***USERS NOTE: Used to announce conclusion of investigation to Complainant/Targeted Student Family in cases where there is no finding a student conduct violation of the HHB Policy - but there was another code of conduct violation found (the details of which cannot be disclosed specifically due to FERPA).***

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

**RE: Announcement of Conclusion of HHB Investigation and Finding (NO HHB but WAS COC Violation)**

On [Insert date of first letter announcing investigation] you were provided written notification that the school had initiated an investigation under [INSERT SCHOOL OR SU NAME] 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]* and concluded that there was **no substantiation of a violation of the school’s aforementioned policy.**

Please also be advised that all persons who participated in this investigation continue to have the right to be free from any acts of retaliation against them stemming from that participation.

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. (Procedures, Section V.B.) If you wish to pursue one - or both - of these options please contact our Superintendent of Schools at [INSERT ADDRESS]. In the case of an independent review please submit your request in writing and no later than (insert date thirty days from the date of this letter). (NOTE: **It is recommended that schools amend the procedures to explicitly provide in cases of an internal review a similar time limit for parent to the review (30 days is appropriate), and that the request be in writing. If you have done so then you can omit the limiting phrase in the prior sentence: “*In the case of an independent review*”).**

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