

Reporting – follow-up

PARENTS of a STUDENT VICTIM - WITNESS - PERPETRATOR

Your child tells you that he or she is being bullied or you suspect that the child is being bullied...

Your child tells you that he or she witnessed an incident involving intimidation or violence...

You suspect that your child is bullying others or he or she has told you that they do...

What can you do?



Check the reminder note for parents which directly concerns you.



Help your child report the incident:

- Fill in the report form
- Send an email to the school administration: palikj@etsb.qc.ca or carrieren@etsb.qc.ca



Fill in your own report form and send it to the school office to the attention of the administration.



Contact the Vice-Principal or the Principal by phone at 819-562-3515 and explain the situation.

Note: You may also ask the assistance of the person designated by the School Board for this reason:
Gail Kelso, Director of Complementary Services, 819-868-3100, ext. 55035

You can visit the website



at <http://irightthewrong.com>

If you made a report to the school administration, you can expect further communication that:

- Informs you that your report has been received and that there will be a follow-up.
- Informs you of initiatives taken to evaluate the situation (e.g. persons contacted, whether or not bullying is involved).
- Verifies if your understanding of the situation corresponds to what has been reported.
- Informs you about actions undertaken or planned support for the victim.
- Discusses any future actions and your continued role, if applicable.
- Agrees on timing of the next communication, if applicable.

If a report was made to the school administration regarding your child who could be a victim, witness or a perpetrator, you can expect communication from the school that:

- Informs you about what has happened regarding the facts (what, when, how and with whom).
- Provides assurance of interventions that have or will take place.
- Asks that you get involved in seeking solutions concerning your child.
- Discusses actions to come concerning your child and whether you need support or assistance when it comes to the role of education.
- Explains to you what kinds of support are available to your child.
- Establishes possible lines of communication.
- Verifies if other external services need to be involved with your child and if it's possible to collaborate between the school, these services and you.
- Agrees on timing of the next communication, if applicable.

Furthermore, if your child is the aggressor in the intimidation incident, you can expect communication from the school that:

- Explains to you the penalties applicable to your child, resulting from the situation.
- Clearly demonstrates the seriousness of the intimidation or violence that your child has instigated.
- Verifies if you have disciplined your child in an effective way since the incident took place.
- Verifies if you have access to the necessary assistance so that the situation is resolved and does not re-occur (referring you to external services, if applicable).
- Invites you to a meeting at the school, if need be.

Reminder note for parents of a student victim

Parents of a student victim

How do you recognize the signs that your child is being bullied?

A victim of intimidation or bullying will not necessarily show any physical injury. To be able to act, you have to stay attentive and tuned in to your child to recognize the signs of intimidation.

- Does your child seem anxious and depressed (sad, unhappy, vague, easily annoyed, hopeless, etc.)?
- Does he or she suddenly lose interest in favourite activities?
- Is he or she suffering from low self-esteem, (doesn't fit in well at school, sees others as better in comparison)?
- Is he or she afraid of going to certain places, such as school, the shopping mall or the playground?
- Has your child suddenly stopped using the Internet?
- Have school marks been lower for no apparent reason?
- Does your child often complain of feeling sick, and doesn't want to go to school?
- Has he or she expressed suicidal thoughts, the urge to drop out or to run away?

These signs can also be present in victims of other forms of violence, like homophobia or racial discrimination.

As a concerned parent, you must do something.

If you find out that your child is a victim of intimidation:

- Stay calm, your child needs comfort.
- Take the time to listen.
- Ask the child to describe the incident in detail (you can take notes).
- Don't blame the child.
- Be reassuring and show the child you're on their side on this matter.

How should you intervene on behalf of your child?

- Speak to your child's teacher, to the school office, to a school staff member or to any intervener who can be informed about the situation and who can help your child to resolve the problem. Act immediately.
- Encourage your child to identify his or her aggressor(s). Tell your child that there is nothing bad about naming names, that it takes courage to do this and it is necessary to fix the problem, and that any report will remain confidential.
- Show your child that you're on his/her side and that you're going to help him/her to find a solution.
- Tell your child to avoid any reprisals or acts of vengeance which could backfire.
- If possible, encourage the child to stick to friends he or she can rely on. As part of a group, he or she is less likely to be bullied and will more be capable of defending himself or herself.
- Whenever possible, recommend avoiding places that are convenient to bullies.
- Remain attentive to the behaviour of your child and, after a few days, get back in touch with the interveners you previously contacted.
- If the situation causes distress in the daily functioning of your child, ask for a meeting with the school administration to discuss the situation.
- Don't wait for the situation to degenerate and make matters much worse.

At any time, you can contact the school administration to report an incident, whether your child is involved or not.

Take measures to protect your child from cyberbullying.

With the increased use of cellphones and wide accessibility to the Internet, intimidation very often occurs in cyberspace. You still have to act to help resolve the situation.

- Encourage your child to keep in touch with friends, not just online but in the real world.
- As best as you can, keep an eye on your child's online activities.
- Put the computer in a common area (in the lounge say, rather than in the child's room).
- Check if your child is afraid to go on the Internet or if his or her online access suddenly stops.
- Recommend that your child avoids places that are convenient for cyberbullies such as chat rooms, online games, etc.
- Keep in mind that children under 13 have no right to their own Facebook page.

If you notice that your child is a victim of cyberbullying, say to him or her:

- **STOP** immediately responding to any messages of intimidation. Indeed, the cyberbully wants the victim to respond.
- **AVOID** sending an insulting or menacing reply, because it could come back to haunt you.
- **BLOCK** the address contact information of anyone threatening you. That includes on social networks, email or cellphone.
- **TALK** about the situation with an adult you can trust (e.g. parent, principal, teacher, psychologist, coach, caretaker, supervisor...).
- **TRACK** the address(es) where threatening messages originate.
- **SAVE** all the threatening messages that you receive, whether by email, text, instant message or other.

If you believe that the safety of your child is threatened or that he or she is a victim of a criminal act (harassment, sexual assault, threats, extortion, etc.), do not hesitate to contact the police. This recourse is always open to you, whatever the steps the school has taken to counteract the bullying.

Reminder note for parents of a student witness

Parents of a student witness

Has your child witnessed bullying?

If your child confides in you about a bullying incident, it's important to reassure the child that he or she has a big role to play when it comes to helping a victim.

You also have a role to play

Listen carefully to your child and give advice on what to do next:

- Explain to the child that bullies need an audience. Acting alone, they have less power.
- Tell your child that he or she has an important role to play and that his or her reactions can either encourage or discourage the aggressor.
- Point out that he or she can intervene directly if he or she feels safe, or, if they don't feel safe, they can always seek out an adult who can intervene.
- Remind the child of the importance of reporting the intimidation. Make your child understand that you're not a 'snitch' if you help someone in trouble.
- Tell the child they can also confide in a trusted adult (e.g. the principal, a teacher, secretary, psychologist, coach, daycare educator, caretaker, supervisor, etc.)
- Remind the witness that he or she can always report the intimidation to the school office.

If your child witnesses cyberbullying

Advice on what to do for those who notice a cyberbully harassing someone:

- Tell your child to ignore the aggressor and to avoid any contact with the cyberbully.
- If your child feels at ease to do so, advise him or her to protest against the intimidating comments.
- Tell your child to always refuse to post or to send any image, video or message that is hurtful to somebody.
- Remind him or her of the importance of taking an anti-bullying stance on anything they witness, even if it seems harmless or doesn't affect them directly.

At any time, you can contact the school administration to report an incident, whether your child is involved or not.

Parents of a student aggressor

Recognize the signs when your child acts aggressively

Intimidating behaviour can manifest itself among young people from all backgrounds, of all ages. Both boys and girls can engage in acts of intimidation. It is important to recognize the tell-tale signs if you want to stop this behaviour. The same child can also go from being a victim to being an aggressor.

Recognize the signs of an aggressor

- They need to dominate.
- They are lacking in interpersonal skills.
- They believe that the aggression is a good way of settling a conflict.
- They see hostility where there is none.
- They lack remorse and have some difficulty expressing regret.
- They often put on a brave face of being self-assured and overly confident.

Listen to people who tell you that your child is being too aggressive, whether from a school staff member, a coach, another parent or a fellow student.

- Discuss ways that can help you and help your child, through interacting with those who know about the situation.
- Explain to your child what might happen to them if they continue to act aggressively (school suspension or expulsion, complaints to police, going to court).
- Contact the school to report the intimidation and to receive specialist support for your child.
- Don't hesitate to ask for professional help to help you in this situation (CSSS, psychologist, etc.).

You must act to help your child to stop the bullying

If you discover that your child is involved in bullying, you have to show him or her that they can count on your support while making it clear he or she must understand the seriousness of his or her acts:

- Stay calm and listen to what your child has to say to you.
- Make him or her understand that you take the situation very seriously.
- Explain to your child the gravity and the consequences of his or her action or words.
- Impose a disciplinary consequence that you deem suitable.
- Collaborate with the school staff to resolve the matter quickly.
- Offer your child any assistance they may need.
- Explore with your child how they might express their feelings without harming others.
- Discuss with him or her any example of intimidation that can be seen on TV, in a movie, a video game, etc.
- Remind the child that it is important to respect other kids, despite their differences (e.g. sexual orientation, race, physical size and strength).
- Spend more time with your child and oversee any activities.
- Try to know who his or her friends are and how they spend their spare time together.
- Book an appointment with the school office as needed.



Do something to put an end to cyberbullying

If you find out that your child is involved in cyberbullying:

- Make him or her understand that cyber space is a public place and what we find there is accessible to all.
- Oversee your child's online activities and encourage more positive interactions.
- Put the computer in a common area (in the lounge say, rather than in the child's room).
- Impose a disciplinary consequence that you deem appropriate for the situation
- Remember that children younger than 13 have no right to their own Facebook page.
- Teach your child to respect others in cyber space.
- Remind your child of the importance of keeping the same values as in the real world and never to post a message that he or she wouldn't say to another person face to face.
- Explain to the child that spreading rumours, revealing personal information and posting photos or videos without authorization is not only illegal but can also be just as harmful as physical injury.
- Point out that it's important to respect the private life of the others, that you shouldn't access their computer, mp3 player, cellphone, etc.
- Explain to your child what might happen to them if they continue to act aggressively (school suspension or expulsion, complaints to police, going to court).

At any time, you can contact the school administration to report an incident, whether your child is involved or not.



Parent Report Form Parents

Name of school: Sherbrooke Elementary School

Date of incident: _____

Time: _____

Name of person reporting the incident: _____

Female

Male

Phone number where you can be reached: (____) _____

Alleged victim

Last name, first name: _____

Female

Male

Group/Class: _____

Physical injury:

None

Minor

Severe

Alleged aggressor

Last name, first name of student aggressor: _____

Female

Male

Level, group/class: _____

Last name(s), first name(s) of student accomplice(s), if applicable:

Witness(es)

Last name(s), first name(s) of witness(es):

Nature of incident

Of a physical nature

Physical assault with fists or bare hands (fighting, punching, etc.)

Theft, extortion, threats (taxing)

Physical assault with a firearm, knife, stick, chain, etc.

Other (specify): _____

Of a moral or psychological nature

Humiliating

Ridiculing, putting down

Harassing, hounding

Denigrating, mocking

Insulting, scolding

Blackmailing

Other (specify): _____

Related to security

Overall threat to anyone at school

Carrying a firearm, knife, etc.

Raising false alarms (bomb threat, fire)

Other (specify): _____

Related to social activity

- Excluded, isolated, ignored
- Spread rumors, gossip
- Ruin or damage a reputation
- Other (specify): _____

Related to private life

- Filming or photographing someone without their knowledge and distributing it and/or posting it online
- Posting, sending or distributing a prejudicial message, photo or video

Discriminatory in nature

- ethnocultural sexual orientation gender handicap weight size
- personal hygiene illness

Related to property

- Deliberately damaging personal or public property (graffiti, tags, etc.)
- Other (specify): _____

Site

- Study areas (classroom, laboratory, gym, study room, library, etc.)
- Common areas (washrooms, cafeteria, schoolyard, etc.)
- Transition areas (corridors, stairs/lifts, changing rooms or lockers, etc.)
- Immediate school surroundings (parking lot, streets, lanes, parks, etc.)
- By digital means (email, text message, cellphone, social media)
- On the way to school
- Daycare
- School bus waiting areas, if applicable
- School buses, if applicable
- Other (specify): _____

Other information

- Frequency of incident:** Isolated act Repeat incident
- Context:** Involved only one other Involved a group
- Imbalance of power: YES NO
- Did the victim feel threatened: YES NO

Comments:

Actions taken by school staff witness or school administration, vis-a-vis victim, perpetrator and witnesses:

Form completed by: _____ Date submitted: _____

Submit this form to J. Palik, Vice-Principal

