

How to Report Bullying to School/ Sample Letter

Parents should notify the school each time their child reports that they have been bullied at school. A conversation with the classroom teacher could be a good place to start to address a bullying issue. While talking with the school regarding the bullying incident can be effective, consider putting it in writing. Written communication is important for creating a record.

There are two options for reporting a bullying incident to school officials:

1. Request a bullying complaint form from the school. Each school must have a process for reporting an act of bullying or harassment. A bullying complaint form can be used as a way for the child and/or parent to report bullying to the school. This form is typically available at the school and on the school's website. Fill out the form, make a copy for yourself, and submit the original to school officials.

2. Put your concerns in writing to the school detailing the incident. Consider using the sample letter within this document to provide important details to the school.

Your communication should include:

- your child's name;
- the date and location of incident;
- details including: who was involved, what happened, how often;
- witnesses to the incident;
- the impact of the incident on your child-physically, emotionally and academically; and
- what has already been tried to stop the problem.

The communication should remain factual and absent of opinions or emotional statements and should be sent to the Principal or school administrators. Request that the school send you a copy of their bullying policy and request that they follow-up with you about the bullying incident.

These options for reporting and documenting a bullying incident serve two important purposes:

- Notifies school officials of the incident and your desire for intervention; and
- Serves as your written record when referring to the incident.

Keep a copy of any written communication you send to the school regarding the incident. Doing so will help to keep a timeline of events. If your original reporting was sent electronically (email or text), consider sending a hard copy to create a written record.

How can I empower my child?

It is important for junior high and high school students to understand the most effective way to report a bullying incident to school officials. Students may not always tell adults if they are being bullied therefore it is important to empower the child with information on how to report the bullying incident themselves.

Help your child to understand that while telling school officials is important, documenting the incident on an official complaint form is the most effective way to report a bullying incident.

Related Resources

Look for the following related resources on the ASK website:

- Iowa's Anti-Bullying Law

ASK Essential Questions

- Have I gathered the information I need to report the bullying incident to the school?
- Have I put my concerns in writing?

Sample letter:

Date _____

Dear _____:

I am writing to report that my child _____ (first and last name of child), has informed me about being bullied and I'd like to work with you to be sure that this concerning issue is addressed right away.

_____ (first name of child) is in the ____ (grade level) at _____ (name of school). _____ (she/he) has been bullied by _____ (name of people who have bullied). This happened on _____ (date or period of time) when _____ (describe as many details of the incident(s) as can be recalled).

When this happened _____ (name of witnesses) heard/saw it and _____ (their response). We became aware of this incident when _____ (describe how you were notified). _____ (first name of child) was hurt by this bullying and harassment. (She/He) has experienced _____ (describe physical injuries, emotional suffering and any medical or psychological treatment required).

As you are likely aware, Iowa law Section 280.28 protects the rights of a student against bullying. Please send _____ (me/us) a copy of the district policies on bullying and harassment, investigate this problem and correct it as soon as possible. Please let _____ (me/us) know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again.

If this does not resolve this issue, _____ (I/we) would like to request a meeting to be held as quickly as possible. I can be reached during daytime hours at (phone number) or at the email address listed below.

Thank you for your prompt attention to this serious problem.

Sincerely,
(Your name, address and email)

cc: (your child's teacher; other relevant staff)

(The "cc:" indicates that you are sending a copy of the letter to the other individuals listed.)