



File JEI-R

BULLYING

Complaint Procedures

All complaints by students are to be referred to the school administration. Complaint forms are available from the Board Office, staff rooms, Guidance Counsellors, the Principal's Office, and all supervisors. (See AF-E)

1. A complaint by a student(s) received by staff either orally or in writing must be investigated. All complains will be dealt with in a confidential manner.
2. All statements and other investigative information shall be carefully documented by the Principal or designate.
3. The school's administration will take steps to ensure that the complainant will be free from bullying while the investigation is in progress.
4. The school's administration shall take appropriate disciplinary action where such is found to be warranted. This can include (in order of increasing severity):

Warning: All parents/guardians notified. Student(s) warned;

Counselling Counselling and/or individualized intervention programming;

Suspension In-school or out-of-school suspension (up to 5 days).
Reinstatement conditions may be required. Recommendation may be made to the Superintendent's Department for possible extension of suspension of up to twenty (20) days or to the Board for a longer period of time as per section 40 of M.R. 468/88.

Expulsion Recommendations may be made to the Board through the Superintendent's Department for an expulsion from school.

5. Students and staff new to the school are to be advised of this policy as part of the registration and orientation procedure and reference to the policy is to be included in all future Staff, Parent, and Student Handbooks. Copies of the policy are available upon request.