SAN BENITO SCHOOLS

Letter to Parents of the Alleged Targeted Student: No Bullying/Harassment Found

[*Date*]

[*parent/guardian name*] [*Via Hand Delivery or Certified Mail RRR*]
[*address*]

RE: Allegation of bullying [*and/or harassment*] of your child

Dear [*Name*]:

This letter is to inform you of the results of my administrative review into an allegation that your child [*Name*] was bullied [*and/or harassed*] in violation of our District policy. Specifically, it was alleged that: [*Describe in detail the conduct alleged to be bullying and/or harassment*]

Upon receipt of this allegation, I conducted an administrative investigation, which included interviews with the students involved as well as with other students and staff members who had or may have had personal knowledge of the facts. As a result of my investigation, I have concluded that the reported conduct does not constitute "bullying" or "harassment" as defined in law and District policy because [*briefly explain the basis for the decision based on the Six Step Analysis*].

[OPTIONAL PARAGRAPH: Although I did not find that this incident was one of bullying or harassment, I did find that [*without violating FERPA or student confidentiality, describe generally any other investigation findings – for example, the incident was mutual name-calling by the students, or the alleged bully was responding to being pushed by the alleged target – and state that appropriate disciplinary action was taken in accordance with the Student Code of Conduct*].

I appreciate you bringing your concerns to our attention. Our District is committed to ensuring that every student is able to attend school in a safe, secure environment. While I have concluded that this particular situation did not meet the definition of "bullying" or "harassment" as described in law and policy, I can assure you that I share your commitment to the safety of all students, and I will continue to look out for the safety and well-being of your child. Furthermore, we want to make sure that you and your child suffer no retaliation as a result of the report. I will continue to monitor the situation, and I encourage you and/or your child to contact my office immediately if you believe that any retaliatory action has been taken or if you believe your child has been the target of student misconduct.

If you wish to discuss this matter, or have any questions, please contact me.

Sincerely,

[*administrator name*], [*administrator title*]
San Benito CISD