***NOTE: To be used to announce initiation of investigation to Respondent/Accused/Student/Employee. BE SURE TO READ THE WHOLE LETTER AND EDIT APPROPRIATE TO THE FACTS OF YOUR CASE.***

**TO: Respondent Student/Parent(s) or Respondent Staff**

**RE: Announcement of Commencement of Investigation to Respondent**

On (insert applicable date) [INSERT SCHOOL ADMINISTRATOR’S NAME] determined the school was in possession of information which alleges you/your child may have engaged in inappropriate student conduct which [INSERT SCHOOL ADMINISTRATOR’S NAME] reasonably believes may constitute harassment, hazing and/or bullying.

I am providing you with written notice that the [INSERT THE SCHOOL NAME] has initiated an investigation under School District’s Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures to ascertain whether or not the alleged behaviors occurred - and if so – whether they violated the policy. (Procedures, Section II.B.) I am enclosing a copy of both the policy and the related procedures - for your information. I would encourage you to please review these/review these with your (son/daughter).

Please be aware that the investigation is confidential. (Procedures, Section VI.) This is for the rights of all involved. Accordingly, I may not disclose details of the alleged incidents to you to the extent they involve other students. With respect to (you/your child) I can tell you that we are investigating conduct that may have occurred [(insert a date or time range) (insert the location or context of the behavior)] which may have included conduct that was [CHOSE ONE☹ if the case is harassment) based on or motivated by (race/gender, etc.)) OR if the case is bullying (intended to humiliate/ridicule/intimidate) OR if the case is hazing (knowing or recklessly endangering the mental or physical health of another and in connection with a school sponsored organization)]. We will be investigating to ascertain the details of what in fact occurred and whether or not our Policy for the Prevention of Harassment, Hazing and Bullying was violated.

In addition, please be aware that all students connected with this investigation, as well as any other students who cooperate in this investigation – including (you/your child) - have a right to be free from and are protected from any retaliation as a result of the filing of this complaint and/or participation in this investigation. Accordingly, if at any time you (or your child) believe that he/she has been subject to retaliation by either students or faculty I would encourage you to contact me immediately so that we may take prompt, appropriate action.

You will receive written notification of the completion of our investigation and whether any alleged policy violation(s) were or were not substantiated. (Procedures Section III.H.) In the meantime, please feel free to contact me regarding any questions you may have about our policies/procedures or the investigation.

Thank you 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