



3900 Broadway
Everett, WA 98201

[date]

[name]

[address]

[city, state, zip]

Dear [name of parent/guardian]:

This letter is being sent to you because the school was notified that your child, [name] was the subject of an allegation of harassment, intimidation and bullying. The Everett School District defines harassment, intimidations and bullying as:

“any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (race, color, national origin [including language], sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics when the act:

- physically harms a student or damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

In accordance with Everett Public Schools Policy 3204 and Procedure 3204P, school personnel investigated the allegations and determined that the accusations were

<FOUNDED/UNFOUNDED>.

As a result, your student <WILL/WILL NOT> receive corrective measures. <SUMMARIZE CORRECTION ACTION>.

If you have any questions about the investigation or want to dispute the corrective action, please contact the building principal. If you have concerns about the Harassment, Intimidation and/or Bullying Investigation and how it was conducted, you may contact the Everett Public Schools HIB Compliance Officer, Dani Mundell, at 425-385-4260.

If you have any questions or wish to schedule a conference with me, please feel free to contact me at <SCHOOL NAME/PHONE NUMBER>.

Sincerely,

[name]

[title]

[school]

[phone number]

cc: HIB Compliance Officer