

# **REPORTING GUIDELINES FOR PARENTS**

1. Get the story from your child. If you determine this was an *isolated* incident but still meets the bullying criteria below, report it to the building administrator in writing and keep a copy for your files. Reports shall be reasonably specific, including:
  - a. Person(s) involved (who did the bullying)
  - b. Dates and times it occurred
  - c. Number of times, even if only once
  - d. Place(s) of alleged conduct
  - e. Target of suspected harassment, intimidation and/or bullying
  - f. Name(s) of any witnesses

Warn your child against any retaliation to avoid future problems for your child.

Bullying causes mental or physical harm to another child, is sufficiently severe, persistent or pervasive that it creates intimidating, threatening or abusive educational or recreational environments for the child.

**Here is what bullying can be:**

**Physical:** Pushing, kicking, hitting, pinching and other forms of violence or threats

**Verbal:** Name-calling, sarcasm, spreading rumors, persistent teasing.

**Emotional:** Excluding, tormenting, ridicule, humiliation

**Racist:** Racial terms, graffiti, gestures.

**Sexual:** Unwanted physical contact or abusive comments

**Cyber:** Text Messaging, Chatrooms, Instant Messaging (IM), Email, Websites

**Here is what bullying is not:**

Two friends who may punch/hit each other and both know it is not serious

Having a disagreement with someone and both people remain nice/polite

Choosing not to spend time with someone, and that person's feelings get hurt.

2. If you determine this is not an isolated incident, report it to the building administrator in writing and keep a copy for your files. Reports shall be reasonably specific, including:
  - a. Person(s) involved (who did the bullying)
  - b. Dates and times it occurred
  - c. Number of times, even if only once
  - d. Place(s) of alleged conduct
  - e. Target of suspected harassment, intimidation and/or bullying
  - f. Name(s) of any witnesses

If there was a physical altercation, take pictures of any injuries.

3. Contact the proper authority immediately to arrange a personal meeting—call the facility where the bullying occurred and say, “I have a bullying issue to report – who should I speak with?” If the person you need to speak with is not available, leave a message and give them at least 24 hours to return your call. If that person is unavailable for an extended length of time, it will be the facility’s responsibility to route the call to the appropriate person. If you do not hear from someone within 24 hours, place another call.

4. Give the facility a reasonable amount of time to investigate and address the problem. A “fair” amount of time is about 5 working days. However, feel free to request an interim update, if necessary.
5. Be aware that due to the current laws the facility may not be able to tell you what the consequences were for the bully. Specific discipline for children will not be discussed. They will be able to tell you that the problem was addressed and resolved.
6. If there is another incident, document dates, times, locations and names, including witnesses as indicated in Sections 1 and 2 and IMMEDIATELY notify the facility where it occurred. Make sure you tell them that this is a recurring incident, and provide them with previous incident documentation. Also notify the same person you spoke with the first time (if possible) to report the new occurrence and provide documentation of the new incident, regardless of *where* it happened.
7. If the police were notified, still notify the person you originally spoke with, plus the school and civic/recreation centers so they will be aware of the subsequent incident, providing copies of all documentation to each.

**Contact Persons:**

Primary School	Cynthia Ipsaro, Principal	216-642-5870
Middle School	Jamie Vanek, Principal	216-642-5865
High School	Bill McGuinness, Principal	216-642-5860
St. Michael School	Margaret Campisi, Principal	216-524-6405
Community Services/Field House	Marilyn Senick, Director	216-524-7373
Recreation Center	Tom Walchanowicz, Director	216-524-3262

Parents should try to resolve bullying incidents by working with the city/schools and the parents of the other child. If this fails and subsequent problems occur, calling the police to document and investigate the incident(s) would be the best course of action.

**If at anytime the bullying behavior poses a threat or breaks the law, ie: sexual assault, theft, altercations resulting in physical harm or damage to property, etc., the police should be notified immediately. When in doubt, call the police.**

