

Sample Parent Notification Letter

[School Letterhead]

Parent of: _____ Student ID # _____ Date: _____

This is to notify you that Louisiana Revised Statute R.S. 17:416 and the _____ School District's Bullying Prevention Policy prohibit bullying of a student by another student on school property, at a school-sponsored activity or event off school property; or on a school bus. Bullying by electronic means is also prohibited. Bullying is defined as:

Definition of Bullying:

A pattern of one or more of the following:

- (a) Gestures, including but not limited to obscene gestures and making faces.
- (b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- (d) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

This letter is to inform you that your child has been involved in a report of a bullying incident.

_____ A report has been made that alleges your child as a perpetrator of bullying.

_____ A report has been made that alleges your child as a victim of bullying.

_____ A report has been made that alleges your child your child as a witness, bystander and/or complainant of bullying.

Please discuss this incident with your child or call the school if you need further assistance or information.

An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter

School Employee Signature: _____ Signature of Principal: _____