(INSERT SCHOOL LETTERHEAD)

**Bullying Involvement Investigation Notification Letter**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caregiver of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. Bullying by electronic means is also prohibited.

The Centers for Disease Control defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm”.

Three consistent components of bullying are:

* imbalance of physical or emotional power,
* repeated across time or student who was bullied, and
* intent to cause physical or emotional harm.

Bullying can be physical (e.g., hitting, kicking), verbal (e.g., name-calling, threatening), or social/relational (e.g., purposeful exclusion, spreading rumors) and can occur in person or electronically (cyberbullying).

This letter is to inform you that your child has been involved in a report of a bullying incident.

\_\_\_\_\_\_\_\_\_ A report has been made that alleges your child engaged in an act of bullying.

\_\_\_\_\_\_\_\_\_ A report has been made that alleges your child was bullied.

Please discuss this incident with your child or call the school if you need further assistance or information. An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child. Please note that FERPA (Family Educational Rights and Privacy Act) and Wis. Stat. sec. 118.125 prevent us from sharing details with you about any other students who may be involved in this incident. Thank you for your attention to this matter. Please do not hesitate to reach out with any questions or to discuss further.

Respectfully,

Name

Principal