***USERS NOTE: To be used to announce conclusion of investigation to Complainant/Targeted Student Family where there is No Finding of Student Conduct HHB Policy (nor other code of conduct violations)***

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

**RE: Announcement of Completion of Investigation and HHB Findings**

On [Insert date of the letter that announced initiation of the investigation] you were provided written notification that the school had initiated an investigation under [INSERT NAME OF SCHOOL] 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 INVESTIGATING WAS COMPLETED] [note this date can NOT be more than 5 school days prior to today’s date AND cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation - UNLESS a letter announcing delay was sent] with a finding of **no substantiation of a violation of the school’s aforementioned policy.**  (Procedures, Section III.H.)

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.

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 in writing at [INSERT ADDRESS]. In either instance please submit your written request no later than [INSERT DATE WHICH IS 30 CALENDAR DAYS FROM TODAY’S DATE/ OF THIS LETTER].

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., page 9. (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