

## Resource T: Sample Yearly Introduction Letter

Dear Family,

Children learn best when they feel safe, respected, and cared for. In our continuing effort to create a safe and positive learning environment, the staff at our school decided to launch a schoolwide bullying prevention curriculum called the *Steps to Respect* program. This program is designed to prevent bullying and promote responsible, respectful student behavior.

Our school has developed an anti-bullying policy and specific procedures for responding to bullying reports. Copies of the policy are located:

- In the student handbook.
- In the office.
- In the classroom.

All staff members have received training to respond effectively to bullying problems. In addition, classroom teachers, the school counselor, and I have been trained to provide more extensive help for students involved in bullying.

Students in grades 3–5/4–6 will participate in *Steps to Respect* lessons. They will learn:

- How to recognize, refuse, and report bullying when it happens to them or someone else.
- Friendship skills that reduce the risk of being bullied, including how to make friends, join group activities, and manage conflicts.
- Emotional skills, such as understanding the feelings of others and managing emotions.
- How to use positive values (responsibility, respect, and caring for others) as a guide for behavior.

Family involvement is an important part of creating and maintaining a safe and positive school environment. An informational meeting about the *Steps to Respect* program will be held

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If you have any questions or concerns about the *Steps to Respect* program, please feel free to contact me. Together, we can work to create a school that is safe and secure for all students.

Sincerely,

Principal