



Bullying Procedures

Trailblazers Academy wants to insure that all students are able to learn in an environment that is free from harassment, bullying, discrimination and abuse. In the event that a student, a parent, or an employee feels they have witnessed or have been subjected to bullying (as defined in the attached policy), they should:

- Report the incident (s) to the School Climate Officer (SCO - in charge of bullying) and/or an administrator. This report may be done verbally or in writing and the report may be anonymous. In order to facilitate an anonymous letter the school has designated a suggestion box in each of the grade level pods. Students should write their complaint and put it in the box. That box will be checked daily.
- Once a school administrator and/or climate officer has been notified of a bullying complaint they must immediately;
 - Notify their supervisor and/or the school climate officer verbally or in writing), and
 - The SCO must then enter the allegation into the Bullying log (which must be maintained in a place for public viewing), and
 - Within 48 hours notify the parents and guardians of the victim and alleged bully that this complaint has been received, and
 - Set up a meeting within 48 hours with the victim and the alleged bully (separately) and their parents/guardians and
 - Conclude the investigation within 5 days of the complaint, and
 - If the allegation is true, the school must take immediate action including, but not limited to detention, suspension and expulsion, if necessary, and
 - Notify the police immediately (within 24 hours of receiving the allegation) if the act of bullying constitutes a crime.

In order to increase awareness of bullying the school will:

- Hold periodic(at least 4 times per year) meetings, trainings and professional development with students (and with staff) regarding bullying
- Address and notify parents of the policy (which will be maintained in the main office for public viewing) a minimum of 4 times each year (at family night celebrations).
- Communicate with the parents in writing regarding the policy and any changes thereto at least twice a year.