

Sample Emails & Communication for Families Addressing Bullying:

Navigating a bullying situation can feel overwhelming. Clear, respectful communication with administrators is key to ensuring your child's safety and avoiding lengthy back-and-forths. Use these templates alongside our [Addressing Bullying Checklist](#) to advocate effectively and ensure steps are taken to address the issue.

Email #1: Reporting the Bullying Incident to School Administration

Use this email when you have become aware of a specific bullying incident involving your child and need to formally report it to the school administration. This may be appropriate if:

- Your child has informed you about being bullied.
- You have observed signs of bullying, such as unexplained injuries or changes in behavior.
- You have evidence of the bullying (e.g., text messages, social media posts, witness statements).
- You have talked to your child about reporting bullying.

Sending this email creates a record of your concern and expresses your intent to pursue the school's formal reporting process as per their anti-bullying policy.

Subject: Bullying Incident Report for [Child's Name]

Dear [Principal/Vice Principal's Name],

I am writing to formally report a bullying incident involving my child, [Child's Name], a student in [Grade] at [School Name]. Attached are the details of the incident:

[Attach school's form or sample form, provide a *brief* description of what occurred, attach any evidence]

I would like to request that this situation be investigated in accordance with the school's anti-bullying policy. Please let me know the next steps in this process and how we can ensure [Child's Name] is safe and supported.

Thank you for your prompt attention to this matter. I look forward to your response and any updates regarding the investigation.

Sincerely,

[Your Name]

[Your Contact Information]

Email #2: Requesting a Safety Plan

This email is appropriate after you've reported a bullying incident and want to proactively ensure your child's safety while the investigation is ongoing. Use this email if:

- Your child feels unsafe at school due to the bullying.
- There have been multiple incidents, and immediate protective measures are needed.
- You want to collaborate with the school to develop a structured plan to prevent further incidents.

By requesting a safety plan, you're advocating for specific actions the school can take to safeguard your child.

Subject: Request for a Safety Plan for [Child's Name]

Dear [Principal/Vice Principal's Name],

Following my report of the bullying incident involving my child, [Child's Name], I would like to formally request a safety plan to ensure [his/her/their] well-being while at school.

I would like to work together with the school to create a plan that protects [Child's Name] from further incidents. I am familiar with the Iowa Department of Education's sample safety plan and would like to use it as a guide in developing this plan.

My child has shared with me that they interact with the alleged bully during [describe any shared class, passing period, or activity that your student has with the alleged bully]. I would appreciate assurance that [his/her/their] school schedule and activities will not be altered in a way that negatively impacts them.

Please let me know when we can meet to discuss and create this plan.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Contact Information]

Email #3: Follow-Up Email After In-Person or Phone Meeting Regarding Bullying Incident

Send this email after having a meeting or phone conversation with school officials about the bullying incident. It serves to:

- Summarize what was discussed and agreed upon.
- Provide a written record of the conversation.
- Track actionable items

Subject: Follow-Up on Bullying Incident for [Child's Name] – Meeting on [Date]

Dear [Principal/Vice Principal's Name],

I am writing to follow up on our in-person meeting on [Date] regarding the bullying incident involving my child, [Child's Name]. I wanted to confirm the key points we discussed and outline the agreed next steps:

- **Summary of the Incident:** [Briefly summarize the bullying incident that was discussed during the meeting, including any relevant dates and names of individuals involved.]
- **Investigation:** You mentioned that [Person's Name] would be leading the investigation, and the expected timeline is [Insert Timeline]. You will notify me of any updates and findings as the investigation progresses. My child will be involved in the investigation by [describe involvement, e.g., writing a statement, providing documentation, etc.]
- **Safety Plan:** We discussed creating a safety plan for [Child's Name] to ensure their well-being while the investigation is ongoing. The plan will involve [specific measures discussed, e.g., increased supervision during certain times, changes to seating arrangements, etc.].
- **Next Steps:** You indicated that you would [outline specific actions the school agreed to take, such as interviewing witnesses, meeting with the alleged bully, etc.]. We agreed to check in again on [Insert Date] to review the situation.

Please let me know if I have missed or misunderstood any points from our meeting. I appreciate your attention to this matter and look forward to working with you to ensure [Child's Name] feels safe and supported at school.

Thank you again for your time.

Sincerely,

[Your Name]

[Your Contact Information]

Email #4: Request for Updates on the Investigation

Use this email when you need an update on the ongoing investigation into the bullying incident involving your child. It's suitable if:

- A reasonable amount of time has passed since the investigation began.
- You have not received any updates as promised.
- Your child continues to experience issues, and timely resolution is critical.

This email maintains open communication and shows your continued engagement in resolving the matter.

Subject: Request for an Update on Bullying Investigation for [Child's Name]

Dear [Investigator's Name],

I hope this message finds you well. I am writing to follow up on the bullying investigation involving my child, [Child's Name], which was reported on [Date of Initial Report] and was discussed at a meeting on [Date of discussion].

At our meeting, we discussed the bullying investigation procedure, including [describe the investigation procedure that the school shared with you].

Could you please provide an update on the progress of the investigation? I would like to know the current status, what steps have been taken so far, and when I can expect the findings to be shared with me.

Thank you for your continued attention to this matter, and I appreciate your efforts in ensuring a safe environment for my child.

Best regards,
[Your Name]
[Your Contact Information]

Email #5: Following Up on Unresolved Bullying (Escalation)

This email is appropriate when previous attempts to resolve the bullying issue have been unsuccessful, and you need to escalate the matter to higher authorities, such as the district superintendent. Use this email if:

- The bullying persists despite reporting and intervention efforts.
- You feel the school's response has been inadequate or untimely.
- Your child's safety and well-being continue to be at risk.

Escalating the issue emphasizes the seriousness of the situation and seeks higher-level intervention.

Subject: Escalation of Unresolved Bullying Incident for [Child's Name]

Dear [Superintendent's Name],

I am writing to formally escalate a bullying issue involving my child, [Child's Name], a student at [School Name]. Despite my previous communication with [Principal/Vice Principal's Name] and the steps taken so far, the bullying remains unresolved. I am seeking your immediate intervention to ensure my child's safety and well-being.

Below is a summary of the issue and actions to date:

- **Incident(s):** [Brief Summary of What Happened]
- **Dates of Report:** [When You First Reported the Issue]
- **Actions Taken So Far:** [What Has Been Done]

Unfortunately, the situation is ongoing, and [Child's Name] does not feel safe at school. This has significantly impacted their emotional well-being and academic performance.

I would also like to meet with you to discuss possible next steps and explore options that align with the district's anti-bullying policy to protect my child.

Thank you for your prompt attention. I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Contact Information]