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.

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