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

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

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

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

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, or if peer conflict was involved).

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

The following interventions/supports are recommended:

(If bullying is found, list the disciplinary action or other measures to be imposed to stop the conduct and prevent its re-occurrence, i.e., put a no contact order in place, class or bus changes, counseling services, etc.).

You have the right to appeal these findings in writing within 10 business days in accordance with Washoe County School District Administrative Regulation 5701. You should send your appeal 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

cc: Katherine Loudon, Counseling Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Associate Chief

Judy Prutzman, Director of Civil Rights Compliance

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