*Complainant’s Name:*

*Address:*

Re: Allegations of bullying

Dear *Parent/guardian*

This letter is in response to your report on or about [*date*] where you stated that your child had been bullied. This letter is to inform you that we have taken the appropriate steps to investigate and resolve this matter. Confidentiality laws prohibit us from disclosing specific measures taken with the other parties, but please be assured that your report was taken seriously and managed according to our bullying and hazing and our discipline policies.

**Bullying** is a deliberate and unwanted, severe or pervasive physical, verbal, or electronic act, conduct or communication, committed by a pupil(s) that has, or can be reasonably predicted to have, the effect of one or more of the following: (1) Reasonable fear of harm to person or property; (2) Substantially detrimental effect on physical or mental health; (3) Substantial interference with academic performance; and (4) Substantial interference with the ability to participate in or benefit from school services, activities, or privileges. Allegations of bullying are investigated by the school whose determination of findings guides the ensuing actions.

* We have created an Individual Student Success Plan (attached) to itemize the specific interventions that were taken. Be assured that we are working diligently to ensure that no similar incidents recur.
* Not all student misconduct meets the impact criteria for bullying. Regardless, we have taken measures with parties involved to ensure that no similar incidents occur.
* We were unable to make a determination because parties integral to the investigation could not be identified. Nevertheless, we have extended support to your child and will reopen the investigation when additional information becomes available.

The safety of our students is our priority. Open communication and respectful treatment of others are the most effective tools to prevent bullying. Should other incidents of concerns arise, please put your concerns in writing and give to the school administrator who will conduct an investigation in a timely manner. Please also encourage your child to immediately report any concerns to my office. We are here to help.

Thank you for your continued support. If you should have any questions regarding this matter, please contact me at:

Sincerely,

Name:
Title:

Attachment: