SAN BENITO SCHOOLS

Letter to Parents of the Targeted Student: 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. I have concluded that the reported conduct constitutes "bullying" [*and/or "harassment"*] as defined in 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*.].

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 students involved, 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 additional student misconduct.

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

Sincerely,

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