

File A Formal Complaint Notifying School About Bullying

(Your address) _____, _____

(City, state, zip) _____

(Date) _____

(Name of Principal) _____

(Name of school) _____

(School address) _____, _____

(City, state, zip)

RE: _____ (first/last name of child)

Dear, _____ (name of Principal) My child, _____ ,(first name of child) is in the ____ (grade level) at _____ (name of school). At school ____ (s/he) has been bullied and harassed by _____(name of harasser(s)). This has occurred on _____ (date or approximate period of time) when _____ (describe as many details of the incident(s) as can be recalled). When this happened _____ (name of witness (es)) heard or saw it and _____ (their response(s)). We became aware of this incident when _____ (describe how you were notified). _____, (first name of child) was hurt by this bullying and harassment. (S/He) had _____(describe physical injuries, emotional suffering and any medical or psychological treatment required). ____ (Our/My) child has the right to be in a safe environment at school so ____ (s/he) can learn. Please send _____ (me/us) a copy of the District policies on bullying and harassment, investigate this problem and correct it as soon as possible. Please let ____ (me/us) know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again. I expect a response within 5 business days. Thank you for your prompt attention to this serious problem.

Sincerely, (sign in this area) _____

(Print your name)

CC: _____ (name of Superintendent of Schools) Superintendent