



# CLEVELAND PREPARATORY ACADEMY

## Notification of Alleged Bullying Letter

Dear Parent/Guardian of \_\_\_\_\_:

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 Cleveland Preparatory Academy 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. This letter will be placed in your scholar's student file.

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

Yours in Education,

**CLPA Leadership Team**

216. 741. 2991

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