

# Sample Notification Letters

- **Notification of Bullying/Harassment Complaint to Student Victim's Parent/Guardian**
- **Notification of Bullying/Harassment Complaint to Adult Victim**
- **Notification of Bullying/Harassment Complaint to Student Perpetrator's Parent/Guardian**
- **Notification of Bullying/Harassment Complaint to Adult Perpetrator**
- **Notification of Bullying/Harassment Complaint – Negative Finding to the Accused**
- **Notification of Bullying/Harassment Complaint – Substantiated Finding to the Accused**
- **Notification of Bullying/Harassment Complaint – Negative Finding to the Victim**
- **Notification of Bullying/Harassment Complaint – Substantiated Finding to the Victim**

**School Letterhead**  
**NOTIFICATION OF BULLYING/HARASSMENT COMPLAINT**  
**TO STUDENT VICTIM'S PARENT/GUARDIAN**

(Date)

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

Dear Parent/Guardian:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you that an investigation has been initiated in response to a complaint of alleged bullying/harassment with your child named as the victim.

This investigation will be completed within 10 school days. You will be notified of the outcome of this investigation.

As (the victim)'s parent/guardian, you may request informal consultation with the school staff, including the guidance counselor or the school psychologist, to determine the severity of concern for this situation and appropriate steps to address the concern. You may also request that your child be referred to the (school intervention team). School personnel may also refer your child to the (school intervention team). If your child is referred to the (school intervention team), your involvement will be required in the activities of the team regarding your child's case.

Please contact me if you have questions. Together, we can work to improve your child's educational environment.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF BULLYING/HARASSMENT COMPLAINT**  
**TO ADULT VICTIM**

(Date)

Mrs. Iman Employee  
456 Country Road  
Hometown, Florida 33333

Dear Mrs. Employee:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you that an investigation has been initiated in response to a complaint of alleged bullying/harassment in which you were named as the victim.

This investigation will be completed within 10 school days. You will be notified of the outcome of this investigation. If the complaint is substantiated, appropriate disciplinary action will be applied to the perpetrator in accordance with Nassau County School Board Administrative Rule 5.49

Please contact me if you have questions. Together, we can work to improve the school environment.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF BULLYING/HARASSMENT COMPLAINT**  
**TO STUDENT PERPETRATOR'S PARENT**

(Date)

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

Dear Parent/Guardian:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you that an investigation has been initiated in response to a complaint of alleged bullying/harassment in which your child has been named as the perpetrator.

This investigation will be completed within 10 school days. You will be notified of the outcome of this investigation.

If this complaint is substantiated, your child will be subject to disciplinary action ranging from positive behavioral interventions or other consequences up to and including suspension or expulsion, as outlined in the Code of Student Conduct. If a substantiated incident results in your child being charged with a crime, you will be notified. As a result of this complaint, your child may be referred to counseling or other interventions. Your child may also be referred to the (school intervention team). If your child is referred to the (school intervention team), your involvement will be required in the activities of the team regarding your child's case.

All individuals have a right to file a complaint, and it is the responsibility of the School Board of Nassau County to investigate the allegations. Anyone accused of bullying/harassment should not retaliate in any way against any individual filing a complaint. Engaging in retaliation will result in additional disciplinary consequences. During the investigation of this complaint, your child should avoid interaction as much as possible with the alleged victim and witnesses.

Please contact me if you have questions. Together, we can work to improve your child's interaction in the school environment.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF BULLYING/HARASSMENT COMPLAINT**  
**TO ADULT PERPETRATOR**

(Date)

*(If perpetrator is a staff member)*

Mrs. Iman Employee  
456 Country Road  
Hometown, Florida 33333

or

*(If perpetrator is a volunteer or visitor)*

Mrs. Val Enteer  
789 Anyplace Avenue  
Hometown, Florida 33333

Dear Mrs. Employee:

Dear Mrs. Enteer:

As per the requirements of the “Jeffrey Johnson Stand Up For All Students Act” and the Nassau County Schools’ Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you that an investigation has been initiated in response to a complaint of alleged bullying/harassment in which you have been named as the perpetrator.

This investigation will be completed within 10 school days. You will be notified of the outcome of this investigation.

If this complaint is substantiated, you will be subject to (if employee: action in accordance with District policies, procedures, and employee contracts) (if visitor or volunteer: action determined by the school administrator after consideration of the nature and circumstances of the act, including referral to law enforcement, if warranted).

All individuals have a right to file a complaint, and it is the responsibility of the School Board of Nassau County to investigate the allegations. Anyone accused of bullying/harassment should not retaliate in any way against any individual filing a complaint. Engaging in retaliation will result in additional disciplinary consequences. During the investigation of this complaint, you should avoid interaction as much as possible with the alleged victim and witnesses.

Please contact me if you have questions. Together, we can work to improve the school environment.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF OUTCOME OF BULLYING/HARASSMENT COMPLAINT**  
**NEGATIVE FINDING: TO THE ACCUSED**

(Date)

*(If the accused was a student)*

*(if the accused was a staff member)*

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

or

Mrs. Iman Employee  
456 Country Lane  
Hometown, FL 33333

Dear Parent/Guardian:

Dear Mrs. Employee:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you of the outcome of the complaint of alleged bullying/harassment filed (against your student / against you), which occurred on (date of occurrence).

After a thorough investigation, initiated on (date investigation began), based on the state statute and on the District's policy, it has been determined that an act of bullying/harassment did not occur.

Remember, all individuals have a right to file a complaint, and it is the responsibility of the School Board of Nassau County to investigate the allegations. Also, anyone accused of bullying/harassment should not retaliate in any way against any individual filing a complaint. It is our sincere hope that this situation has been resolved, and we are closing this file.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF OUTCOME OF BULLYING/HARASSMENT COMPLAINT**  
**SUBSTANTIATED FINDING: TO THE ACCUSED**

(Date)

*(If the accused was a student)*

*(if the accused was a staff member)*

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

or

Mrs. Iman Employee  
456 Country Lane  
Hometown, FL 33333

Dear Parent/Guardian:

Dear Mrs. Employee:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you of the outcome of the complaint of alleged bullying/harassment (filed against your student / against you), which occurred on (date of occurrence).

After a thorough investigation, initiated on (date investigation began), based on the state statute and on the District's policy, it has been determined that an act of bullying/harassment did occur. Therefore, the following action will be taken:

(insert description of actions taken including any behavioral interventions, student disciplinary sanctions as outlined in the Code of Student Conduct, employee discipline, referral to law enforcement, and/or other actions)

Remember, all individuals have a right to file a complaint, and it is the responsibility of the School Board of Nassau County to investigate the allegations. Also, anyone accused of bullying/harassment should not retaliate in any way against any individual filing a complaint. It is our sincere hope that this situation has been resolved, and that the educational environment will be improved for all parties involved.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF OUTCOME OF BULLYING/HARASSMENT COMPLAINT**  
**NEGATIVE FINDING: TO THE VICTIM**

(Date)

*(If the victim was a student)*

*(if the victim was a staff member)*

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

or

Mrs. Iman Employee  
456 Country Lane  
Hometown, FL 33333

Dear Parent/Guardian:

Dear Mrs. Employee:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you of the outcome of the complaint of alleged bullying/harassment filed in which (your child was / you were) named as the victim, that occurred on (date of occurrence).

After a thorough investigation, initiated on (date investigation began), based on the state statute and on the District's policy, it has been determined that an act of bullying/harassment did not occur. On behalf of the school district, we thank you for bringing this incident to our attention. Our primary concern is for the safety of the student, and therefore, even though the incident did not meet the criteria for bullying, we will put the following measures in place:

[Examples – safety plan for the student, interventions in place, directive for the accused to avoid contact with the student, a staff member with whom the student can speak to express further concerns, means by which the student can make up work due to absences caused by the incident, assurance that there will be no retaliation for the complaint, etc.]

It is our sincere hope that this situation has been resolved, and we are closing this case. We will keep the investigation documents on file for future reference, if needed.

Sincerely,

Principal

Cc: Kathy Burns, Superintendent

**School Letterhead**  
**NOTIFICATION OF OUTCOME OF BULLYING/HARASSMENT COMPLAINT**  
**SUBSTANTIATED FINDING: TO THE VICTIM**

(Date)

*(If the accused was a student)*

*(if the accused was a staff member)*

To the Parent/Guardian of:  
Sam Student  
123 Home Road  
Hometown, Florida 33333

or

Mrs. Iman Employee  
456 Country Lane  
Hometown, FL 33333

Dear Parent/Guardian:

Dear Mrs. Employee:

As per the requirements of the "Jeffrey Johnson Stand Up For All Students Act" and the Nassau County Schools' Anti-Bullying/Harassment Policy 5.49, this letter is being sent to notify you of the outcome of the complaint of alleged bullying/harassment filed in which (your child was / you were) named as the victim, that occurred on (date of occurrence).

After a thorough investigation, initiated on (date investigation began), based on the state statute and on the District's policy, it has been determined that an act of bullying/ harassment did occur.

As a result of the findings of this investigation, appropriate disciplinary action will be taken. Our primary concern is for the safety of the student, and therefore, we will also put the following measures in place:

[Examples – safety plan for the student, interventions in place, directive for the accused to avoid contact with the student, a staff member with whom the student can speak to express further concerns, means by which the student can make up work due to absences caused by the incident, assurance that there will be no retaliation for the complaint, etc.]

[If the victim is a student and the bullying incident resulted in the perpetrator being charged with a crime, also add this statement: As required by the Unsafe School Choice Option, No Child Left Behind, Title IX, Part E, Subpart 2 Section 9532, a student who is a victim of a violent criminal offense while on the grounds of the public school that the student attends will be allowed to attend a safe school within the District. Please contact me in regard to this option if you choose to take it.]

It is our sincere hope that this situation has been resolved, and that the educational environment will be improved for (your child/you).

Sincerely,

Principal

Cc: Kathy Burns, Superintendent