

## ADMINISTRATIVE PROCEDURE

Students

Anti-Bullying

STU #03

Revised: October 2025

### Background

Section 31 of the Alberta Education Act (Act) outlines the guidelines for student responsibilities. In addition, Section 33(1) (d) of the Act notes that a board has the responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Further, Section 33(2) of the Act stipulates that a board shall establish, implement, and maintain a policy respecting the board's obligation under subsection (1) to provide a welcoming, caring, respectful, and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

Christ The Redeemer (CTR) Catholic Schools Division Board's Policy [Division Foundational Statements](#) calls for the creation of the safe and caring schools as one of its four fundamental pillars. This administrative procedure serves as a guideline for the schools as they establish anti-bullying policies. CTR Catholic's creation of a caring culture within its Catholic school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable is the desired outcome of this procedure.

### Procedures

1. There are several criteria used to identify an act of bullying:
  - 1.1. There is repeated hostile or demeaning behaviour.
  - 1.2. The behaviour is intended to cause harm, fear, or emotional distress to another individual in the school community.
  - 1.3. The harm caused includes physical harm, psychological harm, or harm to the individual's reputation. It is important to note that: a) no action toward another student, regardless of the intent of that actions will cause harm, fear, or distress to that student; b) no action toward another student within the school community will diminish the student's reputation within the school community; and c) any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status of parents, source of income of parents, family circumstances, or sexual orientation of students is deemed to be an act of bullying.
  - 1.4. Bullying includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution.
  - 1.5. Regardless of whether or not the behaviour occurs within the school building, during the school day or by electronic means, if it impacts the extent to which a student feels safe and cared for at school, it is within the school's purview to address.
  - 1.6. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

- 1.7. Bullying must be distinguished from a conflict in relationship, which occurs through single episodic acts of breakdowns in relationship between students. Conflict is an inevitable component of students learning to grow within social relationships. Disagreement and misunderstanding between parties is at the heart of conflict. However, conflict does not constitute premeditated efforts to cause harm, fear, or distress. Parameters for addressing conflict in relationship between students may be dealt with through counseling, administrative intervention, or restorative practices.
  - 1.8. Regardless of whether school personnel and parents agree that the issue is a confirmed case of bullying or not, school personnel will work constructively to address the issue causing concern.
2. All allegations of bullying will be thoroughly investigated by school personnel.
3. If bullying is occurring, some or all of the following processes will be initiated by school or CTR personnel: discipline process, intervention process, restorative justice process, or safety-risk assessment process. All these processes are dedicated to eradicating the bullying behaviour. Guidance, coaching, and support are also offered to all involved including, when applicable, to the bully, the victim, and the bystanders.
  - 3.1. **Discipline Process**
    - 3.1.1. See Student Conduct and Discipline Process Administrative Procedure STU #01.
  - 3.2. **Intervention Process**
    - 3.2.1. Intervention processes are any processes that identify root causes, or triggers, of behaviours and seek to eliminate, avoid, or minimize the triggers. Examples of interventions include behaviour support plan, structured recess, targeted groups led by Family School Liaison Workers and Connections workers.
  - 3.3. **Restorative Process**
    - 3.3.1. Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. The goal of restorative practice is to bring together the person who did the harm and the harmed person and have them work together to right the wrong.
    - 3.3.2. At the purview of the school or division, restorative practices may be conducted with varying degrees of formality that include meeting with just those students most directly involved in bullying to more formal conferences that include others such as families, school staff, peers, and police community liaison officers. An important component of restorative practice is restitution, which is the agreed upon action to repair the harm that has been done.
  - 3.4. **Safety-Risk Assessment**
    - 3.4.1. In circumstances where a threat has been made, a safety-risk assessment can be initiated by a site-based administrator after approval is granted by the Associate Superintendent responsible for Student Services. A safety-risk assessment is the process of determining the degree to which a student actually poses a risk to others. This assessment can be used by the division to create conditions of safety for the student and school community. See Safety-Risk Assessment Administrative Procedure STU #18.
4. In establishing consequences for confirmed cases of bullying, teachers and administrators will use corrective interventions that consider the context, the behavioural history of the student(s) involved, as well as the age, maturity and individual circumstances of the student(s) involved.
5. Parents play a primary role in assisting with the resolution of matters pertaining to bullying. The parents of both the aggressor and the victim should be informed about the processes used, as appropriate (discipline, intervention, and restorative).