



## Letter from Parent or Guardian of a Child Targeted for Bullying

Dear Principal Anderson:

My name is Mike Clark, and my son, Scott, is in Ms. Prescott's sixth grade class.

*(The letter should continue, including the following three components.)*

**Description of events:** I am writing today because my son came home last night telling me that he is being bullied by a group of kids in his class. Previous to my conversation with him, we had noticed that Scott's attitude toward school had changed. He frequently complains of stomachaches and asks not to attend school. Finally, he admitted to us that students in his class have e-mailed a humiliating picture of him taken in the cafeteria to all the students in the grade. When he is in class, children are making jokes at his expense, and on two occasions Scott reported that his teacher laughed at the jokes. He is so humiliated that he doesn't want to go to school and can't concentrate enough to do his homework. We have already talked to Ms. Prescott, and she says she is trying to stop the behavior but that she can't control what the children do and say outside of the classroom.

**The request:** I am requesting that you work with us so that Scott can focus on his studies by holding these students accountable according to the school's stated values and discipline code.

**The affirmation:** I am eager to work with you and greatly appreciate the difficulty of these situations. I can be reached at \_\_\_\_\_. If I don't hear from you by \_\_\_\_\_ (date), I will follow up by phone.

Sincerely,  
Mike Clark