

January 2008

Dear Parents/Guardians:

In an effort to update you on our "Stop the Bullying" initiative in the Thomaston District, the purpose of this letter represents a review of what we can do together to create a safe and positive learning environment in our schools. In order to accomplish this task, it is important for all students, staff, and parents to be active participants in the understanding and prevention of bullying.

The Thomaston District Policy on Bullying includes a formal complaint and investigation process. Teachers and all professional staff members are encouraged to address the issue of bullying. Written complaints can be filed by parents (with specific incident information included), by students concerning the suspicion of bullying, and by teachers who shall promptly reduce the complaint to writing.

**As a parent you can:**

- Keep a written record of all bullying incidents;
- Meet with a classroom teacher and administrator to discuss your concerns;
- Speak to a guidance counselor or school-based mental health professional;
- Set up a follow-up appointment to discuss progress.

We expect that the behavior and decision-making on the part of our students will be proactive and well thought out. Students need to think before they act and understand the repercussions of being involved in an alleged bullying incident.

Sincerely,

Lynda J. Mitchell  
Superintendent of Schools  
Thomaston District

Cc: Sue Graham, Thomaston Police Department  
Administrators  
Laurie Barrett, Board Chair