



What to do if I think my child is being bullied?

Communicate with Your Child

Do you suspect something has happened to your child at school?

Talk to your child. Listen. Believe. Be supportive. Be patient.

Ask questions. Here are just a few examples:
Did someone hurt you or make you feel bad on purpose?
Has this happened more than once?
How did it make you feel? Angry? Bad? Sad?

For the child who is reluctant to talk, go beyond “How was your day?”.
How was PE today?
Who did you sit with at lunch?
Are kids making fun or you?

For the child who is non-verbal, look for signs.
Has there been a change in behavior?
Are they showing physical symptoms such as headaches, stomachaches or problem sleeping?

Reassure your child.
They are not alone.
Bullying is NEVER right, and no one deserves to be bullied.

Document what your child has told you about the bullying.

Keep a history of any bullying behavior, documenting face-to-face incidents, or the screenshots, texts, or URLs of bullying directed at your child.

Communicate with Your School & Officials

Call the Principal. Set up a meeting to discuss the situation. Request an incident report.

Bring Bullying Response Kit to all meetings regarding the incident.

Request an IEP/504 Plan meeting to discuss denial of FAPE and determine if changes need to be made to the IEP or 504 Plan because of the bullying or harassment.

Use the sample letter to write to the Principal documenting the incident(s). (See sample letters.) Print a copy. Expect a response within 5 business days.

Receive incident report from the school. File in Bullying Response Kit in Correspondence Received.

Determine if you have enough information to pursue criminal charges against the harasser. If so, contact your local police department and file a police report.

No Response

Write a letter to the State Superintendent.
(See sample letter.)

If the Superintendent does not respond, call the Superintendent's office and inquire if they received the letter.

If the Superintendent still does not respond, consider contacting the Hawai'i Board of Education, your local Legislator, or the media.

Response

Determine your next steps based on the Principal or Superintendent's response.

If the response is to get back to you with more information, continue to monitor.

Collect everything in writing, even if you have to summarize it in an email. Print a copy of the email and file in the Bullying Response Kit in the Correspondence Sent.

Create a Plan

During your IEP/504 meeting create a plan of action with your school team.

The plan should include what needs to be done to keep your child safe and what needs to be done to insure your child continues to receive a Free & Appropriate Education. The plan should have a timeline and criteria for success.

Monitor the plan. Meet again if the timeline or criteria is not being met.

Continue to get everything in writing and use your Bullying Response Kit to store current documents for use during all meetings.

Provided to you by Leadership in Disabilities & Achievement of Hawai'i <https://LDAHawaii.org>