**Letter to Inform Parent/Guardian of Bullying Incident**

Date

Name of Parent/Guardian

Address Line 1

Address Line 2

Re: Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This is written to notify you that your student has been involved in a report of a bullying incident.Policies and procedures prohibiting bullying that are contained in each school board's code of student conduct to direct the principal to notify the parent of **any** student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying. **“**Bullying” as defined by Section § 22.1-276.01 of the Code of Virginia, means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and student who is bullied; and is repeated over time or causes severe emotional trauma.” “Bullying” includes cyberbullying. Bullying **does not** include ordinary teasing, horseplay; argument, or peer conflict.

**\_\_\_\_** A report has been made that alleges your child as a target of bullying.

\_\_\_\_ 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 witness/bystander of bullying.

Please discuss this incident with your child or feel free to contact the school for further information.

At Norfolk Public Schools, it is our goal to work to take immediate action, whether a child bullies, is a target of bullying, or is a witness of bullying. Please know that every effort is being made to ensure a safe and productive learning environment for your child.

Respectfully,

Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CC: Principal

 Department of Student Support Services