



SAMPLE LETTER TO THE PRINCIPAL

Your Name
Your Address
Your Phone Number

Principal's Name
Name of Your Child's School
School Address

Date

Dear Principal _____:

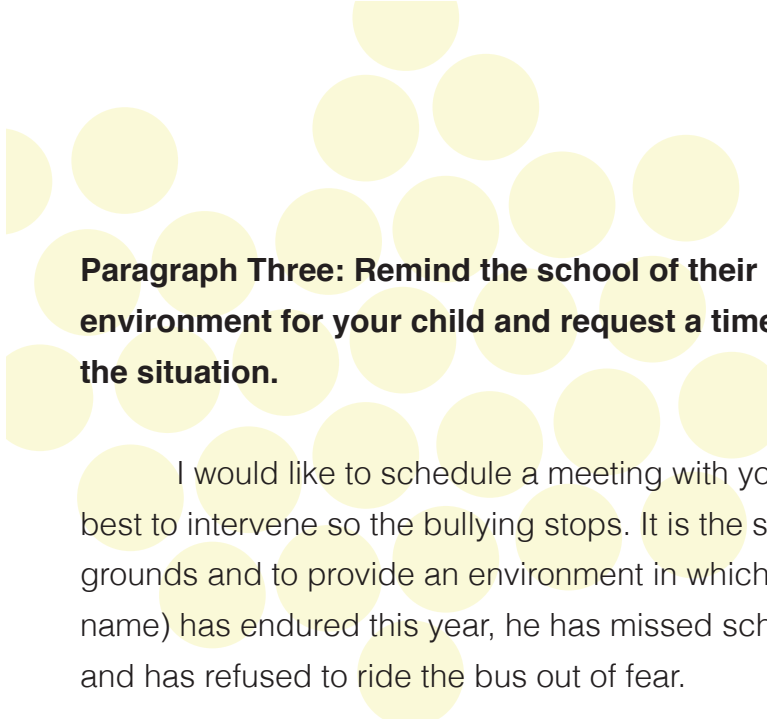
I am the parent of _____, who is in ___ grade.

Paragraph One: Describe the circumstances of the bullying in detail, including date, time, place, names, and witnesses.

My child has been bullied at school and I am requesting an investigation and a prompt response from the principal's office to ensure that the bullying will stop. The incident occurred on (Date) at approximately (Time) on the school bus. Shortly after the bus left the parking lot, my child was assaulted by another ___ grader named _____, who choked (your child's name) by wrapping his hands around his neck and holding him against the seat back. This incident was witnessed by several children, including - _____ (7th grade), _____ (8th grade) and _____ (8th grade).

Paragraph Two: If this is an ongoing situation, inform them of the steps you have already taken to bring the issue to the school's attention.

This is not the first time this has happened this year. (Your child's name) has been repeatedly assaulted both on the bus and in the school building, in the presence of teachers and the bus driver. Both he and I have reported the bullying to his teachers; unfortunately, they have been unable to put a stop to it.



Paragraph Three: Remind the school of their responsibility to provide a safe learning environment for your child and request a time to meet with the principal in person to resolve the situation.

I would like to schedule a meeting with you to discuss this matter further and agree on how best to intervene so the bullying stops. It is the school's responsibility to protect my child on their grounds and to provide an environment in which he can learn. As a result of the bullying (your child's name) has endured this year, he has missed school on account of stress-associated stomach illness, and has refused to ride the bus out of fear.

Should you have any questions, please contact me at [insert phone number(s) and/or e-mail address].

Sincerely,
Your Name

Keep a copy of the letter for yourself. In order to make sure the letter is received, you can hand deliver it to the principal yourself, or send it by certified mail, return receipt requested. It is recommended you also send a copy to your superintendent.