



Department of Justice Office of School Criminal Offense & Bullying Ombudsperson

Dear _____:

You are receiving this letter because the school has received a complaint that _____ committed an act of bullying. You will receive a more detailed description of the alleged incident from the school.

The school will investigate the incident and will contact you with its resolution. Please be advised that your student's school must report all incidents of bullying to the Department of Education within five working days, regardless of whether the school could substantiate the incident. The school is also required to notify the parents and guardians of all students involved in a reported bullying incident once the school has made the report to the Department of Education.

If you are not satisfied with the school's resolution of the bullying incident, you may contact the Department of Justice's School Criminal Offense and Bullying Ombudsperson, William McGillan, at (302)577-8569. The Ombudsperson may investigate and resolve complaints and concerns of parents, guardians and students regarding criminal offenses and incidents of bullying committed on school property. The Ombudsperson may also investigate complaints of school officials' alleged failure to report criminal offenses and incidents of bullying as required by Delaware law. The Ombudsperson exists to provide assistance to students and their caretakers throughout this process; therefore, we encourage you to contact him if you are in need of support.

Department of Justice School Ombudsperson Contact Information:

William McGillan
Delaware Department of Justice
820 N. French Street
Wilmington, DE 19801
(302)577-8569

Bullying Hotline: 1-800-220-5414