***NOTE: To be used to announce that there will be a delay in initiation of investigation given special, documented circumstances. Once investigation commences, the DRAFT announcement of HHB or Retaliation investigation letters should STILL then be sent to both parties’ parents. The task of announcing a retaliation investigation is NOT specifically addressed in the VT Procedures so this letter is included both here and in the Designated Employee’s Tool Kit.***

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

**RE: Announcing Special Circumstances Delaying Initiation of Investigation**

On (insert applicable date) [INSERT SCHOOL ADMINISTRATOR’S NAME] determined the school was in possession of information which alleges your child may have been subjected to inappropriate student conduct which [INSERT SCHOOL ADMINISTRATOR’S NAME] reasonably believes may constitute harassment, hazing, bullying or retaliation. I am enclosing copies of both School District Policy for the Prevention of Harassment, Hazing and our related Procedures for your information. Under the Procedures [INSERT SCHOOL NAME] is required to initiate an investigation of those allegations within one school day of its receiving that information, except where special circumstances exist. (Procedures, Section III.A.)

I am providing written notification to you that special circumstances exist in this case ***[OPTIONAL: “whereby …” (INSERT BRIEF EXPLANATION OF DELAY TO THE EXTENT POSSIBLE WITHOUT VIOLATING OTHER STUDENT PRIVACY RIGHTS, i.e., investigator absence/illness, student witness availability (generally), school activities necessitating student absences from campus, government agency or police directives received by school)]*** such that the school will not be able to initiate the investigation within that time limit.

You will receive written confirmation when the investigation has in fact commenced, which we anticipate will be no later than [INSERT DATE].

Please feel free to contact me with any questions.

Signed,

Designee/Investigator (Model Procedures do not assign explicitly)

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