



Advocates for Children of New York
Protecting every child's right to learn

How to Report Bullying at a School

Your child has the right to go to school where there is no bullying.

This fact sheet gives information about how students and parents can report bullying at a school, and what to do if the bullying does not stop. This fact sheet only applies to New York City Department of Education schools, not charter schools.

WHAT SHOULD I DO FIRST?

There are lots of ways to report bullying. Choose the one that is most comfortable for you.

REPORT BULLYING AT YOUR SCHOOL:

- Email or talk to your Principal.
- Email or talk to your school's Respect for All Liaison. To find this person, search for your school on the DOE website. Then, click on "General Information" to see the Respect for All Liaison's name and email.
- Tell any school staff.

TIP:

When you report bullying, your school has to record it in a computer system called OORS (Online Occurrence Reporting System). Ask for a copy of the OORS report or OORS control number.

UNCOMFORTABLE REPORTING BULLYING TO SCHOOL STAFF?

- Make an online complaint at www.nycenet.edu/bullyingreporting.
- Contact the Office of Safety and Youth Development (OSYD): call (718) 935-2288 or 311 or email RespectforAll@schools.nyc.gov.
- OSYD will give you a reference number when you call or email. Keep your reference number. You can also ask for a copy of the OORS report or OORS control number.

IF THE BULLYING OR HARASSMENT IS FROM A SCHOOL STAFF MEMBER:

- Follow the steps above and/or
- Contact the Office of Special Investigations: call (718) 935-3800 or make a report online at www.nycenet.edu/offices/osi/CPR_Form/form.aspx.

WHAT DO I PUT IN MY REPORT?

- Give as much information as you can. Say what happened, who was involved, when it happened, where it happened, and how it harmed your child.
- If you make a report online or in writing, make a copy or take a screenshot. Be sure to note the date, too.
- If you make a report in person or over the phone, write down what you said, who you reported it to, and the date and time.

WHAT DO I DO IF...

THE BULLYING DOESN'T STOP?

THE SCHOOL DOESN'T GIVE ME AN OORS REPORT OR CONTROL NUMBER?

I DON'T AGREE WITH THE DESCRIPTION OF THE INCIDENT?

I DISAGREE WITH THE INVESTIGATION?

1. Talk to your Principal again. Ask for an OORS report or OORS control number for your complaint.
2. Contact OSYD at RespectforAll@schools.nyc.gov, (718) 935-2288, or by calling 311.
3. Call your school's Superintendent's Office. Look up your school on the DOE website. Then, click on "District Contacts" to find their phone number and email. Explain what happened.
4. Call or email the school climate manager at your school's Field Support Center. Go to this website and search for your school: <https://sites.google.com/a/strongschools.nyc/contacts/>.

WHAT IF I STILL HAVE QUESTIONS?

For more information on this topic, please see our guide to "Preventing and Addressing Bullying" at: www.advocatesforchildren.org/sites/default/files/library/bullying_guide.pdf.

**If you need help with a bullying issue,
please call the Jill Chaifetz Education Helpline:**
(866) 427-6033 (toll-free) • Monday—Thursday • 10am—4pm
www.advocatesforchildren.org

This fact sheet does not constitute legal advice. This fact sheet attempts to summarize existing policies or laws without stating the opinion of AFC. If you have a legal problem, please contact an attorney or advocate.

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