

St. Joseph's School staff members shall fairly assess all behaviour issues, using the following protocol:

1. What happened? Why?	
2. Where?	Playground Hallway Classroom Washroom Gym Other
3. When?	
4. Who did it?	
5. Who saw it?	
6. Actions already taken?	
7. Is it bullying? <i>(All 4 criteria must be met)</i>	<ol style="list-style-type: none"> 1. Was it intentional? Y/N 2. Was it hurtful (physical, verbal, relational, reactive)? Y/N 3. Was it repetitive (has it happened before)? Y/N 4. Is there an element of a power imbalance? Y/N
<p>Based on #7 – Not Bullying</p> <ol style="list-style-type: none"> 1. Dealt with my classroom teacher? Y/N <i>(If yes, copy this report to principal for his/her information)</i> 2. Serious enough to refer to Principal? Y/N (Principal follows protocol: Investigation, Discipline Code, Consequence(s), Reporting. Documentation in Discipline Binder) 	

Based on #7 – Bullying

Teacher or Supervisor:

1. Intervene quickly to stop the bullying incident.
2. Separate the parties.
3. Reassure the bullied child that s/he was right to come forward and assure them that action will be taken with the student(s) involved.
4. Make a plan to keep the bullied child safe for the day, considering whether plan is: Safe for everyone? How might people feel or react? Is it fair? Will it work?
5. Accompany the child accused of bullying to the principal, explain the situation, and pass on this Behaviour Incident Report and any other pertinent information.

Principal

1. Reviews information gathered by teacher/ supervisor.
2. Interviews child accused of bullying using standard questions that will be used with all parties – sequence of events, 5W's.
3. Interviews witnesses and the child being bullied, using standard questions.
4. Reviews collected information and determines level and extent of bullying. Makes a judgement and meters out consequences as spelled out in the Discipline Code – home contact (discipline warning letter), in-school suspension, out of school suspension.
5. Formulates a behaviour plan for bullying child that clearly states the behaviour that must cease and the conditions that the bullying child must meet. Clear consequences must be set for failing to meet these conditions.
6. Communicates with all affected parties (calls or letters) and keeps records in Discipline Binder/ Files. Sets Follow-Up dates with all parties.
7. Determines if the level and extent of bullying should result in referral of bullying student to counseling and/or whether student should be subjected to a higher level of monitoring and supervision in the school.
8. Refers student to School Council with recommendation to expel if student demonstrates a lack of response to intervention strategies.