



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] may have been the target of harassment, intimidation and bullying. The Everett Public Schools 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, corrective measures <WILL/WILL NOT> be implemented. Please contact me immediately if your child informs you that the problem persists and/or if your child needs additional support.

If you are not satisfied with the results of the investigation, please contact me to discuss this further. If you remain dissatisfied with the outcome, Everett Public Schools provides you or your child with the option to appeal the finding of the school by requesting a conference with the HIB Compliance Officer, Dani Mundell at 425-385-4260 within five (5) school days of receiving this letter.

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