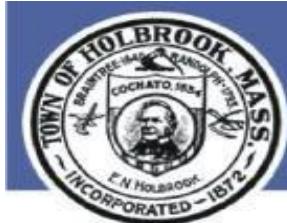


Holbrook Public Schools
BULLYING FOLLOW-UP LETTER



Holbrook
SCHOOL DISTRICT

[Insert Date]

Dear [Insert parent or legal guardian's name]:

This letter is to notify you of the outcome to the Bullying, Harassment, or Intimidation Reporting Form dated [insert date of report] that indicated your child is the alleged victim of bullying, harassment, or intimidation at [insert name of school]. The investigation of the reported incident has been completed by the school administration and the outcome of the investigation and corrective action are provided below:

- The school administration did substantiate that all or some of the alleged offender(s) bullied, harassed, or intimidated your child. Appropriate corrective actions have been taken and follow up conferences on [insert two-week conference date] and [insert six-week conference date] have confirmed that the reported bullying, harassment, or intimidation has ceased.
- The school administration did not substantiate the alleged offender(s) bullied, harassed, or intimidated your child; however, the administration determined that your child is involved in a conflict with the named alleged offenders. No corrective action in regard to the alleged bullying, harassment or intimidation was taken; however, communication with students and/or parents were held.
- The school administration did not substantiate the alleged offender(s) bullied, harassed, or intimidated your child; however, the administration determined that corrective action was necessary based on the investigation not related to alleged bullying, harassment or intimidation.
- The school administration did not substantiate that the alleged offender(s) bullied, harassed, or intimidated your child. No corrective action was taken.

If your child reports any further incident of bullying, harassment or intimidation, then please complete a separate Bullying, Harassment, or Intimidation Reporting Form, submit it to the school and an administrator will conduct a new investigation.

Respectfully,

[Insert Administrator's Name]

[Insert Administrator's Title]

[Insert Phone number/Email Address]