

Cleveland Heights – University Heights
City School District

TIGER PROUD & BULLY FREE



Parent / Student Anti-Bullying Handbook

Dear Parents/Guardians:

The Cleveland Heights-University Heights City School District is committed to creating and maintaining a safe, bully free environment in all of our schools. This year we have implemented a process to address bullying from K-12th grades.

Bullying, Harassment and Intimidation are defined in the Interim/Parent Handbook as follows:

“Bullying, Harassment and Intimidation- The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile intimidating or offensive learning environment. The Board will not tolerate gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary actions.”

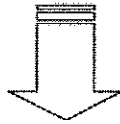
It is of the highest importance to provide a safe environment for all students to be educated academically, to learn appropriate social and behavioral skills, and develop as strong, educated students ready to achieve success in all areas of their lives.

We are addressing bullying, harassment and intimidation District wide through the following steps:

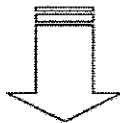
- Implement a Bullying, Harassment and Intimidation Report Form at each school. The purpose of the Report Form is to provide all students with a method of reporting incidents of bullying to administration. This form will be located in all classrooms, the guidance counselors' and school social workers' offices and with building administration. It is to be returned to the building administrator/program specialist. Building staff will follow up with students within 24 hours or during the next school day following receipt of the form. A copy of the Bullying Report Form is found in this handout.
- Implement an anti-bullying curriculum appropriate for elementary, middle, and high school students. This curriculum will be facilitated by designated staff at each school.
- Implement support activities for students who are victims of bullying. These activities will include support groups and individual meetings with guidance counselors, school social workers and other appropriate staff.
- Implement consistent disciplinary response across all schools for students involved in bullying incidents. This response will include possible removal from school and support services as deemed necessary.

CHUH BUILDING RESPONSE TO BULLYING, HARASSMENT AND INTIMIDATION INCIDENTS

Completed Incident Report Form submitted to the school office to be given to appropriate administrator/program specialist.



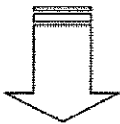
School Staff will individually interview those allegedly involved in the incident(s). This may include the Target, the alleged Bully, and Bystanders.



Parent/Guardian notified of incident and any action taken for their child.



Disciplinary action will be taken when necessary, following district policy (see Student Handbook.)



Counseling and/or skill building for the Target, Bully, and/or Bystanders will be implemented when needed to improve school climate.

WHAT IS BULLYING?

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time.

Bullying can take many forms, such as:

- Physical – hitting, damaging property, etc.
- Verbal – name calling, teasing, etc.
- Emotional – spreading rumors, social exclusion, intimidation, etc.
- Cyber – use of a phone or computer to slander, harass, denigrate impersonate and/or stalk

WHY DEAL WITH BULLYING?

As high-profile cases show, bullying plays a major role in many occurrences of school violence and child suicides. Students who bully have a much greater chance of becoming violent criminals later in life, and some victims of bullying turn to violence as a last resort to escape their torment.

Bullying can leave victims with emotional and physical scars well into adulthood. Put simply – bullying hurts and no one deserves to be bullied.

Students come to school to learn and grow. Bullying seriously damages that process. Adults have a responsibility to ensure that children are protected and schools have an obligation to respond promptly and thoroughly to issues of bullying.

National Statistics (How-To-Stop-Bullying.com, 2009; Maine Project Against Bullying, Chuck Sauffer, 2000)

- The National Education Association estimates that 160,000 children miss school everyday due to fear of attack or intimidation by other students.
- 77% of children are bullied mentally, verbally and physically.
- 20% of students admit to being a bully or doing some bullying.
- 33% of elementary students reported being bullied daily.
- 60% say they witness someone being bullied daily.
- Bullying most often occurs at school in areas where there is minimal to no supervision such as playground, cafeteria or hallway.
- Recent statistics show that half of all bullying incidents go unreported and cyber bullying is reported even less.
- When asked, students uniformly expressed their desire that adults intervene rather than ignore teasing and bullying.

WARNING SIGNS OF BEING BULLIED

Possible warning signs that a child is being bullied:

- Comes home with damaged, or missing, personal items (i.e. clothing, book bag)
- Has unexplained cuts, bruises, and scratches
- Avoids school and/or other activities associated with school
- Takes a long, "illogical" route when walking to or from school
- Has lost interest in school work or suddenly begins to do poorly in school
- Withdraws from, or shows lack of interest, in school activities
- Appears sad, moody, teary, or depressed when he or she comes home
- Complains frequently of headaches, stomachaches, or other physical ailments
- Has trouble sleeping or has frequent bad dreams
- Experiences a loss of appetite
- Appears anxious and suffers from low self-esteem
- Appears upset after using a computer or being online
- Appears upset after viewing a text message on a cell phone

If a child shows any of these warning signs, it is important to talk with the child. In cases of possible cyber bullying, investigate his or her online presence/cell phone use to determine what is occurring and to offer help when needed.

(Information sources: US Department of Health and Human Services, OLWEUS Bullying Prevention Program, Dan Olweus, 2010)

HOW CAN YOU HELP YOUR CHILD DEAL WITH BULLYING?

- **Define bullying for your child.** Make sure that he/she understands that it is not just physical.
- **Help your child to understand that being bullied doesn't mean there's something wrong with a person.** It's the bully's behavior, not that of the victim, that's the problem.
- **Instill pride and positive self-esteem.** Help your child to develop his/her own unique abilities, skills, and qualities.
- **Encourage your child to make friends and be friendly.** Even extending the hand of friendship to the bully can sometimes diffuse a situation unless it's already too serious for that.
- **Teach your child how to stand up to a bully.** Make eye contact. Stand straight with chin high and shoulders square. Breathe. Tell the bully in a calm voice to stop doing whatever it is that they are doing. Be assertive (i.e. "leave me alone"), but not aggressive (i.e. name-calling, hitting). Control your emotions – bullies want to see you get upset so stay calm. Practice standing up to a pretend bully at home.
- **Suggest ways to distract the bully.** This might include using humor or making sure that there's always a good friend nearby.
- **Discourage fighting.** If your child is being bullied, tell him or her to let the insults go and refuse to fight. Discuss ways to avoid encountering the bully. If that's not possible, tell your child to walk, or run, away.
- **Report the situation to the counselor or principal.** Be patient. While it will be addressed immediately, it is a process.
- **Encourage your child to ask an adult for help immediately when needed.** At school there is always an adult nearby to help give strategies or deal with the situation directly. Students should never have to feel as though they are dealing with this alone.

WARNING SIGNS THAT YOUR CHILD MAY BE A BULLY

- Positive views towards violence
- Often aggressive toward adults – including teachers or parents
- Marked need to control and dominate others and situations
- Boy bullies tend to be physically stronger than their peers
- Hot tempered, impulsive, easily frustrated
- Often test limits or break rules
- Good at talking their way out of difficult situations
- Show little sympathy toward others who are bullied

HOW CAN YOU HELP IF YOUR CHILD IS BULLYING OTHERS?

- **Talk with your child.** Ask for their account of the situation. Be objective and listen carefully. Calmly explain what your child is accused of and ask for an explanation of the incident and their role.
- **Make it clear to your child that you take bullying seriously.** Calmly let them know that you will not tolerate this behavior. Help your child learn that bullying hurts everyone involved.
- **Develop clear and consistent rules for your child's behavior.** Praise your child when they follow the rules. Decide on fair consequences and follow through if your child breaks the rules.
- **Spend more time with your child.** Carefully supervise and monitor their activities, including when they are online or texting.
- **Be aware of who your child's friends are.** Find out how they spend their free time.
- **Build on your child's talents and positive attributes.** Encourage him or her to get involved in social activities.
- **Work with your child's school to ensure the bullying does not happen again.** Ask the school to keep you informed. Develop strategies together to address bullying. Work together to send clear messages to your child that the bullying must stop.
- **Talk with a school counselor or health professional.** They may be able to provide your child with additional help.

STUDENT STRATEGIES

Every student has the right to feel safe, comfortable, and secure. No one has the right to bully you. Here are some tips that have helped some kids stop bullies.

- **Ask for help from an adult.** Let an adult know that it is happening. Often bullies are very sneaky which makes it difficult for adults to see it happening. If the first adult you talk to doesn't help, ask another.
- **Assert yourself.** Stand up straight, look the bully in the eye, and say, "stop."
- **Walk away** from the bully.
- **Join with other friends.** Bullies lose power if they are outnumbered.
- **Don't show the bully he/she is bothering you.** By not reacting to the bully, it takes away the power that the bully thinks he/she has over you.
- **Respond with simple words.** In neutral tone, respond with words such as "so", "whatever", and "okay." By not showing you are upset, the bully loses power.
- **Self-talk.** Remind yourself that the problem is with the bully, not you. Think about all the great things about yourself.
- **Stay near other peers or an adult.**
- **Avoid the bully.** Don't go near areas where you know she/he will be.
- **Complete a Bully, Harassment and Intimidation Report Form** and turn it into the School Counselor or Principal.

HELPFUL BYSTANDERS

Having Helpful Bystanders is one of the best defenses schools have against bullies!

A bystander is a person (or group) who sees/hears bullying happening. Be a Helpful Bystander by removing the power bullies feel over a situation:

- Take a stand against the bully by siding with the target
- Help the target be assertive (not aggressive)
- Help the target remove themselves from the situation
- Ignore rumors about other people
- Don't laugh or cheer on when a bully teases/taunts/threatens someone
- Don't stand and watch when someone is being a bully, it only give him/her more power
- Be inclusive
- Complete a Bully, Harassment and Intimidation Report Form

RESOURCES

Additional Information About Bullying

Content does not necessarily reflect policies/philosophies of Cleveland Heights/University Heights Schools. Parents, please review and determine appropriateness before sharing with your child.

Websites for Parents & Students

www.stopbullyingnow.com
<http://www.bullying.co.uk/>
www.bullyingresearch.com
www.bullying.org
www.bullies2buddies.com
www.keepkidshealthy.com/parenting_tips/bullies.html
<http://pbskids.org/itsmylife/friends/bullies/>
<http://www.dontfeedthebully.com/>
www.namesdohurt.com
www.wholefamily.com
http://ribbonofpromise.org/pass/rop_parentguide.pdf
www.StopBullyingNow.hrsa.gov
www.teachersandfamilies.com
www.education.com
www.cyberbullying.org
www.opheliaproject.org
<http://www.genaustin.org/public/>
http://intheknowzone.com/relational_aggression

Books For Parents & Students

Odd Girl Out, Simmons
Bullying At School, Olweus
Childhood Bullying and Teasing, Ross
The Bully, the Bullied, & the Bystander: From Preschool to High School- How Parents and Teachers Can Break the Cycle of Violence, Coloroso
Girl Wars: 12 Strategies That Will End Female Bullying, Dellasega
Salvaging Sisterhood, Taylor
Please Stop Laughing at Me & Please Stop Laughing at Us, Blanco

Books For Parents to Read With Students

Bully Trouble, Cole
Stop Picking on Me, Thomas
King of the Playground, Naylor
Hands are Not for Hitting, Agassi
Bullies are a Pain in the Brain, Romain



Cleveland Heights-University Heights Bullying, Harassment and Intimidation Incident Report Form

Directions: Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment or intimidation that has occurred on school property, during a school-sponsored activity or event off school property, on school transportation, or on the way to or from school, in the current school year. If you feel you are the target of bullying, harassment or intimidation, or wish to report an incident of alleged bullying, harassment or intimidation, please complete this form and return it to principal at the Target Student's school. Contact the school for additional information or assistance at anytime.

*Bullying is a pattern of repeated, deliberate hostility and/or aggression by a group or individual, toward another, designed to insure, disturb, threaten or upset the targeted person. Bullying can be physical (i.e. hitting, damaging property), verbal (i.e. name calling), emotional (i.e. excluding, rumor spreading), or cyber (i.e. texting, e-mail, social network, cell phone).

Today's Date: _____ School _____

Person Reporting Incident

Name of Reporter: _____
(Please print)

Telephone number: _____ E-mail _____

Place an X in the appropriate box: ☐ Target ☐ Witness/Bystander ☐ Parent/Guardian
☐ School Staff (position) _____ ☐ Other: _____

1. Name of Student Target: _____ Age: _____
(Please print)

2. Name(s) of Alleged Offender(s) if known: (Please print)	Age	Grade	School	Is she/he a student?
_____	_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	_____	☐ Yes ☐ No
_____	_____	_____	_____	☐ Yes ☐ No

3. On what date(s) did the incident(s) happen?

____/____/____	____/____/____	____/____/____
month day year	month day year	month day year

4. Place an X next to statement(s) that best describes what happened (choose all that apply):

- ☐ Any bullying, harassment, or intimidation that involves physical aggression
- ☐ Getting another person to harm the student
- ☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ☐ Demeaning and making the student a target of jokes
- ☐ Making rude and/or threatening gestures
- ☐ Excluding or rejecting the student
- ☐ Intimidating (bullying), extorting, or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Damaging property
- ☐ Cyber (specify) _____ school owned? _____
- ☐ Other: _____

5. Where did the Incident happen (choose all that apply)?

- ☐ On school property ☐ On the way/home from school ☐ At a school sponsored event
☐ School Bus ☐ Cafeteria ☐ Playground ☐ Classroom ☐ Hallway ☐ Locker room
☐ Restroom ☐ Phone ☐ Internet ☐ Stairwell ☐ Other _____

6. What did the Alleged Offender do? _____

(Please attach a separate sheet if necessary)

7. Did anything lead up to the bullying harassment that may help to further explain the situation?

8. Has this been reported to the school before? ☐ No ☐ Yes

If yes, then when? _____ By whom? _____

9. Did a physical injury result from this incident? ☐ No ☐ Yes, but it did not require medical attention
☐ Yes, and it required medical attention

10. Was the Target absent from school as a result of the incident? ☐ No ☐ Yes

If yes, how many days was the Target absent as a result of the incident? _____

11. Is there any additional information you would like to provide?

(Please attach a separate sheet if necessary)

Signature _____ Date: _____

~~~RETURN COMPLETED FORM TO THE TARGET STUDENT'S SCHOOL~~~

Received by: _____ Date: _____



TIGER PLEDGE



I will **Take** responsibility for my actions and my learning.

I will **Inspire** others to do their best by leading through example.

I will **Get** assistance when I or someone else may need help.

I will **Expect** respect from others.

I will **Respond** with respect to all.



Cleveland Heights – University Heights City School District

Student / Adult Anti-Bullying Contract

Everyone has the right to feel physically and emotionally safe in CHUH schools. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

Student - I agree to:

- Treat other students with kindness and respect.
- Not engage in verbal, emotional, physical, or cyber bullying.
- Be aware of the school's anti-bullying policies and procedures.
- Abide by the school's anti-bullying policies and procedures.
- Support students who have been targeted by a bully.
- Notify a parent, teacher, or school administrator when bullying does occur.
- Be a good role model for other students.

Student Signature: _____ Date: _____

Parent/Guardian:

- I have read the Anti-Bullying Handbook thoroughly and discussed it with my child.

Parent/Guardian: _____ Date: _____

Once signed, please return to teacher or office