

Anti-Bullying and Anti-Violence Plan

FOR A HEALTHY AND SAFE LEARNING ENVIRONMENT

Villa Maria High School

2026-2027

Table of Contents

Introduction	1
Definitions	2
General Information	3
Elements of the Anti-Bullying and Anti-Violence Plan (APE, s. 63.1)	5
1. Analysis of the situation	5
2. Prevention measures	6
3. Collaboration with parents	7
4. Procedures for making a report or registering a complaint	9
5. Actions to be taken following an act of bullying or violence	11
6. Confidentiality	13
7. Supervisory and support measures	14
8. Disciplinary measures	15
9. Follow-up on any report or complaint	15
Other actions specific to sexual violence	16
Resources	17
Other Important Information	18

Introduction

In order to clarify the duties and responsibilities of educational institutions and all school stakeholders involved in situations of violence and bullying, the *Act respecting private education* (hereinafter, “APE” [CQLR, c. E-9.1]) requires every educational institution 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 APE.

In particular, the APE therefore stipulates the following:

- The main purpose of the anti-bullying and anti-violence plan must be to prevent and put an end to all forms of bullying and violence targeting a student, a teacher or any other school personnel member (APE, s. 63.1).
- The plan, rules and measures provided for in sections 63.1 and 63.3 are prepared with the participation of the members of the institution’s personnel (APE, s. 63.4).
- The institution shall see to it that all the members of its personnel are informed of the institution’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 (APE, s. 63.5).
- Every personnel member shall collaborate in implementing the anti-bullying and anti-violence plan and shall see to it that no student in the institution is a victim of bullying or violence (APE, s. 63.5).
- A document explaining the anti-bullying and anti-violence plan must be distributed to parents. The institution 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 (APE, s. 63.1).
- The anti-bullying and anti-violence plan must be reviewed each year and updated if necessary. The institution sends a copy of the anti-bullying and anti-violence plan and any updated version to the National Student Ombudsman (APE, s. 63.1).

Definitions

Conflict, violence, bullying or sexual violence?

Conflict	Misunderstanding or disagreement between two or more persons who do not share the same point of view, the same values or the same interests. There are no victims, even though individuals may feel like losers. A conflict can be resolved either by negotiation or by mediation.
Violence	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 (APE, s. 9).
Bullying	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 (APE, s. 9).
Sexual violence	For the purpose of this plan, 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	Villa Maria
Name of the principal	Christian Corno
Level of instruction	Secondary
Number of students	1498
Other characteristics	Established in 1854 and classified as a historic building in 1951, Villa Maria is a bilingual educational institution located in the Notre-Dame-de-Grâce neighbourhood in Montreal. Nestled on an enchanting site, the school offers a dynamic and enriching living environment, conducive to the academic, personal and social development of students.
Values identified in the educational project	Villa Maria promotes inclusion, community spirit and the full development of each person. The school relies on active collaboration with families to recognize signs of distress, promote respectful and caring behavior, and respond quickly to any concerns.
Objective(s) of the educational project in relation to the anti-bullying and anti-violence plan	In order to provide a healthy and safe learning, development and socialization environment, Villa Maria has implemented a plan designed to prevent and counter any form of bullying, violence, violence of a sexual nature, harassment and discrimination.

Information about the committee

Name and role of the person responsible for coordinating the work of the committee Nick Laframboise
Director of School Climate and Student Services

Members of the School Climate Committee

- Bouchra Choukeir, Teacher
- Anna Gagliardi, Teacher
- Jonathan Hypolite, School Climate Coordinator
- Jacinthe Laporte, Administrative Assistant to the Assistant Directors, Cycle 2
- Angela Mancini, Teacher
- René André Saint-Fleur, School Climate Lead
- Marina Lesenko, Teacher
- Jade Winsor, Teacher

Mandates of the committee

Guided by the Director of School Climate and Student Services, the School Climate Committee is composed of a dedicated team of five teaching staff—representing each sector and cycle—and three non-teaching personnel. Centered on promoting student safety and well-being, the committee's work closely aligns with the institution's Code of Conduct and its Anti-Violence and Anti-Bullying (AVAB) Plan.

- Review student voice and stakeholder feedback and develop annual recommendations regarding prevention programming, workshops, partnerships, staff training, and awareness initiatives for the subsequent school year.
- Identify and discuss emerging issues and trends regarding student safety, well-being, and school climate that require targeted intervention.
- Review and reflect annually on the Code of Community Life and related student procedures and protocols.
- Review and adopt the Anti-Violence and Anti-Bullying Plan.
- Review the effectiveness of prevention, intervention, reporting, and response procedures outlined in the AVAB Plan and make recommendations for improvement.
- Provide recommendations and periodic reports to school administration regarding school climate priorities, prevention initiatives, and the implementation of approved recommendations.
- Participate in school-wide presentations and training sessions related to the Code of Community Life and AVAB Plan for both staff and students.

Frequency of committee meetings

The committee members meet 8 times each school year, as well as every time the circumstances justify it.

- Meetings will take place in September (24th), October, November, January, February, March, May and June.

Undertakings of the institution

Toward the student who is the victim and their parents

Villa Maria, in collaboration with all staff members, ensures the implementation of support measures for any student who is a victim of bullying, violence and/or sexual violence. Furthermore, Villa Maria communicates and meets with the student's parents or guardians to explain these measures and establish collaborative strategies aimed at maintaining a healthy, safe school environment.

Toward the perpetrator and their parents

Villa Maria, in collaboration with all staff members, ensures the implementation of educational measures, support protocols, and disciplinary sanctions for any student who commits acts of bullying, violence, sexual violence, harassment, or discrimination. Furthermore, Villa Maria communicates and meets with the student's parents or guardians to explain these measures and agree on joint actions to ensure the student no longer compromises the safety and well-being of the school community.

Elements of the Anti-Bullying and Anti-Violence Plan (APE, s. 63.1)

1. Analysis of the situation

Analysis of the situation prevailing at the school with respect to bullying and violence (APE, s. 63.1, para. 3, subpara. 1)

Time of data collection, tool(s) used to produce the overview and information gathered

This analysis is based on student-reported perception data gathered through the OurSCHOOL survey administered at Villa Maria from April 13 to April 17, 2026. A total of 1,403 out of 1,620 students participated, representing an 86.6% response rate.

The survey measures student perceptions of school climate, well-being, belonging, bullying, exclusion, harassment, and safety. Because these findings reflect self-reported student perceptions rather than verified disciplinary incident logs, they serve as indicators of lived experience. This data provides an essential baseline to identify institutional strengths, emerging trends, and strategic priorities.

Findings based on the analysis of the current situation

- Reported incidents of bullying, exclusion, and harassment occur most frequently in high-traffic or unstructured areas—specifically corridors, school grounds, common spaces, during break periods, and immediately after dismissal.
- Student-reported metrics for sense of belonging, positive peer relationships, self-esteem, general health, and life satisfaction represent clear institutional strengths, meeting or exceeding national benchmarks.
- A strong majority of students report feeling safe while on school grounds. However, perceptions of security drop during the daily commute to and from campus.
- Overall rates of self-reported bullying, exclusion, and harassment align closely with national averages.
- Survey data highlights elevated levels of relational conflict, anxiety, and peer stress specifically among girls in Sec. 2 and Sec. 3, marking this demographic as a distinct area of concern.

Specific findings concerning sexual violence, if applicable

These findings are also based on student-reported perceptions and self-disclosures gathered through the 2025-2026 OurSCHOOL survey. They reflect what students chose to report about sexual harassment and safety and should be understood as indicators of students' lived experiences, level of comfort in disclosure, and perception of school safety.

- A small but notable proportion of students reported experiencing sexual harassment at school in the previous 30 days, including 6.8% of girls and 6.4% of boys.
- Although these rates are lower than those reported for other forms of bullying, the presence of sexual harassment in the school environment underscores the importance of continued prevention, education, and support.
- The follow-up data related to students' reactions to sexual harassment was limited, which suggests the need to continue strengthening student comfort in disclosure and access to trusted adults.

Priorities in relation to the overview and the analysis of the situation

These priorities were identified based on student-reported perceptions in the survey data and were further refined through consultation with the school's climate committee. They reflect both the strengths that should be maintained and the areas where student experience and staff observations suggest the greatest need for prevention, intervention, and support.

- Strengthen active adult visibility, supervision, and consistent intervention, particularly in hallways, corridors, common areas, and during breaks and other less structured times, in response to student survey findings and climate committee observations.
- Maintain and strengthen the positive sense of belonging, well-being, and peer relationships reflected in the survey results, while ensuring that these strengths are experienced consistently across student groups and grade levels.
- Utilize our Universal Prevention Program to embed proactive anti-bullying, exclusion, and harassment education across all aspects of school culture, keeping student-reported incidents at or below national benchmarks.
- Implement targeted programming, structured relational workshops, and trusted spaces for girls in Sec. 2 and Sec. 3, addressing peer stress and anxiety while reinforcing school adults as approachable first-line supports.
- Establish accessible, low-barrier reporting pathways for off-campus and commute-related concerns, ensuring students have clear channels to report safety issues to trusted school staff upon arrival.

Specific priorities concerning sexual violence, if applicable

These priorities are based on student-reported perceptions and disclosures related to sexual harassment and school safety in the OurSCHOOL survey and were also informed by the school's review of the data through its climate committee. They are intended to guide the school's response to issues identified through student experience while reinforcing the positive conditions that help prevent harm.

- Strengthen universal education on consent, boundaries, interpersonal respect, and gender diversity, delivering age-appropriate instruction to all students to directly address self-reported rates of sexual harassment.
- Promote clear, confidential, and accessible reporting pathways, ensuring students feel safe, supported, and confident when reaching out to school adults or making a disclosure.
- Ensure timely, supportive, and informed adult responses to disclosures or concerns by reinforcing staff awareness, trauma-informed practices, and the role of school adults as trusted supports.

2. 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 (APE, s. 63.1, para. 3, subpara. 2)

Villa Maria implements the following prevention and intervention measures:

At the School Level (Policies & Infrastructure)

- Reviewing school rules and regulations to include bullying, violence, sexual violence, harassment, and discrimination, and adapting them to new technological realities.
- Reaffirming conduct expectations across all environments, both physical and digital—inside and outside the classroom—to explicitly prohibit bullying, violence, sexual violence, harassment, and discrimination.
- Implementing a strategic supervision and monitoring system at crucial points throughout the school.
- Maintaining a confidential platform to safely share information and experiences among the stakeholders of the school's educational mission. Villa Maria has adopted a safe school policy that seeks to ensure that all students thrive in a healthy environment that fosters diversity, equality, and inclusion.

At the Student & Community Level (Assemblies, Workshops, and Visits)

- Universal Prevention Program (UPP): Delivering structured discussions and interactive educational activities—including assemblies, workshops, and classroom visits—to proactively address bullying, violence, sexual violence, harassment, and discrimination across our school community.
- Providing tailored information documents, briefing sessions, and awareness or training activities designed for the specific needs of parents, guardians, and school stakeholders to reinforce prevention efforts at home.
- Facilitating student discussions that distinguish harmful silencing behaviors from protective reporting, emphasizing the importance of seeking help and asserting one's rights.

At the School Personnel Level (Staff Actions & Interventions)

- Developing concerted and shared strategic actions common to all members of the school personnel to allow for early problem detection and consistent intervention techniques.
- Giving positive and targeted attention to student victims and to those who have witnessed bullying, violence, sexual violence, harassment, or discrimination, as well as providing appropriate intervention and accountability steps for the student found responsible for the behavior.

Specific prevention measures put in place to put an end to sexual violence

- Educational presentations on sexting and digital safety facilitated by SPVM (Montreal Police) socio-community officers and school special education technicians.
- Interactive classroom discussions and workshops focused on consent, healthy boundaries, and preventing sexual violence.
- Training and implementation of the SEXTO intervention toolkit to support personnel in handling cases involving digital sexual content.
- Distribution of informational leaflets, campus-wide poster displays, and regular updates published across Villa Maria's communication platforms.
- Specialized training for personnel on institutional intervention and reporting procedures regarding acts of sexual violence.

3. 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 (APE, s. 63.1, para. 3, subpara. 3)

Parents and guardians play an essential role in contributing to a safe and inclusive school climate. To actively involve families and encourage meaningful collaboration, Villa Maria implements the following planned measures:

- Distributing the Anti-Bullying and Anti-Violence Plan at the very beginning of the school year, ensuring families are explicitly aware of the step-by-step procedures for reporting an incident or registering a complaint.
- Providing parents with accessible reference materials and toolkits to help them recognize signs of distress in their children and understand the distinction between normal peer conflict and bullying.
- Encouraging parents to quickly report presumed incidents of bullying, violence, violence of a sexual nature, harassment, or discrimination through established school communication pathways.
- Partnering with families to reinforce positive social behaviors at home, creating consistency between the home environment and school expectations.
- Engaging parents and guardians to work closely with school personnel to support individual actions plans, monitoring strategies, and restorative measures when a student requires targeted support or accountability.

Specific measures planned to encourage parents to collaborate in preventing and stopping sexual violence

While the general measures outlined in the previous section regarding parent collaboration—such as maintaining open communication, recognizing general signs of distress, and utilizing established reporting pathways—apply equally to the prevention of sexual violence, the school recognizes that issues of a sexual nature require distinct, specialized approaches.

To address these unique dynamics, Villa Maria implements the following targeted measures designed specifically to support families in preventing, identifying, and responding to sexual harassment and violence:

- Making frameworks and age-appropriate terminology regarding consent, personal boundaries, and healthy relationships available to parents and guardians to help support consistent messaging between home and school.
- Facilitating access to information, guidelines, or briefings focused on navigating digital safety, online interactions, and sexual harassment in adolescent spaces.

- Sharing overviews of school-based sexuality education themes and prevention initiatives to help families initiate open, proactive dialogue at home.
- Providing families with clear, accessible information regarding the supportive, confidential, and sensitive manner in which disclosures or reports of a sexual nature are received and handled by the school.
- Actively communicating available internal support systems and external specialized community resources (such as helpline networks and community organizations) dedicated to sexual health and safety.
- Providing parents with reference materials outlining indicators that may suggest a student is experiencing sexual boundary-crossing, digital harassment, or related distress.
- Offering basic informational guidance to families on how to supportively listen to and validate a student who shares a difficult peer experience.

Information to be disseminated

▪ A document explaining the anti-bullying and anti-violence plan must be distributed to the parents (APE, s. 63.1).	▪ August 26, 2026 Email information package sent home to all families. ▪ September 2nd and 3rd, 2026. Parent Information Sessions for secondary 1-5 ▪ September 30th, 2026. ABAV plan for 2026-2027 emailed home to families and updated on the school website.
▪ A document that sets out the rules of conduct and the safety measures applicable in the institution must be sent to the parents at the beginning of each school year (APE, s. 63.3).	▪ August 26, 2026 Email information package sent home to all families. ▪ September 2nd and 3rd, 2026. Parent Information Sessions for secondary 1-5.
▪ A private educational institution must, not later than September 30 each year, inform the students, children and their parents of the possibility of	▪ August 26, 2026 (email information package sent home to all families).

filing a complaint under the complaint processing procedure provided for by the ANSO (ANSO, s. 21).	September 2nd and 3rd, Parent Information Sessions for secondary 1-5
The contract or registration form must contain the procedure for processing complaints provided (APE, s. 21.1, r. 1).	The Villa Maria Educational Services Contract is available at all times to parents/guardians starting in February preceding the following school year.
Villa Maria Anti-Bullying and Anti-Violence Information flyer	September 30th, 2026

Specific information to be disseminated concerning sexual violence

The information to be disseminated to prevent and stop bullying and violence and in creating a healthy and secure learning environment contained in the preceding section is also to be disseminated in situations of sexual violence.	
A document explaining the possibility of making a report or filing a complaint concerning an act of sexual violence to or with the regional student ombudsman.	September 30th, 2026.
NB: The educational institution must display, in a visible manner, a document provided by the National Student Ombudsman explaining who may file a complaint and how that right is to be exercised. This document must include the contact information of the regional student ombudsman to whom the complaints must be addressed. It informs students and their parents of the possibility of making a report or filing a complaint concerning an act of sexual violence with the regional student ombudsman (ANSO, s. 21).	September 29th, 2026

4. 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 (APE, s. 63.1, para. 3, subpara. 4)

Procedures implemented for reporting incidents

Villa Maria has adopted a safe school policy that seeks to ensure that all students thrive in a healthy environment that fosters diversity, equality and inclusion. The procedure to register a complaint is the following:

- Step 1: To report an incident of bullying, violence, or sexual violence, the student or parent should contact the student's Grade-Level Assistant Director (AD). While the complaint can be made verbally, it is highly recommended to submit it in writing via email or by using the online reporting form available on the school website. The Grade-Level Assistant Director will respond to the complaint within 10 working days of its receipt.

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 file a formal complaint. In accordance with the Act respecting the National Student Ombudsman (ANSO, s. 24, para. 2), any individual who is dissatisfied with the initial handling of a situation by the school administration has the legal right to escalate their concern to the institution's designated person in charge of processing complaints through the following steps:

- Step 2: If the initial complaint has not been resolved or if the person filing the complaint is dissatisfied with the outcome, they must contact the person responsible for following up on complaints at Villa Maria: Annie Archambault. The person responsible for following up on complaints must respond within 15 working days.
- Step 3: If the complaint has still not been handled or if the person filing the complaint remains dissatisfied following the school's internal review, they may contact the Regional Student Ombudsman. In accordance with the Act respecting the National Student Ombudsman, any person can resort to this external independent procedure (which carries an operational timeline of 20–35 days for processing).

Specific procedures for reporting, or registering a complaint concerning, an act 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):
 - Using the online form: [Report an act of sexual violence against a student](#)
 - By telephone or text message: 1 833 420-5233;
 - By email: plaintes-pne@pne.gouv.qc.ca.
- 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:
 - Contact information for the DYP: Montreal – telephone number: 514-896-3100 In case of emergency, dial 911.
 - Contact information for the police department: Montreal Police Department (SPVM): in case of emergency, dial 911. if non urgent, please contact your neighbourhood police station

5. 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 (APE, s. 63.1, para. 3, subpara. 5)

By a student who is a witness or a confidant	The actions to undertake must be modulated according to the situation. • The student witness or confidant must immediately report the incident of bullying or violence to a member of the school personnel, for example, to a teacher, student supervisor or member of the administration, or to any other trusted adult. • If the student witness or confidant wants to report this act of bullying or violence in a confidential manner, they can use the Villa Maria website to this end.
By a staff member who is a direct witness or a confidant (first intervener)	The actions to undertake must be modulated according to the situation. • If the act of bullying or violence is in progress, the first intervener must step in immediately to put an end to this situation and protect the students involved, this in the following way: - o separate the persons involved to avoid any escalation; - o calm the situation and ensure that the victim and any witness are safe; - o offer caring support to the victim and offer the latter to confide if they so wish; - o reassure the victim about the measures that will be taken in the immediacy to resolve this situation.

By the secondary intervener responsible for follow-up (Grade-Level Assistant Director):	Following an incident, the Grade-Level Assistant Director must immediately take charge of the situation and execute the following measures: • Take note of all information collected and provided by the first intervener. • Ensure immediate physical safety and emotional stabilization for all students involved. • Collect individual testimonies from the victim, witnesses, and perpetrator to establish precise facts surrounding the incident. • Identify the nature and seriousness of the incident, taking into account context, repetitive patterns, and specific impacts felt by each student. • If necessary, place the perpetrator on an administrative hold, sending them home after informing their parents/guardian; this measure aims to ensure the safety and well-being of the school community, while allowing the Grade-Level Assistant Director to gather the necessary information. • Establish an adapted support plan for the victim after meeting to assess their needs, directing them to specialized support services (e.g., Special Education Technician) as needed. • Meet with the perpetrator to review the established facts, address the harmful impact of their actions on the victim and school community, and conduct a formal accountability and restorative dialogue. • Apply appropriate disciplinary measures or restorative sanctions to the perpetrator based on the nature, severity, and frequency of the actions committed. • Contact the parents or guardians of both the victim and the perpetrator to inform them of the outcome, the support plans established, and the administrative measures taken. • Ensure all collected information, testimonies, support plans, and sanctions are thoroughly documented and stored securely to maintain confidentiality, support official records, and enable ongoing follow-up.
By the person designated by the institution from among the members of its management personnel	In accordance with institutional protocol, Villa Maria designates the student's Grade-Level Assistant Director (AD) to manage all required administrative and parental notifications following an incident. When executing these duties in cases of bullying or violence, the Grade-Level Assistant Director shall, after considering the best interests of the students directly involved, promptly communicate with their parents or guardians to inform them of the support and intervention measures established in the school's Anti-Bullying and Anti-Violence Plan (Act respecting private education, s. 63.5).

Specific actions to be taken when an act of sexual violence is observed

By a student who is a witness or a confidant	• The student witness or confidant must report immediately the incident of sexual violence to a member of the school personnel, for example, to a teacher, student supervisor or member of the administration, or to any other trusted adult. • If the student witness or confidant wants to report this act of sexual violence in a confidential manner, they can use the Villa Maria website to this end.
By a staff member who is a direct witness or a confidant (first intervener)	Any adult within the school who receives information concerning a sexual violence situation must: • listen to the student and let them talk freely, while respecting the latter's rhythm and silences; • abstain from seeking to direct the discussion or from questioning the student; • if necessary, ask only open questions such as "Tell me all about..." or "Talk to me more of...", by reusing the student's own words (e.g., "Tell me more about the person who touched you there," "Tell me all about the secret games"); • note down the words of the student and those of the confidant adult; • reassure the student about taking in charge the situation; • fulfill the mandatory personal legal duty under the <i>Youth Protection Act</i> (ss. 39–39.1) by immediately reporting any situation of suspected sexual abuse, physical abuse, or exploitation directly to the DYP at 514-896-3100; • Notify the Grade-Level Assistant Director immediately after contacting the DYP (or concurrently) so the school administration can initiate internal safety measures and support the reporting process.
By the secondary intervener responsible for follow-up (Grade-Level Assistant Director):	Following an incident, the Grade-Level Assistant Director must immediately take charge of the situation and execute the following measures: • Take note of all preliminary information collected and provided by the first intervener. • Ensure immediate physical safety, privacy, and emotional stabilization for all students involved, prioritizing the protection and well-being of the victim. • Acknowledge the incident and gather facts objectively by meeting promptly and separately with the individuals involved—including the victim, witnesses, and the perpetrator—ensuring the victim is not required to repeat their disclosure multiple times; • Identify the nature and gravity of the incident, taking into account the context, any repetitive or escalating patterns, and the specific physical or emotional impact felt by each student. • If necessary, place the perpetrator on an administrative hold, sending them home after informing their parents/guardian; this measure aims to ensure the safety, privacy, and well-being of the school community while allowing the Grade-Level Assistant Director to gather the necessary information.

	● Establish an adapted support plan for the victim after meeting with them, understanding their needs, and directing them to internal specialized staff (such as a special education technician) or psychological support services if required; ● Apply appropriate disciplinary measures or administrative sanctions to the perpetrator based on the nature, severity, and context of the actions committed. ● Contact the parents or guardians of both the victim and the perpetrator to inform them of the incident, their child's involvement, the support plans established, and the administrative measures taken. ● Ensure all collected information, testimonies, support plans, and sanctions are thoroughly documented and stored securely to maintain strict confidentiality, support official records, and enable ongoing follow-up.
By the person designated by the institution from among the members of its management personnel	In accordance with institutional protocol, Villa Maria designates the student's Grade-Level Assistant Director (AD) to manage the required administrative, parental, and legal notifications following an incident. When executing these duties, the Grade-Level Assistant Director shall ensure the following mandatory actions are completed: ● Ensure immediate administrative coordination and follow-up with Youth Protection Services (DYP) under the <i>Youth Protection Act</i> (CQLR, c. P-34.1, ss. 39–39.1) following a report made by a staff member or school stakeholder; support the reporting staff member, liaise with the assigned DYP caseworker, and execute all required internal safety protocols and statutory disclosures; ● After considering the best interests of the students directly involved in an act of bullying or violence, promptly communicate with their parents or guardians to inform them of the support and intervention measures established in the school's Anti-Bullying and Anti-Violence Plan (Act respecting private education, s. 63.5); ● In the case of a complaint concerning an act of sexual violence, formally inform the student who is the victim that it is possible to refer the matter to the Commission des services juridiques for free legal advice and assistance: ○ If the student who is the victim is under 14 years of age, automatically inform their parents or guardians of this legal resource option;

	○ If the student is 14 years of age or older, inform the student directly and inform their parents or guardians of this option only with the student's consent (APE, s. 63.5); ● Following an incident of sexual violence, prepare a summary report detailing the nature of the incident and all follow-up measures taken, and submit it to the person in charge or processing complaints, who shall ensure its formal transmission to the Regional Student Ombudsman (APE, s. 63.1).
NB: 1. Any school staff member is required to immediately report to the DYP any situation covered by the <i>Youth Protection Act</i> (CQLR, c. P-34.1, hereinafter "YPA") that involves minors, including situations of sexual abuse or a serious risk 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). 2. The person designated by the institution must be informed when a situation involves a personnel member, whether as the victim, perpetrator or witness of an act of bullying or violence. The designated person 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 private educational institution. If the personnel member is a victim or a witness, the person designated by the institution must also send the information to the institution's health and safety committee, if applicable.	

6. Confidentiality

Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence (APE, s. 63.1, para. 3, subpara. 6)

Villa Maria is committed to taking all necessary measures to ensure the confidentiality of information received from any person involved in an incident of bullying, violence, sexual violence, harassment, or discrimination, including witnesses. This is achieved by limiting access strictly to authorized personnel who require the information in the exercise of their duties, and by storing all related records in a secure location.

Confidentiality safeguards apply universally across all reporting mechanisms—whether disclosures are submitted digitally, in writing, or shared verbally with school personnel—ensuring that the identity of reporters, victims, and witnesses is protected from intake through resolution.

Members of our staff and student families are strictly prohibited from sharing information regarding an incident except on a need-to-know basis, respecting the rights, feelings, and privacy of all individuals concerned.

Furthermore, details regarding any resulting disciplinary measures or sanctions remain strictly confidential.

Specific confidentiality measures to be put in place in the event of an act of sexual violence

The same confidentiality measures as those set out above regarding any act of bullying and/or violence apply in cases concerning an act of sexual violence.

NB: 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)

7. 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 (APE, s. 63.1, para. 3, subpara. 7)

For the student who is the victim	• Ensure the immediate physical safety and emotional stabilization of the victim. • Conduct a thorough analysis of the situation in collaboration with the second intervener. • Implement a tailored safety plan adapted to the specific needs of the victim to protect the student and immediately halt the ongoing situation. • Communicate with the victim's parents or guardians to inform them of the incident and the immediate safety measures taken. • Provide structured follow-up through the second intervener to support the student through their distress, guide them, and, if necessary, refer them to internal resources (such as a Special Education Technician) or external specialized services. • Offer targeted guidance, where appropriate, to build the student's self-assertion strategies and social-emotional skills. • Apply reasonable pedagogical adjustments and academic support if the incident and its psychological after-effects impact the student's learning or classroom performance. • Design and execute a gradual re-integration support plan if the student requires temporary absence from classes due to the incident. • Maintain regular follow-up communication with the victim's parents or guardians to keep them informed of ongoing institutional support measures and track the student's well-being.
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For the student who is a perpetrator	• Meet with the student, conducted by the first or second intervener, to understand the motives behind their actions and put an immediate end to the misconduct; • Refer the student, if necessary, to internal support resources (such as a special education technician) or external resources to address underlying behavioral needs; • Develop and implement structured supervisory measures with specific, measurable objectives; • Establish a clear timetable for completing mandatory restorative actions—including a written or mediated apology to repair harm, strictly subject to the victim’s agreement and consent. • Require participation in targeted educational workshops focusing on anger management, empathy, and conflict resolution; • Formalize the accountability process by issuing a Letter of Expectations to the student and their parents or guardians; • Maintain frequent follow-up checks and communication with the student's parents or guardians to monitor progress and alignment between home and school; • Enforce strict administrative oversight to ensure full compliance with any disciplinary sanctions or restorative measures applied in accordance with the school’s rules and regulations.
For witnesses	• Conduct a formal meeting between the student and the second intervener to review the incident; • Analyze the situation in collaboration with the second intervener to assess the student's level of involvement; • Provide targeted educational support to raise awareness regarding the impacts of bullying and violence, while actively reinforcing prosocial behaviors such as helping, cooperation, and positive bystander intervention; • Offer differentiated follow-up and emotional support through the second intervener, tailored specifically to whether the student was an active or passive witness; • Maintain close supervisory oversight to monitor behavior and ensure compliance with the school's rules and regulations, including the application of administrative follow-up should their actions require disciplinary consequences.

Specific supervisory and support measures concerning an act of sexual violence

For the student who is the victim	• Ensure the immediate physical and emotional safety of the victim, to be managed directly by the first intervener and the Grade-Level Assistant Director; • After considering the best interests of the victim, initiate prompt communication between the Grade-Level Assistant Director and the parents or guardians to inform them of the situation, provide immediate reassurance, and collaborate on supportive next steps; • Inform the victim and their parents or guardians of their right to refer the complaint to the Commission des services juridiques for free legal advice and assistance (https://www.csj.qc.ca/commission-des-services-juridiques/lang/en) if the victim is under 14 years of age, or inform the student directly and their parents only with the student's explicit consent if they are 14 years of age or older (APE, s. 63.5); • Formally guide and inform the victim and their parents or guardians of their statutory right to file an independent complaint with the local police department and with the Regional Student Ombudsman; • Facilitate an immediate administrative bridge to law enforcement—in coordination with the Director of Youth Protection (DYP) where applicable—when the intake process indicates the presence of a criminal offense (such as sexual assault, criminal threats, bodily harm, or voyeurism); • Coordinate the delivery of appropriate intervention and support and ongoing in-school safety supervision with the involvement and assistance of the parents or guardians; • Maintain continuous, transparent updates for the parents or guardians of the victim throughout the entirety of the institutional and clinical support process.
For the student who is a perpetrator	• Ensure prompt communication between the Grade-Level Assistant Director and the parents or guardians of the student perpetrator to inform them of the incident, review the established facts, and collaborate on behavioral expectations; • Coordinate the delivery of appropriate interventions and educational support to the student perpetrator with the assistance of their parents or guardians; • Maintain strict administrative oversight to ensure full compliance with any specific disciplinary sanctions applied in accordance with the school's rules and regulations; • Establish structured, regular follow-up monitoring with the perpetrator, coordinated by the Grade-Level Assistant Director, to evaluate behavior modification and prevent recurrence.

For the students who are witnesses	• Ensure direct communication from the Grade-Level Assistant Director to the parents or guardians of witness students to inform them of the situation and collaborate on any necessary emotional or behavioral next steps; • Coordinate tailored, differentiated follow-up and support through the Student Services Team or designated staff, based strictly on whether the student was an active or passive witness and the degree to which they were psychologically affected by the incident; • Coordinate targeted awareness-raising education for witness students regarding bullying and violence—specifically relating to the gravity of sexual violence—while actively reinforcing prosocial behaviors such as positive bystander intervention, cooperation, and empathy; • Maintain supervisory oversight through the Grade-Level Assistant Director to monitor student behavior, ensure full compliance with the school's regulations, and manage administrative follow-up should an active witness's conduct require disciplinary consequences.
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8. Disciplinary measures

Disciplinary measures for acts of bullying or violence, according to their severity or repetitive nature (APE, s. 63.1, para. 3, subpara. 8)

Villa Maria applies a progressive continuum of educational interventions and tailored disciplinary measures in collaboration with families. However, where the gravity of an incident, immediate safety risks, or legal obligations require it, the school may bypass preliminary steps to enforce immediate elevated sanctions.

Depending on the nature and severity of the situation, measures may include, but are not limited to, the following:

- Educational & Restorative Interventions:
 - Assignment to the Reset and Reflect Room (R&R Room - D261) for temporary supervised reflection.
 - Required completion of a guided written reflection focusing on behavioral choices and impact.
 - Structured mediation or formal restorative justice processes to repair harm within the school community.
 - Mandatory individual support sessions or behavioral intervention workshops with a Special Education Technician (SET) or member of the Student Services team.
 - Implementation of an individualized Engagement Plan to address recurring challenges.
- Tailored Disciplinary Measures & Sanctions:
 - Assignment to supervised reflection periods (45 to 180 minutes after school, on pedagogical days, or on Saturdays).
 - Enforcement of targeted community service on campus.
 - Temporary or permanent removal from extracurricular activities, sports teams, clubs, Student Life events, or educational field trips.
 - Restricted access to or movement within specific areas of the campus.
 - Removal from the regular classroom environment to complete academic work under direct supervision (Internal Suspension).
 - Formal External Suspension accompanied by specific re-entry conditions and schedule adjustments.
 - Issuance of an administrative Letter of Expectations addressed to the student and parents/guardians.
 - Assessment of financial responsibility for property damage or required repairs.
 - Initiation of a formal **Student Dossier Review** by the Management Team, resulting in preventive removal from school pending a final determination regarding eligibility to remain enrolled at Villa Maria (which may lead to expulsion or non-re-admission).
- External Agency & Legal Interventions:
 - Direct reporting to and ongoing collaboration with Youth Protection Services (DYP).
 - Collaboration with the SPVM's Socio-Community Officers (*Agents sociocommunautaires*) for specialized intervention, investigation, or educational support regarding criminal behaviors.
 - Mobilization of emergency services (911) when immediate physical safety is at risk.

- When judicial conditions or court orders (such as no-contact restrictions) are imposed, the school will initiate an immediate Student Dossier Review. If campus operational constraints prevent the guaranteed enforcement of required legal distance or proximity limits, the school will assess continued enrollment feasibility, which may lead to expulsion.

Specific disciplinary measures that are possible in the event of sexual violence

In cases involving sexual violence or sexual harassment, all standard disciplinary mechanisms apply. Additionally, Villa Maria will immediately enforce non-discretionary protective and administrative measures—independent of formal disciplinary outcomes—to guarantee victim safety, prevent secondary harm, and fulfill statutory obligations:

- Reassigning class schedules, locker locations, or campus movement patterns to eliminate physical and digital proximity during and following an investigation.
- Issuing formal administrative orders prohibiting any communication, contact, or secondary interaction across all physical spaces, off-campus settings, and digital or social media platforms.
- Imposing immediate bans from milestone social events (such as graduation, prom, field trips, and athletic competitions), independent of academic standing.
- Enforcing elevated, immediate sanctions—up to formal Student Dossier Review and expulsion—for any acts of retaliation, intimidation, or secondary harassment directed at victims, witnesses, or individuals making a disclosure.

9. Follow-up on any report or complaint

Required follow-up on any report or complaint concerning an act of bullying or violence (AP, s. 63.1, para. 3, subpara. 9)

Each report and each complaint must be followed up immediately and rigorously as soon as it is brought to the attention of a representative of Villa Maria. Villa Maria will then take the necessary steps to protect students from harm or retaliation after an incident has occurred.

The school will ensure a proper follow-up by:

- Documenting the investigation process, interventions, and communications with the parties involved (victim, perpetrator, and witnesses);
- Maintaining communication with families and students involved in the incident;
- Verifying that appropriate support services are offered and active as required;
- Checking in regularly with students to ensure their ongoing well-being and to prevent any escalation or retaliation;
- Providing educational services to the wider school population if the incident reflects a larger systemic issue within the school climate.

More specifically, an initial follow-up will be carried out within one week of the incident to ensure that the immediate file is reviewed and that the required actions have been successfully initiated with the victim (support and safety), the perpetrator (accountability, social learning, behavior modification, and sanctions), the witnesses (support, behavior modification, and potential sanctions), and all respective parents or guardians.

Medium- and long-term monitoring, which may include monthly meetings, will then be maintained to ensure the lasting effect of the actions undertaken as part of the incident monitoring.

Additionally, and at any time, students or parents/guardians may contact the administration at Villa Maria for direct assistance and support should they feel the need.

Specific measures taken to follow up on any report or complaint concerning an act of sexual violence

The measures taken to follow up on any report and complaint concerning an act of bullying or violence, described in the previous section, apply equally, with the necessary modifications, in the event of a report or complaint concerning an act of sexual violence.

In addition to those baseline procedures, the following specific statutory tracking and external reporting measures are strictly enforced:

- Ensure that for each report or complaint received relating to an act of sexual violence, the designated member of the management personnel transmits a formal summary report to the regional student ombudsman as soon as possible;
- Detail explicitly within the summary report both the precise nature of the events that occurred and the specific follow-up and protective measures taken by the school (APE, s. 63.5);
- Maintain separate, highly confidential institutional records for all sexual violence filings to ensure that student privacy is strictly protected throughout the mandatory external reporting process.

Other actions specific to sexual violence

In addition to the nine 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 (APE, s. 63.1).

Compulsory training activities for management and other personnel

Villa Maria implements annual compulsory training for the school's administration and staff in order to recognize and intervene with all forms of sexual violence.

Preventive efforts include workshops in the classroom and activities focused specifically on raising awareness of sexual violence, as well as online training courses to which members of the Administration and other Villa Maria personnel must attend:

<https://training-bullying-violence.education.gouv.qc.ca>

Safety measures to stop sexual violence

The Anti-Bullying and Anti-Violence Plan prioritizes the protection of students using a number of approaches:

- promote early detection and intervention in problematic situations;
- train personnel in proper intervention and support of victims;
- maintain a confidential reporting system;
- support victims and ensure their immediate safety;
- clearly communicate the procedure for handling the reporting of Incidents and complaints.

Resources

Villa Maria Resource Persons

Ms. Kristian Petrakos, Grade-Level Assistant Director, Secondary 1 and 2, English Sector – petrakosk@villamaria.qc.ca

Ms. Rebecca Pearce, Grade-Level Assistant Director, Secondary 3, 4 and 5, English Sector – pearcer@villamaria.qc.ca

Ms. Jennifer Furtado, Grade-Level Assistant Director, Secondary 1 and 2, French Sector – furtadoj@villamaria.qc.ca

Ms. Serena Royer, Grade-Level Assistant Director, Secondary 3, 4 and 5 French Sector – royers@villamaria.qc.ca

Ms. Annie Archambault, Assistant Director – Pedagogy and Person Responsible for Handling Complaints – archambaulta@villamaria.qc.ca

Ms. Marie-Claude Bradette, Assistant Director – Pedagogy – bradettec@villamaria.qc.ca

Ms. Caroline Quevillon, Director of Pedagogical Services – quevillonc@villamaria.qc.ca

Mr. Nick Laframboise, Director of School Climate and Student Services – laframboisen@villamaria.qc.ca

External Resources

Montreal Police Department (SPVM): in case of emergency, dial 911. If not urgent, please contact your neighbourhood police station.

SPVM-intimidation: <https://spvm.qc.ca/fr/Jeunesse/Intimidation>

Tel-jeunes: <https://www.teljeunes.com/en>

Info-Social 811: <https://www.quebec.ca/en/health/finding-a-resource/info-social-811>

Director of Youth Protection (DYP) Telephone number: 514-896-3100

Commission des services juridiques: Legal Aid Montreal and Laval <https://www.aidejuridiquedemontreal.ca/en/> Telephone: 514-864-2111

Regional student ombudsman: Ms. Maia Aziz Telephone number or text: 1-833-420-5233

Email: plaintes-pne@pne.gouv.qc.ca

Online complaint form: pne.gouv.qc.ca/formulaire

Other Important Information

Date of adoption of the anti-bullying and anti-violence plan by institution

September 24, 2026

Date of annual review of the anti-bullying and anti-violence plan

September 24, 2026



Director General's Signature

September 30, 2026

Date

