

date

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

On \_\_\_\_\_ date \_\_\_\_\_ we received a complaint that mean spirited behavior 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.”

Our investigation confirms that an incident has occurred but that the incident does not meet the definition of bullying. We will follow through with appropriate disciplinary measures and supports for the student(s) involved if applicable. We will maintain this complaint on file should other incidents occur.

Respectfully,