**2016 TABLE OF FORMS & LETTERS FOR HHBR INVESTIGATIONS, INTERNAL REVIEWS AND BOARD LEVEL APPEALS & USE INSTRUCTIONS**

1. **Form Letters Announcing Investigation & Delay In Commencement of HHB or**

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NOTE: Send only if investigation cannot commence within 1 school day from notice of information to the Designated Employee that forms the basis for the reasonable belief by the Building Administrator that harassment/hazing/bullying/retaliation may have occurred.

Select the letter appropriate to the audience (complainant/targeted student OR accused student).

Even if sent, letters at “II” below must still be sent once investigation is commenced.

1. **Form Letters Announcing HHB or Retaliation Investigation Commencement…………...6-9**

NOTE*:* Send every time investigation commences (even if there was a delay in the start of the investigation as noted in “I” above).

Select the letter appropriate to the audience (complainant/targeted student OR accused student) and for the focus of the investigation of which there are two possibilities:

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NOTE: Send only if investigator cannot submit initial written determination to School Administrator within 5 school days from date of notice of information to Designated Employee that forms reasonable belief by School Administrator that harassment/hazing/bullying/retaliation may have occurred.

Select the letter appropriate to the audience (complainant/targeted student OR accused student). In addition, letters provided under “IV” below must still be sent once investigation is completed.

1. **Form Letters Announcing Completion of HHB or Retaliation Investigation and Outcomes……….……………………………………………………………………………12-20**

NOTE: Send at the conclusion of every investigation of HHB or retaliation.

Select the letter appropriate to the audience (complainant/targeted student OR accused student) and for the outcomes of which there are three possibilities:

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**FORM LETTER ANNOUNCING DELAY IN STARTING HHB / RETALIATION INVESTIGATION**

***NOTE: To be used to announce investigation and that there will be a delay in initiation given special, documented circumstances. Once investigation commences, the DRAFT announcement of HHB or Retaliation investigation letter should then be sent to both parties’ parents.***

**TO: Complainant 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 [INSERT SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students 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,

School Administrator OR 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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING DELAY IN STARTING HHB/ RETALIATION INVESTIGATION**

***NOTE: To be used to announce investigation and that there will be a delay in initiation given special, documented circumstances. Once investigation commences, the FORM announcement of HHB or Retaliation investigation letter should then be sent to both parties’ parents.***

**TO: Accused 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 engaged in inappropriate student conduct which [INSERT SCHOOL ADMINISTRATOR’S NAME] reasonably believes may constitute harassment, hazing, bullying or retaliation. I am enclosing copies of both [INSERT SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students for your information. Under the Procedures [INSERT THE SCHOOL NAME] is required to initiate an investigation of those allegations within one school day of receipt of 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,

School Administrator OR Designee/Investigator(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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING COMMENCMENT OF HHB INVESTIGATION**

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

**RE:** Announcement of Commencement of HHB 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 and/or bullying.

I am providing you with written notice that the [INSERT THE SCHOOL NAME] has initiated an investigation under [INSERT THE SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students 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 both the policy and the related procedures for your information. I would encourage you to please review these 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 know that your child has a right to be free of any retaliation from students or faculty as a result of the filing of this complaint and/or participation in this investigation. (Policy, Section IV. N.) Accordingly, if at any time you believe that your child has been subject to 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,

**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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING COMMENCMENT OF HHB INVESTIGATION**

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

**RE: Announcement of Commencement 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 engaged in inappropriate student conduct which [INSERT SCHOOL ADMINISTRATOR’S NAME] reasonably believes may constitute harassment, hazing and/or bullying.

I am providing you with written notice that the [INSERT THE SCHOOL NAME] has initiated an investigation under [INSERT THE SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students 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 both the policy and the related procedures for your information. I would encourage you to please review these 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.

In addition, please be aware that all students connected with this investigation, as well as any other students who cooperate in this investigation – including your child - have a right to be free from and are protected from any retaliation as a result of the filing of this complaint and/or participation in this investigation. Accordingly, if at any time you or your child believe that he/she has been subject to retaliation by either students or faculty 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

**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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING RETALIATION INVESTIGATION**

**TO: Complainant 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 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 [INSERT THE SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students 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 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 that 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 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,

**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

BCC: Investigator’s Investigative File**FORM LETTER ANNOUNCING RETALIATION INVESTIGATION**

**TO: Accused 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 your child may have engaged in 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 [INSERT THE SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students 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 both the policy and the related procedures for your information. 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.

In addition, please be aware that all students connected with this investigation – including your child - have a right to be free from and are protected from any additional retaliation as a result of the filing of this complaint and participation in this investigation. Accordingly, if at any time you or your child believe that they have been subject to further retaliation by either students or faculty 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

**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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING DELAY TO TARGETED STUDENT IN COMPLETING HHB OR RETALIATION INVESTIGATION**

***NOTE: To be used to provide notice that there will be a delay in completion of HHB or Retaliation investigation, given special, documented circumstances. Once investigation is completed, the DRAFT announcement of HHB or Retaliation completion investigation letter(s) should then be sent to both parties’ parents.***

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

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

On (INSERT DATE OF ORIGINAL ANNOUNCEMENT LETTER) you were provided with written notice that the [INSERT THE SCHOOL NAME] had initiated an investigation under [INSERT THE SCHOOL NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students. Under the accompanying Procedures the school is required to complete its investigation within five school days unless special circumstances are present and documented. (Procedures, Section III.A.)

I am therefore providing you with written notification 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 complete the investigation within that time limit.

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

Please feel free to contact me with any questions.

Signed,

School Administrator/Investigator/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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING DELAY TO ACCUSED STUDENT IN COMPLETING HHB OR RETALIATION INVESTIGATION**

***NOTE: To be used to provide notice that there will be a delay in completion of HHB or Retaliation investigation, given special, documented circumstances. Once investigation is completed, the DRAFT announcement of HHB or Retaliation completion investigation letter(s) should then be sent to both parties’ parents.***

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

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

On (INSERT DATE OF ORIGINAL ANNOUNCEMENT LETTER) you were provided with written notice that the [INSERT THE SCHOOL NAME] had initiated an investigation under [INSERT THE SCHOOL NAME] Policy for the Prevention of Harassment, Hazing and Bullying of Students and accompanying Procedures on the Prevention of Harassment, Hazing and Bullying of Students. Under the accompanying Procedures the school is required to complete its investigation within five school days unless special circumstances are present and documented. (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 complete the investigation within that time limit.

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

Please feel free to contact me with any questions.

Signed,

School Administrator/Investigator/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

BCC: Investigator’s Investigative File

**FORM LETTER ANNOUNCING NO STUDENT CONDUCT POLICY VIOLATION (HHB or OTHERWISE)**

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

On [Insert date of first letter announcing investigation] you were provided written notification that the school had initiated an investigation under [INSERT THE 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] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 10 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] 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.

Please be advised that in cases of alleged harassment you are entitled to an Internal Review of our investigations’ conclusions regarding whether harassment occurred. (Procedures, Section V.A.) Such review shall be completed within thirty days. You can also seek an Independent Review by an investigator selected by the school from a roster of investigators maintained by the Vermont Agency of Education in conjunction with the Vermont Human Rights Commission of our investigation’s conclusions regarding whether harassment occurred. (Procedures, Section V.B.) If you wish to pursue one - or both - of these options please contact our Superintendent of Schools at [INSERT ADDRESS]. In the case of an independent review please submit your request in writing and no later than (insert date thirty days from the date of this letter). (NOTE: **It is recommended that schools amend the procedures to explicitly provide in cases of an internal review a similar requirement for a time limit for parent to review (30 days is appropriate), and that the request be in writing. If you have done so then you can omit the limiting phrase in the prior sentence “*In the case of an independent review*”).**

You may also refer complaints regarding incidents of alleged harassment to the Vermont Human Rights Commission or the U.S. Department of Education Office of Civil Rights division for review. The contact information for both entities are listed in Procedures Section V.C. (Encl.)

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

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**DRAFT LETTER ANNOUNCING NO STUDENT CONDUCT POLICY VIOLATION (HHB or OTHERWISE)**

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

On [insert date of first letter announcing investigation] you were provided written notification that the school had initiated an investigation under [INSERT THE SCHOOL OR SU NAME] Policy for the Prevention of Harassment, Hazing and Bullying and our related Procedures.

I write today to report that the investigation was completed on [INSERT DATE] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 11 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] 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,

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**DRAFT LETTER ANNOUNCING STUDENT CODE OF CONDUCT VIOLATION, BUT NOT HHB POLICY**

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

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] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 10 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] and concluded that although inappropriate conduct was found to have occurred, there was **no substantiation of a violation of the school’s aforementioned policy.**

Although federal privacy law prevents me from discussing whether disciplinary action has been taken to address the inappropriate conduct found to have occurred and committed by other student(s) - I can tell you we pursue prompt and reasonable remedial actions designed to prevent a reoccurrence of behaviors inconsistent with a positive, safe and inclusive school environment.

Please also 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.

Please be advised that in cases of alleged harassment you are entitled to an Internal Review of our investigations’ conclusions regarding whether harassment occurred. (Procedures, Section V.A.) Such review shall be completed within thirty days. You can also seek an Independent Review by an investigator selected by the school from a roster of investigators maintained by the Vermont Agency of Education in conjunction with the Vermont Human Rights Commission of our investigation’s conclusions regarding whether harassment occurred. (Procedures, Section V.B.) If you wish to pursue one - or both - of these options please contact our Superintendent of Schools at [INSERT ADDRESS]. In the case of an independent review please submit your request in writing and no later than (insert date thirty days from the date of this letter). (NOTE: **It is recommended that schools amend the procedures to explicitly provide in cases of an internal review a similar time limit for parent to review (30 days is appropriate), and that the request be in writing. If you have done so then you can omit the limiting phrase in the prior sentence: “*In the case of an independent review*”).**

You may also refer complaints regarding incidents of alleged harassment to the Vermont Human Rights Commission or the U.S. Department of Education Office of Civil Rights division for review. The contact information for both entities are listed in Procedures Section V.C. (Encl.)

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,

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**DRAFT LETTER ANNOUNCING STUDENT CODE OF CONDUCT VIOLATION, BUT NOT HHB POLICY**

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

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] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 11 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] and concluded that although there was no substantiation of a violation of the school’s aforementioned policy, inappropriate conduct violating the school’s (insert specific reference to general code of conduct violated) was found to have occurred.

As a consequence, your child (will serve/be required to engage in) [ANNOUNCE DISCIPLINE FOR OTHER CODE OF CONDUCT 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].

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.

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,

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**DRAFT LETTER ANNOUNCING VIOLATION OF HHB POLICY OR RETALIATION**

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

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] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 10 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] with a finding of **substantiation of a violation of the school’s aforementioned policy,** with respect to (INSERT ALL THAT APPLY: “harassment”/”hazing”/”bullying”/”retaliation”).

Although Federal privacy law prevents me from discussing whether disciplinary action has been taken in this matter with respect to other students, (Procedures, Section III.H.I.3), I can tell you we are mindful of our obligation to take prompt and reasonable remedial actions to prevent a reoccurrence of the offending conduct, and to remedy its effects on the victim. We therefore have taken and will take steps consistent with this obligation as outlined in Section IV., Procedures on the Prevention of Harassment, Hazing and Bullying, subject to any appeal rights that the offending student may choose to exercise.

Please be advised that in cases of alleged harassment you are entitled to an Internal Review of our investigations’ conclusions regarding whether harassment occurred. (Procedures, Section V.A.) Such review shall be completed within thirty days. You can also seek an Independent Review by an investigator selected by the school from a roster of investigators maintained by the Vermont Agency of Education in conjunction with the Vermont Human Rights Commission of our investigation’s conclusions regarding whether harassment occurred or when found to have occurred whether the school’s response was adequate to solve the problem. (Procedures, Section V.B.) If you wish to pursue one - or both - of these options please contact our Superintendent of Schools at [INSERT ADDRESS]. In the case of an independent review please submit your request in writing and no later than (insert date thirty days from the date of this letter). (NOTE: **It is recommended that schools amend the procedures to explicitly provide in cases of an internal review a time limit for parent to review (30 days is appropriate), and that the request be in writing. If you have done so then you can omit the limiting phrase “In the case of an independent review”).**

You may also refer complaints regarding incidents of alleged harassment to the Vermont Human Rights Commission or the U.S. Department of Education Office of Civil Rights division for review. The contact information for both entities are listed in Procedures Section V.C. (Encl.)

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,

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**DRAFT LETTER ANNOUNCING VIOLATION OF HHB OR RETALIATION FOUND**

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

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] [note this date should not be more than 5 school days prior; and unless a delay letter was sent – see page 11 above – cannot be more than 5 school days from the date of receipt of notice of information by the designee which prompted the investigation)] 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, your child (will serve/be required to engage in) [ANNOUNCE DISCIPLINE FOR HHB POLICY VIOLATIONS IF THEY ARE TO BE IMPOSED.] [IN CASES OF OUT OF SCHOOL SUSPENSION ALSO ANNOUNCE ANY RE-ENTRY MEETING TO BE HELD BY DATE AND TIME IF APPROPRIATE.]

Any student determined to be in 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.

[ADDITIONALLY WHERE THE SCHOOL ADMINISTRATOR RECOMMENDS DISCIPLINE FOR MORE THAN TEN DAYS SUSPENSION OR EXPULSION, IT IS RECOMMENDED THAT YOU CONTACT LEGAL COUNSEL IN DRAFTING OF THIS NOTICE AS STUDENT MAY ADDITIONALLY BE ENTITLED TO BRING LEGAL COUNSEL, QUESTION WITNESSES, ETC].

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,

Designee

Enclosures: Policy for the Prevention of Harassment, Hazing and Bullying of Students; Procedure for the Prevention of Harassment, Hazing and Bullying of Students

BCC: Investigator’s Investigative File

**STUDENT CONDUCT FORM (TO BE COMPLETED BY STAFF)**

**DISTRICT EMPLOYEE AUTHOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Direct witness?  Y N).**

**OR - STUDENT/ADULT REPORTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IDENTITY OF ALLEGED STUDENT OFFENDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF INCIDENT WITNESSED: Date:\_\_\_\_ Time: \_\_\_\_\_\_\_**

**DATE OF REPORT BY STUDENT or THIRD PARTY: Date:\_\_\_ Time: \_\_\_\_**

**DESCRIPTION OF CONDUCT REPORTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT WITNESSES (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISTRICT EMPLOYEE WITNESSES (IF ANY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENTS INTERVIEWED BY EMPLOYEE AUTHOR (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INITIAL ACTIONS BY EMPLOYEE AUTHOR IF WITNESS TO EVENTS; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NEXT STEPS TO BE TAKEN BY EMPLOYEE AUTHOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INCIDENT REPORTED TO DESIGNATED EMPLOYEE?\_\_\_ YES \_\_\_ NO**

**If no, explain in detail WHY not reported to DE:**

**IF REPORTED TO DE, DATE & TIME INCIDENT WAS REPORTED TO C-1 DESIGNEE: DATE \_\_\_ / TIME\_\_\_\_\_\_**

**Signature of Designee acknowledging receipt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT CONDUCT FORM (TO BE COMPLETED BY DESIGNATED EMPLOYEE)**

**DESIGNATED EMPLOYEE AUTHOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(WITNESS INCIDENT?  Y N).**

**OR OF STUDENT/ADULT/EMPLOYEE REPORTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(WITNESS INCIDENT? \_  Y \_ N)**

**IDENTITY OF ALLEGED STUDENT OFFENDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF INCIDENT WITNESSED: Date:\_\_\_\_\_ Time: \_\_\_\_\_**

**OR DATE OF REPORT BY STUDENT or STAFF /THIRD PARTY: Date:\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_**

**DESCRIPTION OF CONDUCT REPORTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT WITNESSES (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISTRICT EMPLOYEE WITNESSES (IF ANY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INITIAL ACTIONS TAKEN BY DE IF WITNESS TO EVENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INCIDENT REPORTED TO SCHOOL ADMINISTRATOR?\_\_\_ YES \_\_ NO**

**If no, explain in detail WHY not reported to SA:**

**DATE & TIME INCIDENT REPORTED BY DE TO SA:**

**DATE \_ / TIME\_\_\_\_\_\_\_\_\_**

**Signature of School Administrator acknowledging receipt:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

**STUDENT CONDUCT FORM (TO BE COMPLETED BY SCHOOL ADMINISTRATOR)**

**SCHOOL ADMIN AUTHOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(WITNESS INCIDENT?  Y N).**

**OR OF STUDENT/ADULT/EMPLOYEE REPORTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IDENTITY OF ALLEGED STUDENT OFFENDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IF WITNESSED/DATE OF INCIDENT : Date:\_\_\_\_ Time: \_\_\_\_\_\_**

**OR DATE OF REPORT BY STUDENT or STAFF /THIRD PARTY:**

**Date:\_\_\_\_\_ Time: \_\_\_\_\_\_\_**

**DESCRIPTION OF CONDUCT REPORTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT WITNESSES (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISTRICT EMPLOYEE WITNESSES (IF ANY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INITIAL ACTIONS TAKEN BY BA -IF WITNESS TO EVENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DETERMINATION BY SA THAT INFO IS CONDUCT WHICH *MAY* CONSTITUTE HHB:**

**YES: \_\_\_ NO: \_\_\_\_: INSERT EXPLANATION FOR BOTH: (Use back of form if needed)**

**Signature of School Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Date of determination) \_\_\_\_\_\_\_\_\_\_\_\_**

**Assignment of Investigator (Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/Time of assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Investigation Launched: (NO later than 1 day from Notice to DE): \_\_\_\_\_**

**Copies of Policy and Procedures Sent to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complainant Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accused: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DRAFT LETTER NOTIFYING PARENT OF RECEIPT OF SUBPOENA SEEKING STUDENT RECORDS**

Dear Parent of Student Whose Records are Sought:

I am writing to inform you that a subpoena seeking educational records of your child was served upon the [SCHOOL NAME], with a compliance date of [DATE]. A copy of that subpoena has been enclosed with this letter.

I am writing to you to provide you with knowledge of the subpoena so that you may, if you wish, seek to prevent the production of your [CHILD’S] educational records directly from the court by filing a motion (request) to prevent disclosure of the educational records. If you intend to do so, please be aware that the school must comply with the subpoena by [SAME DATE]. Accordingly, please let me know if you will seek to prevent the disclosure.

**Please be aware that for as long as the subpoena remains in force the school is obligated to comply with its terms. In the absence of any order from the court preventing disclosure, the school will be obligated to produce your [CHILD’s] records on [SAME DATE].**

Feel free to contact me with any questions. Thank you for your attention to this matter.

Sincerely,

(Signed)

School Administrator

Enclosure: Copy of Subpoena

Cc: Investigative File

**DRAFT LETTER SEEKING CONSENT TO DISCLOSE**

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

**RE: Seeking Consent to Disclose Personally Identifiable Information of Complainant Student to Accused Student/Appellant/Parent(s)**

As you know, on (INSERT DATE) we completed our investigation into a complaint of student conduct under the School’s HHB Policy and determined that the policy was violated. The offending student has chosen to exercise their right to appeal this outcome to the school board. In connection with that appeal, the appellant has requested access to documents created, reviewed and considered in reaching those determinations by the school. Some of those documents make reference to your child. While we have redacted your child’s name and personal information, such redactions may be insufficient to wholly protect your child’s identity in accordance with protections under the Family Education Rights and Privacy Act. 34 C.F.R. Part 99.

I am writing to seek your written, dated, consent to disclose these documents to the Appellant Student/Parent. You have the right to decline to provide this consent and no consequence to your child will result from your refusal to consent.

I am enclosing copies of the documents sought, with your child’s name and information redacted. Please review and if you are willing to consent, sign and date a copy of this letter as indicated below and return to the School. If you do not consent these documents will NOT be released.

Please feel free to call me with any questions.

Signed

Administrator

Enclosures: Copies of Redacted Documents Sought by Appellant Student[[1]](#footnote-1)

**I, (PARENT NAME), consent to disclosure of the attached documents for purposes of the above referenced Appeal process.**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAMPLE ACKNOWLEDGEMENT LETTER**

**TO: Accused Student/Appellant Student/Parent(s)**

**RE: Request for Board Level Appeal of Determination of Policy Violation and/or Related**

**Discipline**

On behalf of the Board I am writing to acknowledge receipt on [*INSERT DATE*] of your written request for a board level review of a determination that your son/daughter violated the school’s [*choose one]* harassment/hazing/bullying policies and/or any discipline imposed as a consequence.

Please be advised that the purpose of our review will be to ascertain whether or not the decisions reached about a policy violation and/or discipline constituted an abuse of discretion by the school level fact finder. While you will be permitted to present any relevant arguments as to whether the school abused its discretion, the Board will not take any evidence or hear the testimony of student witnesses. [NOTE: IN CASES OF SUSPENSION OF MORE THAN 10 SCHOOL DAYS OR EXPULSION, STUDENT MAY ADDITIONALLY HAVE A RIGHT TO COUNSEL AND TO QUESTION WITNESSES] Rather, the Board will review the record of the investigation and adjudication as performed at the school level.

The Board has set this matter for review on [*INSERT DATE that is as soon as practicable, but no later than 30 days from receipt of parent’s letter*], and will be held at [INSERT time and location of that hearing].

Please be reminded that this remains a confidential matter and all students involved are entitled to remain free from retaliation for their participation and/or cooperation in any aspect of this investigation.

Sincerely,

Board Chair /OR Superintendent/Headmaster (Model Procedures do not assign this duty explicitly)

Enc. School HHB Policy and Procedures

Bcc: School Investigative File

**SAMPLE ANNOUNCEMENT OF BOARD DECISION LETTER**

**TO: Accused/Appellant Student/Parent(s)**

**RE: Announcing Board Level Decision Following Appeal of Determination of Harassment, Hazing and/or Bullying and/or related discipline**

I am writing to announce the decision of the (SCHOOL NAME) Board’s (DATE OF HEARING) decision following your appeal of the School’s determination that your son/daughter engaged in an act of harassment, hazing and/or bullying and/or related discipline imposed consistent with that finding.

The Board has concluded that the School:

1. [(CHOOSE **ONE**)Abused/Did not abuse its discretion by concluding that harassment/hazing/bullying (CHOOSE **ONE**) occurred; and
2. [(CHOOSE **ONE**)Abused/Did Not Abuse its discretion] by imposing discipline with respect to the finding that harassment/hazing/bullying (CHOOSE **ONE**) occurred.

Please be advised that the Complainant Student may retain rights of review under Vermont law beyond the school level which may require further action as outlined in the attached HHB Procedures.

This remains a confidential matter and all students involved are entitled to remain free from retaliation for their participation and/or cooperation in any aspect of this investigation.

Sincerely,

BOARD CHAIR/SUPERINTENDENT/HEADMASTER

(Model Procedures do not assign this duty explicitly)

Enc. School HHB Policy and Procedures

Bcc: School Investigative File

**SAMPLE ANNOUNCEMENT OF BOARD DECISION LETTER**

***To be sent to complaining students only when a finding that they were a target of HHB is reversed. Board decisions related to discipline only are FERPA protected and should not be announced to Complainant student.***

**TO: Complaining/Targeted Student/Parents**

**RE: Announcing Board Level Decision Reversing Administration Determination of**

**Harassment, Hazing and/or Bullying**

I am writing to announce the decision of the (SCHOOL NAME) Board’s (DATE OF HEARING) overturning the School’s determination that your son/daughter was the target of student on student conduct which constituted harassment, hazing and/or bullying. The Board has concluded that the School abused its discretion by concluding that harassment/hazing/bullying (CHOOSE **ONE**) occurred in this case.

**[IN A CASE OF ALLEGED HARASSMENT ONLY**: Please be advised that should you be dissatisfied with the Board’s action you may attempt to seek an Independent Review. If you would like to pursue this option please notify me/the Superintendent in writing no later than [INSERT DATE THAT IS thirty days from the date of this letter]. Additionally be advised that you are entitled at any time to refer harassment issues either to the Vermont Human Rights Commission or to the U.S. Department of Education Office of Civil Rights for review. The contact information for these organizations is contained in the policies attached.]

In any case, we will continue to work to provide a safe, respectful and accessible school environment for your son/daughter. [Offer to meet on next steps, if/where appropriate]. Please contact me with any questions you may have.

This remains a confidential matter and all students involved are entitled to remain free from retaliation for their participation and/or cooperation in any aspect of this investigation.

Sincerely,

BOARD CHAIR/SUPERINTENDENT/HEADMASTER (Model Procedures do not assign this duty explicitly)

Enc. School HHB Policy and Procedures

Bcc: School Investigative File

**SAMPLE LETTER INTERNAL REVIEW REQUEST**

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

**RE: Acknowledging Receipt of Request for Internal Review**

I am writing to acknowledge receipt on [INSERT DATE] of your written request for an internal review of the Designee’s initial determination that your son/daughter was not the target of conduct which violated the harassment policy. Thank you for your letter.

Please be advised that the review will consider the sufficiency of both the investigation and its conclusions - based on a review of the school’s harassment policies and procedures, and the written materials collected and reviewed by the designee. The review may involve oral discussions with the investigator. The review will not, however, involve re-interviews of any students or other staff, or perform any independent fact finding regarding the allegations themselves. The review will consider whether or not the Designee’s initial determination is reasonably supported by a review of the process followed and information originally collected.

I will report to the final determination no later than thirty days after receipt of your request for this review. Please be advised that you continue to have the right to seek an Independent Review, conducted by a qualified investigator selected by the school from a list maintained by the Vermont Agency of Education should you so choose. This request must be made within thirty days of my final determination.

Finally, please additionally be advised that you are entitled to refer harassment issues either to the Vermont Human Rights Commission or to the U.S. Department of Education Office of Civil Rights for review. The contact information for these organizations is contained in the policies attached.

Please let me know if you have any questions.

Sincerely,

Superintendent/Headmaster

ENC: School HHB Policies and Procedures

bcc: School investigative file

**SAMPLE LETTER ANNOUNCING FINAL DETERMINATION**

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

**RE: Final Determination Announcement Following Initial Review of Determination of No Harassment Policy Violation**

I am writing to report my final determination regarding the Designee’s initial determination that your son/daughter was not the target of conduct which violated the harassment policy. My review considered the sufficiency of both the investigation and its conclusions - based on the school’s harassment policies and procedures. I have concluded that the initial determination that there was no violation of the harassment policy is [choose either SUPPORTED/UNSUPPORTED (and complete the letter as indicated below)] by my review.

**[IF SUPPORTED]**. Please be advised that you may still seek an Independent Review. If you would like to pursue this option please notify me in writing no later than [INSERT DATE that is thirty days from the date of this letter].

**[IF UNSUPPORTED].** Although federal privacy law prevents me from discussing any specific disciplinary action taken consistent with this finding with respect to other students, I can tell you we are required to take reasonable steps to prevent a reoccurrence of the offending conduct and to remedy its effects on victims and will take steps consistent with this finding and obligation, subject to the outcome of any appeal the student(s) may choose to exercise. Should you feel the actions taken are inadequate to correct the problem, you may seek an Independent Review. Again, if you would like to pursue this option please notify me in writing no later than [INSERT DATE thirty days from the date of this letter].

[**IN EITHER CASE add as appropriate any additional information regarding supports offered to their child, offers to meet with the parents to discuss ongoing concerns, etc.]**

**[IN EITHER CASE]** Finally, please additionally be advised that you are entitled to refer harassment issues either to the Vermont Human Rights Commission or to the U.S. Department of Education Office of Civil Rights for review. The contact information for these organizations is contained in the policies attached.

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

Sincerely,

Superintendent/Headmaster

Enc. School HHB Policies and Procedures

bcc: School investigative file

**FORM LETTER ACKNOWLEDGING RECEIPT OF REQUEST FOR INDEPENDENT REVIEW**

**TO: Harassment Complainant Student/Parent of Harassment Complainant Student**

**FR: Superintendent**

Dear Student/Parent:

I am writing to acknowledge receipt of your request for an Independent Review of the school’s [INSERT THE APPROPRIATE PHRASE, EITHER: “*final determination as to whether harassment occurred*” OR “*response to a finding that harassment occurred*”] dated [INSERT DATE OF COMPLAINANT STUDENT/PARENT OF COMPLAINANT STUDENT’s REQUEST].

Please note that under our policy I shall, as Superintendent/Headmaster, contact the Vermont Agency of Education to request a list of current reviewers. Upon receipt of that list I will promptly select a reviewer, and cooperate with the reviewer to allow the review to proceed expeditiously. The process may involve interviews by the reviewer of your child, as well as relevant school officials and a review of the written materials from the school’s investigation.

I will keep you updated as to the progress of this process. In the meantime, please do not hesitate to contact me with any questions you may have.

Sincerely,

SUPERINTENDENT / HEADMASTER

Cc: Investigation File

**FORM LETTER ANNOUNCING SELECTION OF REVIEWER FOR INDEPENDENT REVIEW**

**TO: Harassment Complainant Student/Parent of Harassment Complainant Student**

**FR: Superintendent**

Dear Student/Parent:

I am writing to update you regarding the status of the Independent Review of the school’s [INSERT THE APPROPRIATE PHRASE, EITHER: “*final determination as to whether harassment occurred*” OR “*response to a finding that harassment occurred*”] dated [INSERT DATE OF COMPLAINANT STUDENT/PARENT OF COMPLAINANT STUDENT’s REQUEST].

We have selected [INSERT REVIEWER NAME] to conduct the Independent Review. The process may involve interviews by the reviewer of your child, as well as relevant school officials and a review of the written materials from the school’s investigation. You can expect to hear directly from the reviewer should an interview of your child be required. You can also expect from this point forward the reviewer will contact you directly to keep you updated as to the progress of this process.

In the meantime, please do not hesitate to contact me with any questions you may have.

Sincerely,

SUPERINTENDENT / HEADMASTER

Cc: Investigation File

1. Documents enclosed in letter should be labelled for this mailing and for future production (if consented to). IE: they each should be labelled consecutively “HHB APPEAL (DATE)/01…” [↑](#footnote-ref-1)