)  
[www.trccmwar.ca](http://www.trccmwar.ca)

Windsor

Sexual Assault Crisis Centre of Essex County  
Crisis: 519-253-9667  
[www.saccwindsor.net](http://www.saccwindsor.net)

Woodstock

Domestic Abuse Services Oxford  
Crisis: 519 539-4811 or 1-800-265-1938  
[info@daso.ca](mailto:info@daso.ca)  
[www.daso.ca](http://www.daso.ca)