

**PRIVATE SCHOOL ANNUAL REPORT**

**Recommendations for Reporting  
Information on Bullying and Violence in Schools**



## Preamble

On June 12, 2012, *An Act to prevent and stop bullying and violence in schools* (2012, chapter 19) was unanimously adopted by the National Assembly. It amended the *Education Act* (CQLR, chapter I-13.3) and *An Act respecting private education* (CQLR, chapter E-9.1), creating new obligations for private schools in terms of their reporting practices related to bullying and violence in schools. Thus, under section 63.8, a private school must now prepare “a yearly report which states the nature of the complaints reported to the institution and the measures taken.”

For the purpose of applying the provisions of the *Education Act*, school boards asked that the expectations of the Ministère de l'Éducation, du Loisir et du Sport be clarified, in particular regarding the information on bullying and violence that they are to include in their annual report and how this information should be presented. The Ministère therefore prepared an administrative document to address these concerns. This document is an adaptation intended for use by private schools and explains how private schools are to report information on bullying and violence. An example of the report that private schools could produce appears in the appendix.

Note that private schools are responsible for ensuring that they comply with all legal obligations pertaining to bullying and violence.

### **Review of certain objectives of the new provisions of *An Act respecting private education* pertaining to bullying and violence in schools**

- Intervene rapidly and effectively in all cases involving bullying or violence.
- Inform parents and the general public of the measures taken to deal with such cases.
- Avoid establishing a “ranking” of schools that experience more incidents of violence.

## **General guidelines for the content of the annual report that private schools are required to send to the Ministère in accordance with section 63.8 of *An Act respecting private education***

- Private schools are to include in their annual reports any incident that has been identified by the school and that school stakeholders have assessed to be an act of bullying or violence, as defined under section 9 of *An Act respecting private education*, and that consequently has been the subject of a complaint duly registered by the school.
- A comprehensive description of the measures taken following such incidents may be presented in the school's annual report. It is not necessary to provide a description of the measures taken for each specific incident (see p. 8, MEASURES IMPLEMENTED AT THE SCHOOL).
- Schools may provide information on the nature of the incidents identified and the measures taken that is more detailed than what will appear in the annual report.

### **The Ministère's recommendations regarding the school's annual report**

#### **Recommendations regarding the content of the annual report**

1. Summary table on the nature and frequency of incidents of bullying or violence (see p. 6)
2. Details on the incidents compiled in the summary table and definitions of bullying and violence (see p. 7)
3. Specific comments regarding the incidents of bullying or violence (see p. 8)
4. Measures implemented at the school, including a qualitative description of these measures (see p. 8).

Given the legal requirements, it is recommended that schools do the following in their annual reports:

- explain the categories used to describe the nature of the incidents of bullying or violence
- explain which incidents have been included in the summary table and formulate specific comments giving additional information on the table
- provide a qualitative description of the measures implemented following the incidents reported to the school; this section comprises the measures that have been implemented throughout the school as well as measures specific to certain incidents

To prevent comparisons among private schools or between private and public schools and the identification of victims and perpetrators, and to take into account schools that report few incidents of bullying or violence:

- A qualitative scale is used to present the frequency of incidents of bullying or violence based on the nature of these incidents: never, rarely, sometimes, quite often, often, very often (see p. 5).
- Schools with 30 students or more and schools that report more than five (5) incidents of bullying or violence during the school year are required to present information in a summary table. Schools with fewer than 30 students or schools reporting five (5) incidents or fewer should include a comment on the situation in their annual reports (see p. 6).

**Recommended procedure**

1. Compile information on the incidents reported at the school.
2. Create a compilation table that reflects the information gathered in terms of numbers and percentages (for the school's use).
3. Apply a conversion rule.
4. Produce a summary table (to be included in the annual report).

For the reporting process to be feasible and in compliance with legal requirements, it is recommended that the school:

1. Use any complaints it has received and compile that information into the categories that appear in the following table. The school prepares this table for its use only; the table does not need to be sent to the Ministère.

2. Create a compilation table (for the school's use):

**NATURE<sup>1</sup> OF INCIDENTS<sup>2</sup> FOR WHICH A COMPLAINT WAS DULY REGISTERED BY THE SCHOOL**

SCHOOL	BULLYING				VIOLENCE				TOTAL
	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberbullying)	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberaggression)	incidents for which a complaint was duly registered by the school
	Number (%)	Number (%)	Number (%)	Number (%)	Number (%)	Number (%)	Number (%)	Number (%)	(Number)
Name	1 (2%)	1 (2%)	1 (2%)	1 (2%)	9 (16%)	12 (21%)	3 (5%)	29 (51%)	57 (100%)

3. Information is transferred into one table using the following conversion rule:

Number of incidents according to the compilation table	Frequency to record in the school's summary table
None	Never
Less than 10% of reported incidents	Rarely
10% or more, but less than 20% of reported incidents	Sometimes
20% or more, but less than 50% of reported incidents	Quite often
50% or more, but less than 75% of reported incidents	Often
75% or more	Very often

- 
- The table comprises eight categories of incidents (physical, verbal, written or electronic bullying; physical or verbal violence, etc.) mentioned in *An Act respecting private education*. The school may mention other types of incidents in its annual report, depending on the information gathered (e.g. social or psychological violence, sexual force).
  - The school should include any incident that it has identified and that school stakeholders have assessed to be an act of bullying or violence, as defined under section 9 of *An Act respecting private education*, and that consequently has been the subject of a complaint duly registered by the school.

4. Produce a summary table:

**NATURE OF INCIDENTS<sup>1</sup> FOR WHICH A COMPLAINT WAS DULY REGISTERED BY THE SCHOOL**

BULLYING <sup>2</sup>					VIOLENCE <sup>3</sup>			
SCHOOL	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberbullying)	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberaggression)
Name	Rarely	Rarely	Rarely	Rarely	Sometimes	Quite often	Rarely	Often

- 
1. The school should include any incident that it has identified and that school stakeholders have assessed to be an act of bullying or violence, as defined under section 9 of *An Act respecting private education*, and that consequently has been the subject of a complaint duly registered by the school.
  2. **Bullying:** any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace (texts, photos, videos, messages), 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.
  3. **Violence:** any intentional demonstration of verbal (insults, yelling), written (texts, e-mails, etc.), physical (hitting, injuring), psychological (threatening or putting someone down, gossiping, excluding someone) or sexual (language or behaviour that is inappropriate, embarrassing, humiliating, etc.) 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.

Example of the content of a private school's annual report  
pertaining to bullying and violence

**NATURE OF INCIDENTS OF BULLYING AND VIOLENCE  
FOR WHICH A COMPLAINT HAS BEEN DULY REGISTERED BY THE SCHOOL**

**Option 1**

SCHOOL	BULLYING				VIOLENCE			
	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberbullying)	PHYSICAL	VERBAL	WRITTEN	ELECTRONIC (cyberaggression)
Name	Rarely	Rarely	Rarely	Rarely	Sometimes	Quite often	Rarely	Often

**Option 2**

There were five incidents or fewer of bullying or violence at this school. Given this small number, indications of frequency are not meaningful.

**Option 3**

This school has fewer than 30 students. To prevent identification of the students concerned, the categories and frequency of incidents of bullying and violence have not been indicated.



This table includes any incident that has been identified by the school and that school stakeholders have assessed to be an act of bullying or violence, as defined under section 9 of *An Act respecting private education*, and that consequently has been the subject of a complaint duly registered by the school.

**Bullying** means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace (texts, photos, videos, messages), 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.

**Violence** means any intentional demonstration of verbal (insults, yelling), written (texts, e-mails, etc.), physical (hitting, injuring), psychological (threatening or putting someone down, gossiping, excluding someone) or sexual (language or behaviour that is inappropriate, embarrassing, humiliating, etc.) 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.

Indication in table	Meaning
<i>Never</i>	<b>No</b> incident in this category has taken place at the school.
<i>Rarely</i>	<b>Less than 10%</b> of all incidents of bullying and violence at the school fall into this category.
<i>Sometimes</i>	<b>10% or more, but less than 20%</b> of all incidents of bullying and violence at the school fall into this category.
<i>Quite often</i>	<b>20% or more, but less than 50%</b> of all incidents of bullying and violence at the school fall into this category.
<i>Often</i>	<b>50% or more, but less than 75%</b> of all incidents of bullying and violence at the school fall into this category.
<i>Very often</i>	<b>75% or more</b> of all incidents of bullying and violence at the school fall into this category.

## 1. SPECIFIC COMMENTS REGARDING THE INCIDENTS

- The school had more cases of verbal aggression, but only a few incidents of bullying and violence were reported during the school year.
- The school has X facilities with 30 students or more, at which incidents were reported; the relevant information appears in the summary table and is presented for the school as a whole.
- This year, students were sensitized to cyberaggression, which may explain why more incidents involving cyberaggression were reported at this school (the more aware students are, the more likely they are to report it).

## 2. MEASURES IMPLEMENTED AT THE SCHOOL

- The measures implemented by our school are based on recent research and consist in:
  - meeting with the parents of the perpetrator, victim and any witnesses
  - giving protection to victims and witnesses, as needed
  - imposing restorative measures on perpetrators, sending the perpetrator's file to non-teaching professionals at the school (psychologist, psychoeducator) or to a partner
- Few in-school and out-of-school suspensions were given, since these are believed to impede educational success. The school availed itself of this measure on only a few occasions.
- When suspensions were given, a procedure for reintegrating the student was applied. No students were expelled.
- A few incidents of bullying were reported at the school.

- Last year, the school implemented a certain number of preventive measures, such as:
  - organized, facilitated activities in the schoolyard
  - social skills development workshops offered to students identified by stakeholders (measure included in the intervention plan, if applicable)
  - activities that helped students transition from elementary to secondary school, organized by the host secondary facility, in collaboration with the facility offering elementary education
  
- We have observed that, generally, any measures implemented have brought about positive results.<sup>1</sup> Next year, we plan to add measures to support school staff members in fighting against bullying and violence. For example, we would like to offer school administrators and designated stakeholders training sessions on an effective strategic monitoring plan. This measure was highlighted as a priority in the analysis of the school's situation.

---

1. This type of statement should be based on detailed data gathered from all school stakeholders.