***USERS NOTE: Used to announce conclusion of investigation to Respondent Employee/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 requiring further action.***

TO: Respondent Employee/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 [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]* and concluded that although there was no substantiation of a violation of the school’s aforementioned policy, inappropriate conduct violating the school’s (insert specific reference to general code of conduct violated) was found to have occurred.

As a consequence, you/your child (will serve/be required to engage in) [ANNOUNCE DISCIPLINE FOR OTHER CODE OF CONDUCT VIOLATIONS TO THE EXTENT THEY ARE TO BE IMPOSED.] [IN CASES OF OUT OF SCHOOL SUSPENSION ANNOUNCE ANY RE-ENTRY MEETING TO BE HELD BY DATE AND TIME IF APPROPRIATE.]

[USERS NOTE: IN CASES OF SCHOOL ADMINISTRATOR RECOMMENDATIONS OF DISCIPLINE EXCEEDING TEN DAYS SUSPENSION OR EXPULSION YOU MUST ANNOUNCE IN WRITING and SCHEDULE A BOARD LEVEL HEARING, WITH PRIOR WRITTEN NOTICE TO FAMILY OF STUDENT/PARENT RIGHTS TO ATTEND BOARD MEETING AND OTHER DUE PROCESS RIGHTS TO BRING LEGAL COUNSEL, QUESTION WITNESSES, ETC. LEGAL COUNSEL SHOULD BE CONSULTED IN SUCH CASES].

Please 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.

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