***USERS NOTE: Used to announce conclusion of investigation to Respondent Employee/Student/Family in cases where is a finding of a student conduct violation of the HHB Policy.***

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

**RE: Announcement of Conclusion of Investigation with HHB Substantiated**

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]*with a finding of **substantiation of a violation of the school’s aforementioned policy,** with respect to (INSERT ONE: “harassment”/”hazing”/”bullying”/”retaliation”).

By law and Section IV of our Procedures on the Prevention of Harassment, Hazing and Bullying of Students we are required to take prompt and appropriate reasonable steps to prevent a reoccurrence of the offending conduct. We have taken and will take steps consistent with this obligation. Accordingly, you/your child (will serve/be required to engage in) [ANNOUNCE DISCIPLINE FOR HHB POLICY 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. WHERE THE SCHOOL ADMINISTRATOR RECOMMENDS DISCIPLINE FOR MORE THAN TEN DAYS SUSPENSION OR EXPULSION, INSERT LANGUAGE DETAILING THEIR RIGHT TO ATTEND BOARD MEETING AND RELATED PROCESS HERE WITH REFERENCE TO RIGHTS TO BRING LEGAL COUNSEL, QUESTION WITNESSES, ETC. LEGAL COUNSEL SHOULD BE CONSULTED IN ALL SUCH CASES)]

Any person determined to be violation of the Policy for the Prevention of Harassment, Hazing & Bullying of Students may appeal that determination and/or any related disciplinary action(s) taken, directly to the board of the school district. (Procedures, Section V “Rights of Accused Students.”) Should you wish to pursue this right, please contact in writing within ten calendar days of receipt of this letter the school board directly of that request. The Board will then set the matter for review at the next scheduled school board meeting to the extent practicable, but no later than 30 days from receipt of your request. Please note while discipline recommendations *in excess of ten days of suspension shall be considered “stayed*” until the conclusion of such review and other related board reviews, other lesser suspensions, discipline and/or other actions taken for the safety of students may still proceed to the extent practicable. Please see the attached Procedures for further details regarding this process.

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