**NOTIFYING THE SCHOOL ABOUT BULLYING WHEN YOUR CHILD HAS A 504 PLAN**

SAMPLE WORDING

Date

Your Name  
Street Address  
City, State, Zip  
Daytime telephone number  
Email Address

Dear (***Name of Principal***),

My child, (***child’s name***) is in the (***grade level***) at (***name of school***). (***Child’s name***) has a 504 Plan. This letter is to inform you that while at school, ***he/she*** has been bullied and harassed by (***name of harasser(s*)**). This occurred on (***date or approximate period* *of time***). This is what happened (***list as many details of the incident as can be recalled***). We became aware of this incident when (***describe how you were notified****).*

The incident was witnessed by the following individual(s) (***list all people who saw the incident***) and this is how they responded (***list each person’s response***).

(***Child’s name***) was hurt by this bullying and harassment. (***She/He***) had (***describe physical injuries, emotional suffering, and any medical or psychological treatment required***).

***I/We*** became aware of two federal laws (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Amendment Act (ADAAA) of 2008) that 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. In addition, the Code of Virginia §22.1-279.6.D. states that school boards are expected to include bullying as a prohibited behavior in their student codes of conduct.

***I/We*** request the following actions are taken: (1) Please sendme a copy of the school division’s policies on bullying and harassment; (2) investigate this problem and correct it as soon as possible; (3) Please let (***me/us****)* know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again.

If this does not resolve this issue, *(****I/we****)* will request a 504 meeting to be held as quickly as possible. I look forward to your response within 5 business days and appreciate your attention to this serious problem.

Sincerely,

Your Name

Cc: Anyone you would like to receive a copy of this letter