**\_\_\_\_\_\_\_\_, 20\_\_**

**Re: Administrative Investigation of Bullying - Findings and Conclusion**

Dear insert victim’s parents/guardians,

I am writing as a follow up to a report made on insert date alleging that insert victim’s name and summarize the reported allegations.  In accordance with Nevada state law[[1]](#footnote-1), an administrative investigation into this allegation was initiated. This investigation has been completed by a Washoe County School District administrative investigator.

During the investigation, (summarize the scope of the investigation, including who was interviewed and what evidence was reviewed). We are/are not able to substantiate that the reported conduct occurred, and we have determined that bullying did/did not occur based on application of the District’s three-point criteria:

Criterion One: Did Harm or Threat of Harm Occur? Yes/No because (explain how physical and/or emotional harm was or was not experienced by the victim).

Criterion Two: Was the Action Unwelcome? Yes/No because (explain whether the victim was an unequal participant in the conduct, making the action unwelcome).

Criterion Three: Was the Action Severe, Persistent or Pervasive? Yes/No because (explain how one or more of these has been met).

Appropriate measures/steps have been taken to address the conduct. However, please understand that we are unable to share information regarding confidential personnel matters. The following interventions/supports are recommended:

(list the remedial actions taken to support the victim, i.e., class changes, counseling services, etc.).

If there has been a finding of no bullying, you have the right to appeal the finding in accordance with Washoe County School District Administrative Regulation 5702. An appeal must be submitted in writing within 10 business days to Associate Chief (add the appropriate name) at \_\_\_\_\_\_\_\_@washoeschools.net.

Thank you for your cooperation during the investigation process.  Please let me know if you have any questions.

Sincerely,

Principal or designee

1. Nevada Revised Statutes (NRS) 388.121 – 388.145, Provision of Safe and Respectful Learning Environment [↑](#footnote-ref-1)