

[Patty Parent]
[500 Main St.]
[Any Town, MT] [59000]
Phone: [406-555-5555]

[(Delete prior to sending) Note: This is a sample letter. In cases of serious disability-related bullying or harassment, we encourage parents to consult a qualified attorney because the law in this area is complicated and every case is different. This sample letter is for educational purposes only and does not constitute legal advice. We make no representation that it satisfies the legal requirements for effective notice in your particular case. Fonts should be consistent in your letter. Be sure you are polite and professional, and write it as if a judge will be reading it. You should send the letter via certified mail/return receipt requested, and keep a copy of the letter and signed receipt for your records. **Remove this note prior to sending.**

January 9, 2018

[Name of Principal]
[School Address]
[City, State Zip Code]

VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Re: Bullying and Harassment of [insert child's name], DOB: [insert date of birth]

Dear [Mr./Ms.] [Name of Principal],

My child, [insert child's name] is in the [insert grade level] grade at [insert child's school]. [She or He] has been bullied and harassed by [insert harasser or bully's name(s)]. This has occurred on [insert date(s) 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 [list their response(s)]. I became aware of this incident when [describe how you were notified]. **[**Include this next portion if it applies**** This follows our previous meeting(s) on [insert date(s) or approximate period of time], my previous letters/emails of [insert date(s) or approximate period of time], and our previous phone conversations [insert date(s) or approximate period of time] in which I have repeatedly sought the school district's help to stop the bullying and harassment of my child.])

[insert child's name] was hurt by this discriminatory bullying and harassment. [She or He] had [describe physical injuries, emotional suffering and any medical or psychological treatment required]. This bullying and harassment is severe, pervasive, and objectively offensive. As you are likely aware, [insert child's name] has a disability. Two federal laws (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Amendment Act (ADAAA) of 2008) require that public schools protect the rights of a child with a disability against bullying behavior that is based on the child's disabilities, and that interferes with, or denies the child the opportunity to participate in or benefit from an educational program. [Explain how the bullying and harassment excluded your child from continued participation in school or denied your child the benefits to which other students in school have access] Additionally, this bullying and harassment of my child may be a denial of a free appropriate public education under the Individuals with Disabilities Education Act (IDEA). As a recipient of federal financial assistance, [insert child's school] has an obligation to comply with these federal laws.

Please know that I sincerely want to work with the school district to stop the bullying of my child. Please send me a copy of the School's policies and grievance procedures on bullying and harassment, investigate this problem, and correct it as soon as possible. Please let me know, in writing, of the actions you have taken to end this hostile environment, and to ensure it does not happen again. If you do not investigate or take effective corrective action, I may claim that the district showed deliberate indifference to the discriminatory bullying and harassment of my child after receiving this notice. I expect a response within five business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

[insert your name, sign it, keep a copy for your records]

cc: [insert name of district special education director – send copy of this letter to this person]

cc: [insert name of Superintendent – send copy of this letter to this person]