

Administrative Form 5707
LETTER TEMPLATE – OFFENDER

_____ / _____

Re: Administrative Investigation of Bullying - Findings and Conclusion

Dear _____,

I am writing as a follow up to the online report made on (date). It was alleged that (insert offender's name and summarize the allegations in the bullying complaint). In accordance with Nevada state law¹, an administrative investigation into this allegation was initiated on (date). This investigation has been completed by school administration.

After conducting interviews (describe the scope of the investigation) of students and staff we are able to substantiate that_____(describe the evidence from the complaint. Say why the complaint was or was not substantiated).

We have determined that this instance (does or does not) meet the qualifications for bullying. This behavior meets the three point criteria because (describe how the evidence gathered does or does not support the three-point criteria for example: the student is in a protected class and harm did occur as she was crying from the incident. The conduct was unwelcomed and it was persistent. There was an imbalance of power as the student calling names was a male and the target was a female. There was a deliberate intent to intimidate, insult and harm the target. The name calling was repeated over time that day, and the target felt distressed.)

Our school has outlined interventions and supports listed below.

The following interventions are recommended (choose those that apply to the offender):

- School Wide PBIS
- School wide SEL – MindUp
- Counseling support at school for your child – as needed
- Increased supervision – provided by school staff
- Promotion of safe and respectful environment by further outlining expectations and consequences.
- Take 5 Pass (when needed)

¹ Nevada Revised Statutes (NRS) 388.121 – 388.145, Provision of Safe and Respectful Learning Environment

You have the right to appeal these findings in writing within 10 business days in accordance with Washoe School District Regulation 5701. You should send your appeal to Area Superintendent (add the appropriate name and email address) at _____@washoeschools.net.

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

Sincerely,

Assistant Principal

cc: _____ Principal
Katherine Loudon, WCSD Counseling Services
_____, Area Superintendent
Judy Prutzman, Title IX Compliance Officer