***USERS NOTE: Used to announce conclusion of investigation to Complainant/Targeted Student Family in cases where is a finding of a student conduct violation of the HHB Policy.***

**TO: Complainant Student/Parent(s)**

**RE: Announcement of Conclusion of Investigation with HHB Substantiated**

On [Insert date of letter which announced investigation] you were provided written notification that the school had initiated an investigation under [SCHOOL NAME] School District’s Policy For the Prevention of Harassment, Hazing and Bullying and our related Procedures.

I write today to report the investigation was completed on [INSERT DATE] *[users note: date that investigation is completed cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation AND should not be more than 5 school days prior to today’s date unless a delay letter was sent]* with a finding of **substantiation of a violation of the school’s aforementioned policy,** with respect to (INSERT ALL TERMS SUBSTANTIATED THAT APPLY: “harassment”/”hazing”/”bullying”/”retaliation”).

Although Federal privacy law prevents me from discussing whether disciplinary action has been taken in this matter with respect to other students, (Procedures, Section III.H.I.3), I can tell you we are mindful of our obligation to take prompt and reasonable remedial actions to prevent a reoccurrence of the offending conduct, and to remedy its effects on the victim. We therefore have taken and will take steps consistent with this obligation as outlined in Section IV., Procedures on the Prevention of Harassment, Hazing and Bullying, subject to any appeal rights that the offending student may choose to exercise.

Please be advised that in cases of alleged harassment you are entitled to an Internal Review of our investigations’ conclusions regarding whether harassment occurred. (Procedures, Section V.A.) Such review shall be completed within thirty days. You can also seek an Independent Review by an investigator selected by the school from a roster of investigators maintained by the Vermont Agency of Education in conjunction with the Vermont Human Rights Commission of our investigation’s conclusions regarding whether harassment occurred or when found to have occurred whether the school’s response was adequate to solve the problem. (Procedures, Section V.B.) If you wish to pursue one - or both - of these options please contact our Superintendent of Schools at [INSERT ADDRESS]. Please submit your request in writing and no later than (INSERT DATE THIRTY CALENDAR DAYS FROM TODAYS DATE).

You may also refer complaints regarding incidents of alleged harassment to the Vermont Human Rights Commission or the U.S. Department of Education Office of Civil Rights division for review. The contact information for both entities are listed in Procedures Section V.C. (Enclosed)

Thank you again for your cooperation as we continue to work towards creating a school environment that is supportive, respectful and safe for all students.

Signed,

Designated Employee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

CC: Investigator’s Investigative File