



The Parent Information Center of Delaware

Inform. Educate. Advocate.

Steps to Prevent Bullying: Notifying the School

Parents should notify school staff each time their child informs them that he/she has been bullied. Parent Information Center of Delaware (PIC) has created a letter (see reverse) that may be used as a guide for notifying your child's school.

This letter should not be used to replace any district reporting forms.

In addition to the letter, please refer to your school's code of conduct and/or bullying policy for additional forms/steps that may be required.

Documentation is key. Remember, if it's not in writing, it doesn't exist. Please be sure to keep a copy of the letter(s), and any forms submitted, for your records. This can be used with the bullying log to keep an accurate timeline of incidents.



Delaware requires all reported incidents of bullying, substantiated or not be reported to the Department of Education within 5 working days pursuant to Department of Education regulations.



Delaware requires that a parent, guardian or relative caregiver (as defined by statute) or legal guardian of any target of bullying or person who bullies another as defined herein, be notified.

For more information visit www.picofdel.org or call (302) 999-7394



PIC is a statewide non-profit organization with a mission to advance effective parent engagement in education.

SAMPLE LETTER

Date: _____

Name of Principal

Name of School

School Address

City, State, Zip

RE: First & last name of your student (include date of birth)

Dear, (Name of Principal)

My child (name of student) is in the (grade level) at (Name of School). At school he/she has been bullied and harassed by (insert student(s) name(s) here). This incident(s) occurred on (date or approximate period of time). (Describe as many details of the incident(s) as can be recalled). We became aware of this incident when (describe how you were notified of the bullying).

This has affected my child in the following ways: *(describe any physical injuries, emotional, medical or psychological treatment required)*.

For students with IEPs/504 Plans:

*As you are aware, **(name of your child)** has a 504 Plan/IEP, which offer additional protections for students with disabilities against bullying behavior when that behavior is based on the child's disability, interferes with or denies the student the opportunity to participate in, or benefit from, an educational program.*

Please send us the district policies on bullying, along with the investigation process. Please let us know, in writing, of the actions taken to rectify the situation. We expect a response within 10 business days. Thank you for your prompt attention to this serious matter. If you have any questions or require additional information, please do not hesitate to contact me at *(include the best contact number to reach you)*.

Sincerely,

Your name

cc: as needed

(Keep a copy for your records)

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