Letter to Parents of the Perpetrator: Bullying/Harassment Found

[*Date*]

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

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

Dear [*Name*]:

This letter is to inform you of the results of my administrative review into an allegation that your child, [*Name*] bullied [*and/or harassed*] another student in violation of our District policy. In compliance with that policy, as well as the applicable law, [*school district*] ISD investigates every report of bullying that we receive. Our District is committed to ensuring that every student is able to attend school in a safe, secure environment.

Upon receipt of the allegation that your child [*describe the conduct alleged*], 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. I have concluded that the reported conduct constitutes bullying [*and/or harassment*] as defined in state law and District policy. Such conduct is unacceptable and will not be tolerated by the District. As a result of my investigation, I have [*describe broadly the actions taken without disclosing unnecessary details – e.g., the student was disciplined in accordance with the Student Code of Conduct, the students' schedules have been changed, an aide was assigned to monitor the students, etc.].*

Any disciplinary action taken by the school in response to this finding will be, or already has been, communicated to you. If you wish to discuss this matter further, or have any additional questions, please contact me.

Sincerely,

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