



ELEMENTARY ADMINISTRATOR LETTER

Dear [Administrator],

I am writing on behalf of my (colleagues, families, club) who would like to participate in GLSEN's No Name-Calling Week this January. [GLSEN](#) is the leading national education organization focused on ensuring safe schools for all students in K-12 schools.

GLSEN's [No Name-Calling Week](#), (NNCW) is a week organized by K-12 educators and students to end name-calling and bullying in schools. We know that name-calling and the use of hurtful and biased words is a reality, even at our school. If left uninterrupted by educators and other adult role models, these behaviors can take root in children's hearts and minds. NNCW shares tools and resources for disrupting anti-LGBTQ+ harassment and bias-based bullying, and encourages all students to share what they want to be called.

[Share if you have collected information from colleagues about bullying or bias-based name-calling at your school. Share objectives for the week if you have established them.]

This year, No Name-Calling Week occurs on (dates for the week). I would like to [do a presentation at the faculty meeting, invite families to join GLSEN's Story Time, share about anti-bullying tips and actions at the morning meeting announcements, facilitate a discussion about what all students, including LGBTQ+ students and students from LGBTQ+ families need to be #safetoBE at our school].

Additionally, GLSEN is offering [Free 30 Min, evidence-based, virtual Professional Development for educators](#), which focuses on better preparing us to intervene in anti-LGBTQ comments and harassment, to educators who take the [NNCW Pledge](#). Participating in this program will help us to better have the skills to intervene in support of our students, and to create a more respectful learning environment for all.

No Name-Calling Week is most effective as a school-wide initiative. I would like to help organize a whole-school [virtual] assembly for this year's No Name-Calling Week so that all of our students have a chance to participate in this national program, and would appreciate your support in communicating our school's participation out to families.

Please let me know if you would like to set up a meeting with me [and my students] to discuss these plans more, or if there is any other information you need.

Thank you!

Name

