(INSERT SCHOOL LETTERHEAD)

**Letter to Caregiver**

**Outcome of Bullying Investigation – Confirmed**

Date

Name of Caregiver

Address

City, WI

RE: Student Name

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your child have been verified. Our school strives to create safe, inclusive environments for all students to learn. We are sorry that this incident has taken place, and we are committed to working to support your student and family in taking actions that will restore trust and safety. It is the policy of (INSERT SCHOOL) that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden. The (INSERT SCHOOL) bullying prevention policy is attached for your reference.

Please note that while FERPA (Family Educational Rights and Privacy Act) and Wis. Stat. sec. 118.125 prevent us from sharing details about another student’s disciplinary actions with you, appropriate consequences have been imposed. In addition, we have created a support plan for your child (and other students involved), which includes a follow-up meeting to address any further concerns. Your child’s portion of this support plan is attached for your reference. Please do not hesitate to reach out with any questions or to discuss further.

Respectfully,

Name

Principal

(INSERT SCHOOL LETTERHEAD)

**Letter to Caregiver**

**Outcome of Bullying Investigation – Not Confirmed**

Date

Name of Caregiver

Address

City, WI

RE: Student Name

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your child have not been verified. It is the policy of (INSERT SCHOOL) that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden. The (INSERT SCHOOL) bullying prevention policy is attached for your reference.

Our school strives to create safe inclusive environments for all students. Even though we did not substantiate that bullying took place on this occasion, we would like to work with your student and family to ensure your student feels safe going forward. Please do not hesitate to reach out with any questions or share anything that we can do to help your child feel safe and supported at school.

Respectfully,

Name

Principal

(INSERT SCHOOL LETTERHEAD)

**Letter to Caregiver**

**Outcome of Bullying Investigation – Participation Confirmed**

Date

Name of Caregiver

Address

City, WI

RE: Student Name

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This letter will serve as official notification that after a thorough investigation, it has been verified that your child has engaged in bullying. Therefore, your child will be (state disciplinary action taken). Any further acts of bullying will be subject to disciplinary actions up to and including expulsion. It is the policy of (INSERT SCHOOL) that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden. The (INSERT SCHOOL) bullying prevention policy is attached for your reference.

Our school strives to create safe, inclusive environments for all students. We would like to work with your student and family to ensure your student feels safe and has the skills to refrain from engaging in bullying in the future. In addition to the discipline outlined above, we have created a support plan to help your student with skill-building and contributing to a positive environment. Your child’s support plan is attached for your reference. Please do not hesitate to reach out with any questions or to discuss further.

Respectfully,

Name

Principal

(INSERT SCHOOL LETTERHEAD)

**Letter to Caregiver**

**Outcome of Bullying Investigation – Bullying Not Confirmed**

Date

Name of Caregiver

Address

City, WI

RE: Student Name

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(INSERT SCHOOL) recently received a report alleging that your child committed acts of bullying against another student. It is the policy of (INSERT SCHOOL) that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden. The (INSERT SCHOOL) bullying prevention policy is attached for your reference.

The purpose of this letter is to notify you that (INSERT SCHOOL) has completed a thorough investigation of the bullying allegations and bullying has not been verified. As a result, the complaint has been closed and there will be no disciplinary action taken. Our school strives to create safe, inclusive environments for all students. Even though we did not substantiate that bullying took place on this occasion, we would like to work with your student and family to ensure your student feels safe and has the skills to avoid implication in these types of situations going forward. Please do not hesitate to reach out with any questions or to discuss further.

Respectfully,

Name

Principal