

# Navigating Racial Bullying: A Parent's Quick Guide

**1****IDENTIFY**

Assess if the incident is racial bullying (see LCR's [Model Anti-Bullying Policy](#) for examples). Identify the key parties (e.g., involved students, any witnesses). Identify the school administrators who can address the issue.

**2****DOCUMENT THE INCIDENT**

Document the incident immediately, include dates, times, locations, and witnesses. Keep track of communications and always include the date.

**\*****IDENTITY-BASED ANTI-BULLYING POLICY**

If the school does not currently have an identity-based anti-bullying policy, advocate for one. Click [here](#) for an example: [LCR's Model Anti-Bullying Policy](#) or scan the QR code at the bottom.

**3****REFER TO THE STUDENT HANDBOOK**

Review student handbook. Using the handbook, identify any violations of school policy.

**4****OUTREACH**

Contact school administrators about the incident. Click [here](#) or scan the QR code for a template outreach email.

**\*****LANGUAGE ACCESS**

If English is not your primary language, you have the right to an interpreter/translator to engage with the school. Schools are required to provide these services to families who are Limited English Proficient (LEP).

**6****FILE A COMPLAINT OR GET LEGAL HELP**

The U.S. Department's Office for Civil Rights investigates race, color, and national origin discrimination. Click [here](#) to learn how to submit a complaint and click [here](#) or scan the QR code to submit an electronic complaint. For legal assistance, complete our intake form [here](#).

**5****FOLLOW UP AS NEEDED**

Follow up with the school after reaching out. Give them some time to investigate and update you. If you do not receive a response within two weeks, take further action.

**ANTI RACIAL BULLYING  
POLICY****EMAIL TEMPLATES****OCR ELECTRONIC  
COMPLAINT**