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

**TO: Respondent Employee/Student/Parent(s)**

**RE: Announcement of Completion of Investigation**

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 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 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.

I encourage you to contact me with any remaining questions or concerns that you have.

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