



# Action Plan Against Bullying and Violence at Bishop's College School

**School Name:** Bishop's College School  
Private Secondary Institution (Grades 7-12)

**Date:** August 9, 2022

**Number of Students:** 275

**Head of School:** Michel Lafrance

**Name of Plan Coordinator:** Marie-Noëlle Gattuso

**Committee Team Members:**

Christopher Merritt, Director of Student Life

Julie Lowry, Assistant Director of Student Life

Marie-Noëlle Gattuso, School Counsellor

*Students (to come)*

**Brief Description of Characteristics of the School:**

Established in 1836 in Lennoxville, Quebec, Bishop's College School (BCS) is an English, all-gender boarding and day school for grades 7-12. BCS offers the International Baccalaureate Diploma Programme and course certificates along with Canadian curricula. Bordered by farmland and rolling hills on one side and the city of Sherbrooke on the other, BCS is a small, welcoming community with students from over 40 different countries. A well-rounded education of academics, athletics, arts, leadership and development, and global citizenship prepares BCS students to become tomorrow's leaders.

Bishop's College School is committed to an environment free of objectionable, disrespectful conduct, and communication that creates an intimidating, hostile, and offensive climate, or interferes with work performance. BCS prohibits harassment by and against faculty, staff and students.

In 2012 the National assembly unanimously adopted **Bill 56 - An Act to prevent and stop bullying and violence in schools**. This bill made amendments to the Education Act and the Act respecting private education in order to prevent and deal with bullying and violence in schools <sup>1</sup> In response to this, Bishop's College School has created a comprehensive action plan against bullying and school violence.

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<sup>1</sup> National Assembly Bill 56 2012.

## Action Plan initiatives to prevent bullying and school violence

### The Components of the School Plan:

The main purpose of the plan is to prevent and stop all forms of bullying and violence targeting a student, teacher, or staff member.

The plan *must* include:

1. An analysis of the situation prevailing at the school with respect to bullying and violence;
2. Prevention measures to put an end to all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic;
3. Measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;
4. Procedures for reporting or registering a complaint concerning an act of bullying or violence, according to the child protection policy at Bishop's College School;
5. The actions to be taken when a student, teacher or other staff member or any other person observes an act of bullying or violence, according to the child protection policy at Bishop's College School
6. Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence;
7. Supervisory or support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;
8. Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature;
9. The required follow-up on any report or complaint concerning an act of bullying.

Components of the action plan against bullying and violence	Summary of the situation
<p><b>Art. 63.1 paragraph 1 - An analysis of the situation prevailing at the institution with respect to bullying and violence.</b></p> <p>During the 2022-2023 school year:</p>	<p>A) Available Data/Assessment tools currently in place</p> <ol style="list-style-type: none"> <li>a) Incidents reported from school employees</li> <li>b) Incident reports</li> <li>c) Action Plan to prevent Bullying and School Violence Report Summary (submitted yearly)</li> </ol> <p><b>B) Next steps to update and improve the analysis of the situation:</b></p> <ol style="list-style-type: none"> <li>a) <b>Creation and implementation of student wellness committee.</b></li> <li>b) <b>Establishing a clear and concise incident report.</b></li> <li>c) <b>Ongoing training and education with staff and students.</b></li> <li>d) <b>Implementation of a social emotional follow up, to best support the victims and facilitate their integration into the BCS community.</b></li> </ol>
	<p><b><u>BCS priorities:</u></b></p> <ol style="list-style-type: none"> <li><b>1. To reduce bullying and violence around school and in the houses.</b></li> <li><b>2. To ensure that students and staff feel safe at school.</b></li> <li><b>3. To increase awareness and respect within the school community.</b></li> </ol>

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<p><b>Article 63.1 paragraph 2 -</b>  <i>Prevention measures put in place to end all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap or a physical characteristic.</i></p>	Measures currently in place	<ul style="list-style-type: none"> <li>⇒ Two (2) faculty members on duty throughout the day</li> <li>⇒ 24-hour adult supervision in boarding houses at all time</li> <li>⇒ Two (2) orientation days at the start of the year</li> <li>⇒ Director of Student Life lives on campus</li> <li>⇒ Two day/one night weekend school-wide off-site camp at CFB Valcartier as an integration activity for all students</li> <li>⇒ Monthly cultural lunches to celebrate international mindedness</li> <li>⇒ Bigs and Littles program organized through student leaders</li> <li>⇒ Student code of conduct booklet</li> <li>⇒ Adult supervision of all activities</li> <li>⇒ Safety application (BCS Safe app)</li> <li>⇒ Adoption of the BCS child protection policy—all staff and faculty are to read and apply the policy</li> <li>⇒ Assistant Director of Student Life and School Counsellor up to date in resources and training</li> </ul>	⇒ In place since September 2016	<ul style="list-style-type: none"> <li>⇒ Measures put in place have proven to be efficient</li> <li>⇒ Students say they very comfortable to approach faculty, houseparents, staff, School Counsellor, and nurses</li> </ul>
	Measures that need improvement	⇒ More awareness campaigns		⇒ Ongoing goal
	Future measures	<ul style="list-style-type: none"> <li>⇒ Residential Life Curriculum</li> <li>⇒ Meetings with faculty on bullying</li> </ul>	<ul style="list-style-type: none"> <li>⇒ September 2022</li> <li>⇒ May 2023</li> </ul>	

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 3 -</b> <i>Measures to encourage parents to collaborate in preventing and stopping bullying.</i>	Measures currently in place	<ul style="list-style-type: none"> <li>⇒ The school provides services for students and parents in the event of an incident involving bullying and violence</li> <li>⇒ School Counsellor available to parents</li> <li>⇒ School has a network of resources available to parents</li> <li>⇒ Director of Student Life sends a “push page” for all parents five to six times a year with information regarding rules and policies</li> </ul>		⇒ Measures put in place have proven to be effective
	Measures that need improvement	⇒ Revise Student Handbook	⇒ September 2022	⇒ To be revised by September 2023.
	Future measures	⇒ Information webinars for parents who don't live within easy proximity of the school or are international.	⇒ June 2023, (2 webinars)	
Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 4 -</b> <i>procedures for reporting, or registering a complaint concerning, an act of bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes;</i>	Measures currently in place	<ul style="list-style-type: none"> <li>⇒ Child Protection Policy adopted that describes the procedure</li> <li>⇒ The school administration and the school counsellor can be contacted at any time to take any reporting of incident of bullying and violence</li> <li>⇒ The students can ask any adults of the school for help and this at any time Safety application (BCS Safe app)</li> </ul>		⇒ Effective
	Measures that need improvement	⇒ To make sure the students know where to go and who to talk to if they want to report an incident or bullying or violence	⇒ To be done each year since 45% of the student body is new every year	<ul style="list-style-type: none"> <li>⇒ Effective</li> <li>⇒ At BCS, prevention is an outgoing thing and is the key to success</li> </ul>
	Future measures	⇒ Promote the use of the BCS Safe app	⇒ To be done each year since 45% of the student body is new every year	⇒ To revised since the app does not seem to be used as much as we would like

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<b>Article 63.1 paragraph 5</b> - the actions to be taken when a student, teacher or other personnel member or any other person observes an act of bullying or violence;	Measures currently in place	⇒ The Assistant to the Head of School and the School Counsellor are responsible to receive the students involved in a bullying situation		⇒ Measure proven to be effective.
	Measures that need improvement	⇒ Investigation and application Write the event in the event log of corrective measure according to the Student Life Handbook	⇒ May 2023	⇒ Effective ⇒ At BCS, prevention is an outgoing thing and is the key to success
	Future measures	⇒ To create an incident report for both faculty/staff and student	⇒ May 2023	
Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 6</b> - measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence;	Measures currently in place	⇒ No actions taken without the student's consent ⇒ The school always tries its best to make sure that every intervention is done with discretion		⇒ Measures proven to be effective
	Measures that need improvement	⇒ Limit the propagation of rumours	⇒ Ongoing	⇒ More or less effective, principle needs review
	Future measures			
Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 7</b> - supervisory or support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;	Measures currently in place	⇒ Meeting with the School Counsellor ⇒ External referral when needed (psychologist, social worker, psychiatrist etc) Communication with the Houseparents		⇒ Measures proven to be effective
	Measures that need improvement			
	Future measures	⇒ Working on a better detailed protocol on cyber intimidation	⇒ May 2023	

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 8 - specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature;</b>	Measures currently in place	⇒ See event log ⇒ Student Code of Conduct ⇒ Sanctions are related to incident and must aim at correcting the problem	⇒ Ongoing	⇒ Measures proven to be effective
	Measures that need improvement			
	Future measures	⇒ Review Student Code of Conduct	⇒ May 2023	
Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 9 - the required follow-up on any report or complaint concerning an act of bullying or violence.</b>	Measures currently in place	⇒ The school administrator with the help of the Houseparents or School Counsellor will meet with the students involved ⇒ Communication with the parents to inform them of the situation		⇒ Measures proven to be effective
	Measures that need improvement	⇒ Communication with teachers, advisors, and coaches	⇒ Ongoing depending on the nature of the incident	⇒ Measure proven to be effective but needs improvement
	Future measures	⇒ Enter the event into the events log ⇒ The log is updated annually but should be updated year long	⇒ May 2023 ⇒ June 2023	