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

**RE: Announcement of Commencement of Retaliation Investigation**

On (insert applicable date) [INSERT SCHOOL ADMINISTRATOR’S NAME] determined the school was in possession of information which alleges (you/your child) may have been subjected to inappropriate student conduct which [INSERT SCHOOL ADMINISTRATOR’S NAME] reasonably believes may constitute retaliation in violation of the Policy for the Prevention of Harassment, Hazing and Bullying of Students.

I am therefore providing you with written notice that the [INSERT THE SCHOOL NAME] has initiated an investigation under School District’s Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures to ascertain whether or not the alleged behaviors occurred - and if so – whether they violated the policy. (Procedures, Section II.B.) I am enclosing a copy of policy and related procedures - for your information. I would encourage you to please review these policies and procedures/ I would encourage you to please review these policies and procedures with your (son/daughter).

Please be aware that the investigation is confidential. (Procedures, Section VI.) This is for the rights of all involved. Accordingly, I may not disclose details of the alleged incidents to you to the extent they involve other students.

Please also know also that you/your child has a right to be free of any additional retaliation from students or faculty as a result of the filing of this complaint and participation in this investigation. (Policy, Section IV. N.) Accordingly, if at any time you believe that you/your child has been subject to further retaliation by either students or staff I would encourage you to contact me immediately so that we may take prompt, appropriate action.

You will receive written notification of the completion of our investigation and whether any alleged policy violation(s) were or were not substantiated. (Procedures, Section III.H.) In the meantime, please feel free to contact me regarding any questions you may have about our policies/procedures or the investigation.

Thank you for your cooperation as we continue to work towards creating a school environment that is supportive, respectful and safe for all students.

Signed,

**Investigator/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