

Bullying/Harassment Reporting and Investigation

Our school is required to take specific steps when bullying or harassment (B/H) is reported.

Teasing or non-bullying incidents occur when the accused did not intend for the target to feel fear, intimidation, or harm. Although intent might not be there, they must still be responsible for unintended consequences.

Bullying is a form of human degradation. Three essential elements of bullying behaviour are: (1) the behaviour is aggressive, negative, and intentional; (2) the behaviour is carried out repeatedly over an extended period of time; and (3) the behaviour occurs in a relationship where there is an imbalance of power between the parties involved (source: Olweus, D. (1993). *Bullying at School: What we know and what we can do (understanding children's worlds)*. Malden, MA: Wiley-Blackwell).

The steps taken in the secondary division when a suspected incident of bullying is reported, are:

1. **The Written Report:** all reports of B/H acts must be reported to the principal or the learning strategist the same day or as soon as possible the incident occurs when a school staff member, a volunteer, a student or a parent:
 - Personally witnesses and act of B/H
 - Receives reliable information indicating that a B/H act occurred
2. **Parent Notification:** within 24 hours following any written report to the principal, the principal will inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services.
3. **The Investigation:** one school day after receiving the written report, the principal will start an investigation of the act. The investigation should be completed as soon as possible, but must be completed no later than 10 school days from the date of the written report. The investigation report summarizes the results of the investigation.
4. **Actions:** based on the investigation report, the principal may choose to take any one of the following actions:
 - Impose discipline
 - Provide intervention services
 - Order counseling
 - Take any other actions necessary to address the incident or reduce B/H in school
5. **Information to Parents:** within 10 school days of parent notification, the results of the investigation are reported to the parents. The type of information disclosed to the parents includes:
 - The type of investigation that was conducted
 - Whether or not evidence of B/H was found
 - Whether discipline will be imposed or services will be provided to address the B/H

(Secondary Division House Leaders committee/ April 2017)