

Date

Dear Parent(s) or Guardian(s) of \_\_\_\_\_ :

On \_\_\_\_\_ date we received a complaint that a possible bullying incident involving your child had occurred. As a result, we conducted a full investigation of the issue as directed by Milford Public School Policy 5131.911. This includes, but is not limited to, student interviews, teacher interviews, examination of any presented evidence (notes, pictures, texts, etc.), and a review of records for previous complaints. The examination began on \_\_\_\_\_ (date) and was concluded on \_\_\_\_\_ date .

The definition of bullying as presented by the Connecticut Legislator is “the repeated use by one or more students of a written, verbal, or electronic communication or a physical act or gesture directed at another student that causes physical or emotional harm or damage to another student’s property; places a student in reasonable fear of harm or of harm to his or her property; creates a hostile environment for a student; infringes on the rights of a student or substantially disrupts the education process or orderly operation of a school.”

Based on a careful review of the complaint and evidence, it has been concluded that the incident reported meets the definition of bullying. As a result, we have scheduled a meeting in order to discuss what actions will be taken to ensure that this type of incident is less likely to occur. This meeting is to take place on \_\_\_\_\_ .  
Day/date/time

at \_\_\_\_\_ .  
location

We ask that if you cannot make this appointment you please call us in advance so we can reschedule.

Respectfully,