

## Frequently Asked Questions

### Student-to-Student Discrimination, Sexual and Other Harassment, Intimidation, Bullying

#### 1. How can I report bullying and/or sexual harassment?

It is important to tell your school so that they can take the right steps to make sure that the behavior stops and you/your child gets support.

You can report an incident involving yourself, your child, or another student who is being bullied or harassed by:

- telling any teacher or other staff member in your school
- filling out this form and giving it to any staff member in your school
- filing a complaint on the DOE's online portal: <https://www.nycenet.edu/bullyingreporting>

After reporting, parents may ask the school administration for the incident number, also known as the Online Occurrence Reporting System (OORS) number.

#### 2. How can I learn about the DOE's policies and procedures and ways to get help?

Understanding the DOE's policies and procedures is important. You can talk to any of the following people if you want more information or need help:

- The Respect for All (RFA) Liaison at your school
- The Sexual Harassment Prevention (SHP) Liaison at your school
  - The RFA and SHP Liaisons are trained to help students and parents, and to work with your school to prevent bullying and sexual harassment.
  - If you don't know who these Liaisons are at your school:
    - Ask a staff member
    - Find their names on the Respect for All and the Check & Respect posters in your school.
    - Go to [www.schools.nyc.gov](http://www.schools.nyc.gov), search for your school, and find your Liaisons listed under "School Contacts and Information."
- Any teacher or staff member in your school

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If you prefer to talk to someone in the DOE outside of your school, here are some additional ways to get help:

- Contact Respect For All by calling 718-935-2288, or emailing [RespectForAll@schools.nyc.gov](mailto:RespectForAll@schools.nyc.gov)
- If your concerns involve sexual or gender-based harassment, email the DOE's [Title IX Coordinator](mailto:TitleIXCoordinator@schools.nyc.gov) at [Title IX Inquiries@schools.nyc.gov](mailto:TitleIXInquiries@schools.nyc.gov).

Please visit <https://www.schools.nyc.gov/school-life/school-environment/respect-for-all> for more information.

### 3. What types of supports can your school provide if you/your child feels unsafe or needs support, and how should I request supports?

**As soon as possible, let a staff member at your school know. Your school will work with you to provide supports to make you/your child feel safe.**

- You can request supports at any time, including before, during, or after the school investigates a complaint.
- There are many ways the school can support your/your child's individual needs. For example:
  - Your school can connect you/your child with a school counselor, social worker, psychologist, or a mental health professional in the community.
  - Your school can also explore with you academic supports and adjustments like a change in classes, lunch/recess, or after-school program schedules.
  - The school might also work with you/your child to build an individual support plan to meet your/your child's specific needs. The plan will explain the supports being provided during the school day and DOE programs/activities. This may include regular check-ins with staff and specific school staff to provide support for a certain period of time to make sure the behavior stops.
  - If your child has a disability and you are concerned that an incident is affecting their learning, speak with your/your child's IEP team, Section 504 Team, and school administrator.
- If a parent or student has questions during the investigation, they can ask the RFA or SHP Liaison or principal.

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#### 4. How are complaints investigated?

A staff member at your school will investigate the complaint by taking the following steps:

- Talking separately to the students involved in the incident
- Asking them questions about what happened, if there are any students who have information about the incident or any evidence (like video, text messages, posting on social media)
- Asking them to prepare a written statement
- Talking separately to others who might have seen what happened, know something about what happened, or have any evidence and asking them to prepare a written statement.

For certain types of incidents of sexual harassment: Title IX, which is a federal law, requires that the DOE's Title IX team conduct a separate investigation in addition to the school's investigation. The Title IX investigation is different from the school's investigation. You will be notified if the Title IX team may also investigate the incident.

For more information about Title IX, visit:

- <https://infohub.nyced.org/docs/default-source/default-document-library/doe-overview-of-title-ix-investigations-notice-of-rights.pdf>
- <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy/title-ix>.

#### 5. How will I be notified of the school's decision after the investigation?

- The school will consider all of the information it received during the investigation and make a decision about what happened and how to support you/your child.
- The school will give a letter to the parents of the students who were involved notifying them of this decision within 10 school days after a report is made. Sometimes the school may need more time to investigate.
- Supports are available at your school and you should contact the school to discuss them.
- Parents of the students involved in an incident will be given information about their own child. The school will not tell parents about supports or discipline for another student.

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#### 6. How can I get assistance if I need more help than what the school is providing?

If you need more assistance than what your school is providing, you can do any of the following:

- Submit a complaint requesting additional help online at <https://www.nycenet.edu/bullyingreporting>
- Talk to a staff member at the school who you feel comfortable with
- Contact Respect For All by calling 718-935-2288, or emailing [RespectForAll@schools.nyc.gov](mailto:RespectForAll@schools.nyc.gov)
- Complete the Escalation Staff Assistance Request Form and email it to the Family Support Coordinator for the superintendent that oversees your school: [https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/request\\_for\\_escalation\\_staff\\_assistance\\_form.pdf?sfvrsn=53b062c1\\_20](https://cdn-blob-prd.azureedge.net/prd-pws/docs/default-source/default-document-library/request_for_escalation_staff_assistance_form.pdf?sfvrsn=53b062c1_20)
- Contact the Family Support Coordinator at the superintendent's office: <https://www.schools.nyc.gov/about-us/leadership/district-leadership>.

#### 7. Is a complaint confidential?

Your school knows your report is sensitive, and will make every effort to:

- keep reports confidential as much as possible
- share information only when needed to investigate or keep students safe

Parents are told about incidents involving their child. Students should talk to their schools if they have concerns about notifying their parent. Schools can help work with the student and parent and provide support.

If the report involves a crime, the school must notify the NYPD.

#### Chancellor's Regulations:

A-831: <https://www.schools.nyc.gov/docs/default-source/default-document-library/a-831-10-23-2019-final-remediated-wcag2-0>

A-832: <https://www.schools.nyc.gov/docs/default-source/default-document-library/a-832-student-to-student-discrimination-harassment-intimidation-and-or-bullying>