



Bishop's College School

ANTI-BULLYING AND ANTI-VIOLENCE PLAN
FOR A HEALTHY AND SAFE LEARNING ENVIRONMENT

2025-2026

Québec 

For information

Bishop's College School

Telephone: 819.566.0238

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Preamble

Original text in French

The development of an anti-bullying and anti-violence plan is one process among a set of actions implemented by the educational institution to ensure a healthy and safe environment. The prevention of violence and bullying requires ongoing actions that depend, in particular, on the continuous and consistent application of the rules of conduct and safety measures adopted by the governing board. In accordance with the Education Act (EA), the rules of conduct must specify, in particular:

- the attitudes and conduct that are required of students at all times
- the behaviours and verbal or other exchanges that are prohibited at all times, including during school transportation, regardless of the means used, including social media
- the applicable disciplinary measures, according to the severity or repetitive nature of the prohibited act

Furthermore, the rules of conduct and the safety measures must be presented to the students during a civics session held each year by the principal in collaboration with the school staff. They must also be sent to the parents at the beginning of each school year (EA, s. 76). Often outlined in the educational institution's code of conduct, these rules of conduct are intended to ensure the best possible conditions for success and the proper operation of the school. They establish the expected everyday behaviours for fostering community life (e.g. respect, civility). The objective of the anti-bullying and anti-violence plan is to develop ways of preventing the occurrence of any situation of bullying or violence, and to plan out the actions to be taken when such a situation unfortunately arises.

In this template for the anti-bullying and anti-violence plan, the term "instigator" replaces the more widely used term "author", particularly in legal frameworks. The term "instigator" is thus used in this document except when those legal frameworks are cited.

Introduction

In order to clarify the duties and responsibilities of educational institutions and all school stakeholders involved in situations of violence and bullying, the Education Act (hereinafter, "EA" [CQLR, c. I-13.3]) requires every educational institution¹ to develop a plan aimed at preventing and putting an end to all forms of bullying and violence and, more specifically, at making the institution a healthy and safe learning environment, so that every student attending it can develop their full potential, free from any form of bullying or violence. In addition, the adoption of the Act respecting the National Student Ombudsman (S.Q., 2022, c. 17, hereinafter, "ANSO") has led to further amendments to the EA.

In particular, the EA therefore stipulates the following:

- The principal shall see to the implementation of the anti-bullying and anti-violence plan, and shall promptly deal with any report or complaint concerning an act of bullying or violence that they receive or that the regional student ombudsman sends to the principal (EA, s. 96.12). The principal shall assist the governing board in the exercise of its functions and powers and, for that purpose, they shall coordinate the development, the review and, if

necessary, the updating of the anti-bullying and anti-violence plan (EA, s. 96.13). The principal shall see to it that all school staff members are informed of the school's rules of conduct, safety measures and anti-bullying and anti-violence measures, and of the procedure to be followed when an act of bullying or violence is observed (EA, s. 96.21).

- Every school staff member shall collaborate in implementing the anti-bullying and anti-violence plan and shall see to it that no student in the school is the victim of bullying or violence (EA, s. 75.3).
- The governing board is responsible for adopting the anti-bullying and anti-violence plan, and any updated version of the plan, proposed by the principal (EA, s. 75.1).
- A document explaining the anti-bullying and anti-violence plan must be distributed to parents. The governing board shall see to it that the wording of the document is clear and accessible. The document must indicate that it is possible to make a report or file a complaint concerning an act of sexual violence to or with the regional student ombudsman and, for a person who is dissatisfied with the follow-up on a complaint filed with the institution, to use the complaint processing procedure provided for in the Act respecting the National Student Ombudsman (EA, s. 75.1).
- The anti-bullying and anti-violence plan must be reviewed each year, and updated if necessary. The principal of the school sends a copy of the anti-bullying and anti-violence plan and any updated version to the National Student Ombudsman (EA, s. 75.1).
- Each year, the governing board shall evaluate the results achieved by the school with respect to preventing and dealing with bullying and violence (EA, s. 83.1).
- A document reporting on the evaluation must be distributed to the parents, the school staff and the regional student ombudsman (EA, s. 83.1).

Conflict, Violence or Bullying?

Conflict	Violence	Bullying
Misunderstanding or disagreement between two or more individuals who do not share the same point of view, values or interests. There are no victims, even if the individuals may feel like they are losing. A conflict may be resolved either through negotiation or mediation.	Any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property (EA, s. 13).	Any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes (EA, s. 13).

Sexual Violence
The <i>Education Act</i> does not provide a definition of sexual violence. However, reference to the following definition is suggested: The concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by a technological means (<i>Act to prevent and fight sexual violence in higher education institutions</i> [CQLR, c. P-22.1]).

General Information

Characteristics of the Educational Institution

Name of the Educational Institution	Bishop's College School
Name of the CSS/ CS	Private School
Type of Instruction	Secondary School
Number of Students	240
Other Characteristics	Private Boarding School
Values Identified in the Educational Project	<ul style="list-style-type: none"> • Lead • Grow • Engage • Experience • Explore
Objective(s) of the educational project in relation to the anti-bullying and anti-violence plan	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.

Information About the Committee

Name of the Committee	The Resilience Project – Anti-Bullying & Anti-Violence Committee
Name and role of the person responsible for coordinating the work of the committee (EA, s. 96.12)	Julie Lowry – Associate Director of Student Life
Members of the Committee (name and role) (EA, s. 96.12)	<p>Kurt A. Johnson – Head of School</p> <p>Chris Merritt – Director of Student Life</p> <p>Julie Lowry – Associate Director of Student Life</p> <p>Jeff Bray – Director of Athletics & Houseparent</p> <p>Darby Drew – School Counsellor & Social Worker</p> <p>Georgia Barratt-Lamey – Activities Coordinator</p> <p>Isabelle Giroux – Orthopedagogue & Teacher</p> <p>Kieran McCormick – Middle School Coordinator & Teacher</p> <p>Prefect (TBC)</p>
Mandates of the Committee	<ul style="list-style-type: none"> • Policy development and review

	<ul style="list-style-type: none"> • Prevention, education, and training • Monitoring and evaluation of bullying and violence at BCS • Maintaining a safe and inclusive school environment • Promoting resilience strategies to effectively manage conflict
Frequency of Committee Meetings	Monthly

Undertaking of the Principal (EA, s. 75.2)

Toward the student who is the victim and their parents	<p>The Director of Student Life will:</p> <ul style="list-style-type: none"> • Respond rapidly by opening an investigation into all reported acts of bullying, sexual violence, or contraventions of BCS Student Code of Conduct. • Engage the support of the School Counsellor and the victim's Houseparent (as needed). • Support the victim(s) by listening to their story in a supportive and judgment-free environment. Communicate promptly and supportively with the victim and parent(s) (as needed) to ensure their safety, build resilience, and put a stop to the reported acts of bullying or violence.
Toward the instigator and their parents	<p>The Director of Student Life will:</p> <ul style="list-style-type: none"> • Respond rapidly by opening an investigation into all reported acts of bullying, sexual violence, or contraventions of BCS Student Code of Conduct. • Engage the support of the School Counsellor and the instigator's Houseparent. • Support the instigator(s) by listening to their story in a supportive and judgment-free environment. • Apply disciplinary measures and sanctions in accordance with the BCS Student Handbook and according to the severity of the incident and to each individual's involvement. • Notify parents and seek their support in fostering a safe and respectful environment by holding individuals accountable for their choices while providing opportunities for growth and

Elements of the Anti-Bullying and Anti-Violence Plan (EA, s. 75.1)

Analysis of the Situation (Overview)

Analysis of the situation prevailing at the school with respect to bullying and violence (EA, s. 75.1, para. 3, subpara. 1)

Time of data collection, tool(s) used to produce the overview and information gathered	<p>Available Data/Assessment tools currently in place used annually</p> <ul style="list-style-type: none"> • Incidents reported by school employees and students. • Action Plan to prevent Bullying and School Violence Report Summary (submitted yearly). • Student wellness committee. <ul style="list-style-type: none"> ○ Director of Student Life, Associate Director of Student Life, School Counsellor, Nurses and Physio/ Athletic Therapists. • Establishment of a clear procedure for reporting incidents of bullying. • Use of the <i>OurSCHOOL</i> student survey to anonymously measure rates of bullying and violence.
Findings from the analysis of the current situation	<ul style="list-style-type: none"> • Acts of bullying were reported to have mostly occurred in the hallways or below the dining hall, where there was less staff/ faculty presence. • <i>OurSCHOOL</i> Survey 2024-25: <ul style="list-style-type: none"> ○ 24% of girls and 21% of boys were victims of moderate to severe bullying in the previous month from when the survey was administered. The Canadian average for girls is 21% and 20% for boys. ○ Survey results indicated higher levels of bullying in Form 2 (43%) than in the previous school year (9%). ○ Survey results indicated a significant drop in bullying from the Form 3 cohort 2023-24 (50%)

	<p>to the Form 4 (26%) cohort 2024-25.</p> <ul style="list-style-type: none"> ○ The lowest reported levels on the survey were in Form 6 (most populated grade level) at 13%.
Priorities in relation to the overview and the analysis of the situation	<ul style="list-style-type: none"> • To reduce bullying and violence in school and in the boarding houses. • To ensure that students and staff feel safe at school. • To increase awareness, respect, and resilience within the school community. • To create ongoing educational opportunities for students, faculty, and school leadership to discuss bullying and violence at BCS. • To develop and find professional development opportunities for faculty, staff, and school leadership on prevention and intervention strategies.

Sexual Violence

Findings with respect to sexual violence, if applicable	There were too few incidents of sexual violence to analyze the situation beyond that the victims were mostly girls in Form 6 and 7.
Priorities in relation to the overview and the analysis of the situation with respect to sexual violence, if applicable	Provide more in-depth education to students and staff around gender-based violence and its impacts on the community and parties involved.

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Findings with respect to bullying or violence based on the aforementioned motives, if applicable	There were no reported incidents based on skin colour, ethnic, or national background in 2024-25.
Priorities in relation to the overview and the analysis of the situation with respect to bullying or violence based on the aforementioned motives, if applicable	Ongoing education and conversations with students on cultural sensitivity, inclusion, and diversity.

Prevention Measures

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 (EA, s. 75.1, para. 3, subpara. 2).	
Prevention measures to prevent and put an end to all forms of bullying or violence at school	<ul style="list-style-type: none"> • Two faculty members on supervision duty during morning recess & lunch hour. • 24-hour adult presence in boarding

	<p>houses at all times.</p> <ul style="list-style-type: none"> • Two orientation days at the start of the year with all students. • The Director of Student Life lives on campus. • 24/7 on-call emergency support from the Director of Student Life, Associate Director of Student Life, and School Counsellor. • Two-day school-wide off-site camp at CFB Valcartier as an integration activity for all students. • <i>Bigs and Littles</i> student mentorship program organized through student leaders. • Student code of conduct booklet available on the BCS portal and website. • Adult supervision of all student activities. • Adoption of the BCS Child Protection Policy. All staff and faculty are to read and apply the policy. • All Faculty, Houseparents, Assistant Houseparents, Residence Assistants, School Administration, Athletics Department, and Wellness Team members have completed the '<i>Training Empowering Adults Working with Students to Take Action in Matters Involving Bullying and Violence, Including Sexual Violence.</i>' • Ongoing awareness campaigns on bullying and violence. • Implementation of the Student Life Curriculum
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Sexual Violence

Prevention measures put in place with regard to sexual violence	<ul style="list-style-type: none"> • Educational workshops on healthy sex and sexual practices. • Educational campaigns on the prevention of sexual violence. • The implementation of mandatory training for employees on sexual violence. '<i>Training Empowering Adults Working with Students to Take Action in</i>
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	<p><i>Matters Involving Bullying and Violence, Including Sexual Violence.'</i></p> <ul style="list-style-type: none"> • Clarifying the reporting process and obligations to students and employees to report incidents of sexual violence.
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Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Prevention measures put in place with regard to bullying or violence based on the aforementioned motives	<ul style="list-style-type: none"> • Ensure school leadership, faculty, and staff actively model anti-bullying behavior and foster cultural sensitivity. • Celebrate the diversity of our student population through whole school presentations on culture, identity, customs, etc... • Continue organizing multicultural events through <i>Round Square</i> weeks. • Promote student-led initiatives such as multicultural clubs and peer advocacy groups. • Encourage positive peer interactions and foster a supportive environment through mentorship programs where Sr. Students guide younger students in navigating diverse spaces.
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Collaboration with Parents

Measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment (EA, s. 75.1, para. 3, subpara. 3).	
Measures planned to involve parents and encourage them to collaborate	<ul style="list-style-type: none"> • Continued hosting a bi-weekly open forum '<i>Friday from Moulton Hill</i>' Zoom call hosted by the Head of School with parents. • Presentation on student life and student support services (including Anti-Bullying and Sexual Violence measures) from the Director of Student Life during the opening week.

Information to be shared	Strategies for sharing this information	Date
A document explaining the anti-bullying and anti-violence plan must be distributed to the parents (EA, s. 75.1).	<ul style="list-style-type: none"> • Communicate by email with parents and post the plan on the BCS portal. • Present the plan to parents in a <i>Friday from Moulton Hill</i> meeting at the beginning of the year. 	Sept 2025

A document reporting on the annual evaluation of the anti-bullying and anti-violence plan must be distributed to parents (EA, s 83.1).	<ul style="list-style-type: none"> Communicate by email with parents at the end of the academic year. 	June 2026
The rules of conduct and the safety measures must be sent to the parents at the beginning of each school year (EA, s. 76).	<ul style="list-style-type: none"> Student code of conduct and student life handbook posted on BCS portal and website. 	Sept 2025
A school service centre must, not later than September 30 each year, inform the students, children and their parents of the possibility of filing a complaint under the complaint processing procedure provided for by this Act (ANSO, s. 21).	<ul style="list-style-type: none"> Communicate the complaint filing process to students and parents during info sessions in the first week of school. Email the procedure to parents after the presentation. 	Sept 2025

Sexual Violence

Measures planned to involve parents and encourage them to collaborate	<ul style="list-style-type: none"> Continue hosting bi-weekly open forum 'Friday from Moulton Hill' Zoom call hosted by the Head of School with parents. Presentation on student life and student support services (including Anti-Bullying and Sexual Violence measures) from the Director of Student Life during the opening week. Update parents at various points throughout the school year regarding resources used by the school and our partners in the community.
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Information to be shared	Strategies for sharing this information
A document informing the students and their parents of the possibility of making a report or filing a complaint concerning an act of sexual violence to or with the regional student ombudsman (ANSO, s. 21)	Communicate by email this information at the same time as the complaint filing procedure
A document specifying the contact information of the regional student ombudsman to whom the complaint must be referred. This document, provided by the National Student Ombudsman, must also explain who may file a complaint and how that right is to be exercised (ANSO, s. 21).	Communicate by email this information at the same time as the complaint filing procedure

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Measures planned to involve parents and encourage them to collaborate	<ul style="list-style-type: none"> • Continue hosting bi-weekly open forum 'Friday from Moulton Hill' Zoom call hosted by the Head of School with parents. • Presentation on student life and student support services (including Anti-Bullying and Sexual Violence measures) from the Director of Student Life during the opening week. • Update parents at various points throughout the school year regarding resources used by the school and our partners in the community.
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Procedures for Making a Report or Registering a Complaint

Procedures for reporting, or registering a complaint concerning, an act of bullying or violence to or with the institution and, more particularly, for reporting the use of social media or communication technologies for cyberbullying purposes (EA, s. 75.1, para. 3, subpara. 4).	
Procedures implemented for reporting incidents	<ul style="list-style-type: none"> • All employees, parents and students can report an incident of bullying through the ABAV reporting form, available on the BCS portal under the Health & Safety tab. • Reports can be made anonymously. • There is a section for uploading evidence in cases of cyberbullying.
Strategies for sharing these procedures	<ul style="list-style-type: none"> • Information on the reporting form is communicated to parents, students, faculty, and staff by email at the beginning of the year. • Staff will be informed of the reporting procedure during the orientation week back during an info session on the anti-bullying/ anti-violence action plan. • Students will be informed at the beginning of the year of the form and how to access it.

Procedures Implemented for Registering a Complaint
A person who is dissatisfied with the follow-up on a report or complaint concerning an act of bullying or violence may follow these procedures to file a complaint.
A person who is dissatisfied with the follow-up on a report or complaint concerning an act of bullying or violence made to a principal of an educational institution may file a complaint with the person in charge of processing complaints (ANSO, s. 24, para. 2).

Sexual Violence

Specific procedures for reporting, or registering a complaint concerning, an act of sexual violence	
<ul style="list-style-type: none"> • Reports can be made to the school counsellor directly regarding acts of sexual violence. • The procedures prescribed in the previous section also apply for reporting, or registering a complaint concerning, an act of sexual violence. • Reporting, or filing a complaint concerning, an act of sexual violence to or with the regional student ombudsman directly is also an option (ANSO, s. 33, para. 2). This complaint must be filed in writing (ANSO, s. 31): <ul style="list-style-type: none"> ○ Using the online form: File a complaint if you are dissatisfied with a school service ○ By telephone or text message: 1-833-420-5233 ○ By email: plaintes-pne@pne.gouv.qc.ca. 	
<p>A person who is a victim or those close to them may, at any time, report the situation to the police or to the director of youth protection (DYP), whether or not they have made a report to the educational institution or to the regional student ombudsman. Reports and complaints filed to or with the educational institution do not replace the work carried out by the police department and the director of youth protection:</p>	
Contact information for the DYP	<ul style="list-style-type: none"> • Link for information on how/ what to report: • 1 800 463-1029 – Estrie DYP phone number <p>If the student is from outside the Eastern Townships (Estrie Region), please make the report to the regional DYP according to their home address</p>
Contact information for the police department	<ul style="list-style-type: none"> • Emergencies (when there's a threat to life or property): 9-1-1 • Information, complaint and reporting: 819-821-5555 • To report a crime anonymously: 1-800-711-1800 or https://echeaucrime.com/en/providing-information-online/

Strategies for sharing these procedures	
The place(s) where the document is posted in the educational institution	BCS Portal under the Health and Safety Tab
Website of the educational institution, if applicable	www.bishopscollegeschool.com

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Specific procedures for reporting, or registering a complaint concerning, an act of bullying or violence based on the aforementioned motives	<p>Members of the BCS community can report any acts of bullying or violence using the following form found on the BCS portal. Reporters have the option for their submission to remain anonymous.</p>
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Strategies for sharing these procedures	<ul style="list-style-type: none"> • Information on the reporting form is communicated to parents by email at the beginning of the year. • Staff will be informed of the reporting procedure during the orientation week back during an info session on the anti-bullying/ anti-violence action plan. • Students will be informed at the beginning of the year of the form and how to access it.
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Confidentiality

Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence (EA, s. 75.1, para. 3, subpara. 6).
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Measures implemented to protect confidentiality
<ul style="list-style-type: none"> • Reports of bullying or violence will only be known to the school counsellor, Director of Student Life and Associate Director of Student Life, as well as the Head of School, as needed. • Any investigations into the report will be handled by the above-mentioned employees of the school. • Limit the propagation of rumours by educating our community on confidentiality. • All reports are made online to protect the confidentiality of reports. The reports are only accessible by the Director of Student Life, Associate Director of Student Life and the School Counsellor. • Information concerning students involved in the situation must be treated with confidentiality. For example, information on the nature of the actions or measures taken by or toward the student who is the instigator may not be sent to the parents of the student who is the victim.

Sexual Violence

Confidentiality measures* to be put in place in the event of an act of sexual violence	The report of sexual violence will only be known to the school counsellor, Director of Student Life and Associate Director of Student Life, as well as the Head of School, as needed.
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* In accordance with the Youth Protection Act (CQLR, c. P-34.1, hereinafter YPA), a breach of professional secrecy is justified when a person contacts the DYP to make a report. It should be noted that the obligation of reporting to the DYP all situations of sexual abuse toward children and adolescents also applies to persons bound by professional secrecy, unless excluded (YPA, s. 41)

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Confidentiality measures to be put in place in the event of an act of bullying or violence based on the aforementioned motives	<ul style="list-style-type: none"> • Reports of bullying or violence will only be known to the school counsellor, Director of Student Life and Associate Director of Student Life, as well as the Head of School, as needed.
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	<ul style="list-style-type: none"> Any investigations into a report will be handled by the above-mentioned employees of the school. Limit the propagation of rumours by educating our community on confidentiality. All reports are made online to protect the confidentiality of reports. The reports are only accessible by the DSL, Associate DSL and the School Counsellor. Information concerning students involved in the situation must be treated with confidentiality. For example, information on the nature of the actions or measures taken by or toward the student who is the instigator may not be sent to the parents of the student who is the victim.
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Actions to be Taken Following an Act of Bullying or Violence

Actions to be taken when a student, teacher or other school staff member or any other person observes an act of bullying or violence or when a report or complaint is sent to the institution by the regional student ombudsman (EA, s. 75.1, para. 3, subpara. 5)

Actions to be taken by a student who is a witness or a confidant	Actions to be taken by a staff member who is a direct witness or a confidant (Stakeholder 1)	Actions to be taken by the person responsible for follow-up (Stakeholder 2)
Please refer to the BCS Reference Guide	Please refer to the BCS Reference Guide	<p>The actions to be taken must be adapted to the situation.</p> <p>Take note of the necessary information and store it securely, especially for the purpose of sending a summary report to the Head of School, if applicable (EA, s. 96.12).</p>

Head of School Director of Student Life

On receiving a complaint concerning bullying or violence, and after considering the best interest of the students directly involved, the Head of School or Director of Student Life will promptly communicate with their parents to inform them of the measures in the anti-bullying and anti-violence plan. The Head of School or Director of Student Life shall also inform them of their right to request assistance from the person specifically designated by the school service centre for that purpose (EA, s. 96.12).

Name and contact information:Head of School: Kurt Johnson – kjohnson@bishopscollegeschool.comDirector of Student Life: Chris Merritt – cmerritt@bishopscollegeschool.com

Note: The Head of School must be informed when a situation involves a school staff member, whether as the victim, instigator or witness of an act of bullying or violence. The Head of School or Director of Student Life shall analyze the situation to determine the supervisory or support measures as well as any disciplinary measures, if applicable, in accordance with the legal frameworks, the applicable collective agreements, and the roles and responsibilities of the educational organization. If the staff member is a victim or a witness, the Head of School must also send the information to the institution's health and safety committee.

Sexual Violence

Actions to be taken when an act of sexual violence is observed

By a student who is a witness or a confidant	By a staff member who is a direct witness or a confidant (Stakeholder 1)	By the person responsible for follow-up (Stakeholder 2)
The student must report the act to an adult at school, and they must complete the ABAV reporting form on the BCS Portal.	<p>Any adult in the educational institution who receives information concerning a situation of sexual violence must:</p> <ul style="list-style-type: none"> • Listen to the student and allow them to speak freely at their own pace, while respecting their silences • Refrain from attempting to steer the conversation or question the student. • Immediately report the incident to the School Counsellor, Director of Student Life, or Associate Director of Student Life. • If needed, only ask open-ended questions, such as "Tell me everything about . . . " or "Tell me more about . . . , " by repeating the student's words (e.g. "Tell me about the person who touched you there," "Tell me 	<p>Avoid having the student repeat their disclosure multiple times.</p> <p>Take note of the necessary information and store it securely, especially for the purpose of sending a summary report to the Head of School and the regional student ombudsman, if applicable (EA, s. 96.12).</p>

	<p>everything about the secret games”)</p> <ul style="list-style-type: none"> • Take note of what the student as well as the adult confidant say • Reassure the student that the situation is being taken care of • Immediately report the situation to the DYP by calling the following number: 1 800 463-1029 	
<p>In accordance with the Youth Protection Act (CQLR, c. P-34.1, hereinafter “YPA”), any school staff member is required to immediately report to the DYP any situation covered by the YPA that involves minors, including situations of sexual abuse. Furthermore, any person, regardless of their role, is required to immediately report to the DYP any situation of sexual abuse or physical abuse (YPA, ss. 39-39.1). The confidentiality of the identity of the persons who report a situation to the DYP is guaranteed (YPA, s. 44).</p> <p>In the case of a complaint concerning an act of sexual violence, the Head of School shall also inform the student who is the victim that it is possible to refer the complaint to the Commission des services juridiques. If the student is under 14 years of age, the principal also informs their parents of that option, and if the student is 14 years of age or over, the Head of School may also inform [their] parents of that option, with the student’s consent (EA, s. 96.12).</p>		

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Actions to be taken when an act of bullying or violence based on the aforementioned motives is observed

By a student who is a witness or a confidant	By a staff member who is a direct witness or a confidant (Stakeholder 1)	By the person responsible for follow-up (Stakeholder 2)
The student must report the act to an adult at school and they must complete the ABAV reporting form on the BCS Portal.	The staff or faculty member should intervene in an effort to stop the act. They must complete the ABAV reporting form on the BCS Portal.	The actions to be taken must be adapted to the context of the situation as documented either through witness testimony or the ABAV reporting form. Actions will be taken in accordance (but not limited to) the policies and guidelines in the BCS Student Handbook.

Supervisory and Support Measures

Supervisory and support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator (EA, s. 75.1, para. 3, subpara. 7).

For the student who is the victim	For the student who is an instigator	For witnesses
The student will be referred to the school counsellor for support services.	<p>The student who is an instigator will be encouraged to do reflective educational work.</p> <p>If applicable, the student and their parents will be encouraged to seek external counselling unless it is not a conflict of interest for them to be seen by the school counsellor.</p>	<p>Witnesses will be referred to the school counsellor as needed.</p> <p>If the witness is an employee, they will be encouraged to contact the BCS EAP, Dialogue, for support.</p>

Note: The Head of School must be informed when a situation involves a school staff member, whether as the victim, instigator or witness of an act of bullying or violence. The Head of School shall analyze the situation to determine the supervisory or support measures as well as any disciplinary measures, if applicable, in accordance with the legal frameworks, the applicable collective agreements, and the roles and responsibilities of the educational organization. If the staff member is a victim or a witness, the Head of School must also send the information to the institution's health and safety committee.

Sexual Violence

Supervisory and support measures established and put in place following a needs analysis in relation to an act of sexual violence

For the student who is the victim	For the student who is an instigator	For witnesses
<p>In addition to the measures described above, the student who is a victim will be referred to CALACS, if they are female, or SHASE if they are male.</p> <p>Other measures applicable to the analysis and context of the situation.</p>	Other measures applicable to the context and analysis of the situation.	Other measures applicable to the context and analysis of the situation.

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Supervisory and support measures established and put in place following a needs analysis in relation to an act of bullying or violence based on the aforementioned motives

For the student who is the victim	For the student who is an instigator	For witnesses
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Other measures applicable to the context and analysis of the situation.	Other measures applicable to the context and analysis of the situation.	Other measures applicable to the context and analysis of the situation.
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Disciplinary Measures

Disciplinary measures for acts of bullying or violence, according to their severity or repetitive nature (EA, s. 75.1, para. 3, subpara. 8).
Possible disciplinary measures, determined according to an analysis of the situation as well as the nature, severity and frequency of the acts committed
<ul style="list-style-type: none"> • Restorative practices (counselling, personal reflection, guided research, etc...) • Detention and/or campus restriction • Green Gating • Red Gating • Community Service Hours • No Contact Order • Suspension • Expulsion

Sexual Violence

Possible disciplinary measures, in the event of sexual violence, determined according to an analysis of the situation as well as the <i>nature, severity and frequency</i> of the acts committed
<ul style="list-style-type: none"> • The aforementioned measures • If legal proceedings have taken place and a student was found guilty of a criminal offence, the educational institution may be required to apply the judicial measures imposed on the student.

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Possible disciplinary measures, in the event of bullying or violence based on the aforementioned motives, determined according to an analysis of the situation as well as the nature, severity and frequency of the acts committed
<ul style="list-style-type: none"> • The aforementioned measures

Follow-Up on Any Report or Complaint

Required follow-up on any report or complaint concerning an act of bullying or violence (EA, s. 75.1, para. 3, subpara. 9).	
Measures taken to follow up on any report or complaint concerning an act of bullying or violence	<ul style="list-style-type: none"> • All students will be offered support from the administration, including but not limited to the School Counsellor, Houseparent, etc. • Parents will be communicated with as needed, and at the discretion of the instigator(s) and victim(s) • In accordance with the Education Act, Section 96.12, in the case of a complaint concerning an act of sexual violence, the student who is the

	<p>victim, will be informed by the school, that their complaint can be referred to the Commission des services juridiques.</p> <ul style="list-style-type: none"> • If the student is under 14 years of age, the school will also inform their parents of that option, and if the student is 14 years of age or over, the school may also inform his or her parents of that option, with the student's consent. • For each complaint received concerning bullying or violence, the Director of Student Life will provide the Head of School with a summary report on the nature of the incident and the follow-up measures taken. • Communication of the essential elements of the incident with teachers and Houseparents to ensure support and follow-up with the involved student(s).
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Sexual Violence

Measures taken to follow up on any report or complaint concerning an act of bullying or violence
<ul style="list-style-type: none"> • For each complaint received concerning an act of sexual violence, the Director of Student Life will provide the Head of School with a summary report on the nature of the incident and the follow-up measures taken. • The summary report concerning an act of sexual violence shall also be sent to the regional student ombudsman. • The School Counsellor will check-in with the student at different points, even if no immediate needs are identified.

Bullying or Violence Based on Motives Related, in Particular, to Skin Colour and Ethnic or National Background

Measures taken to follow up on any report or complaint concerning an act of bullying or violence based on the aforementioned motives
<ul style="list-style-type: none"> • All students will be offered support from the administration, including but not limited to the School Counsellor, Houseparent, etc. • Parents will be communicated with as needed, and at the discretion of the instigator(s) and victim(s)

Other Actions Specific to Sexual Violence

In addition to the elements prescribed above, a separate section of the anti-bullying and anti-violence plan must be for sexual violence. That section must include the following elements (EA, s. 75.1).	
Compulsory training activities for management and other personnel	All employees who have regular contact with students will complete the training on ' <i>Empowering Adults Working with Students to Take Action in Matters Involving Bullying and Violence, Including Sexual Violence</i> '

Safety measures to stop sexual violence	<ul style="list-style-type: none"> • Educational campaigns – including workshops on consent practices and power dynamics provided to students. • Educational campaigns – including workshops for all students to raise awareness on the LGBTQ+ community. • Collaboration with community-based organizations, such as CALACS and GRIS Estrie, to help educate students and increase visibility of issues which perpetuate sexual violence.
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Resources

Resources	<ul style="list-style-type: none"> • CALACS Estrie • Mental Health Estrie • GRIS Estrie • SHASE Estrie • APAMME • JEVI
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Other Important Information

* Date of adoption of the anti- bullying and anti-violence plan by the governing board (EA, s. 75.1)	September 15 th , 2025
Resolution number	ABAV1
* Date of annual evaluation of the results by the governing board (EA, s. 83.1)	NA
* Date of annual review of the anti-bullying and anti-violence plan (EA, s. 75.1)	June 15 th , 2026
Signature of the Individual Designated by the School	
Date	

