***NOTE: To be used to provide notice that there will be a change in the scope of an ongoing HHB investigation. For example, a student may have been considered a COMPLAINANT but upon further investigation the investigator obtains information which results in the Building Administrator concluding they have reasonable belief that the COMPLAINANT engaged in conduct which might violate the HHB policy and therefore they will also be investigated as a RESPONDENT. The task of announcing a change in scope for an investigation is NOT specifically addressed in the VT Procedures but as a decision of the investigator it appears appropriate that they announce this fact. If a student who was a RESPONDENT originally in an investigation is now also going to be considered a COMPLAINANT as a result of a scope change or addition, that fact should be announced to their parents using the standard “announcement of HHB investigation” letter, with case specific modifications.***

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

**RE: Announcing Change in Scope**

On (INSERT THE DATE OF YOUR ORIGINAL ANNOUNCEMENT OF INVESTIGATION LETTER) you were provided with written notice that the [INSERT THE SCHOOL NAME] had initiated an investigation under School District’s Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures.

I am therefore providing you with written notification that information obtained in the course of the investigation has resulted in a change or additional scope of inquiry whereby ***(INSERT BRIEF EXPLANATION TO THE EXTENT POSSIBLE WITHOUT VIOLATING OTHER STUDENT PRIVACY RIGHTS, i.e., your child’s conduct shall also be a focus of the inquiry i.e., to see whether or not their conduct may have violated the HHB policy)]***.

Please feel free to contact me with any questions.

Signed,

Designee(Model Procedures do not assign this duty 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