

SCHOOL / DEPARTMENT: \_\_\_\_\_

**RESPONDENT INFORMATION:**

Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INCIDENT INFORMATION:**

Date and time of incident(s): \_\_\_\_\_  
Names of persons involved in incident(s): \_\_\_\_\_  
Location of incident(s): \_\_\_\_\_  
Names of witnesses: \_\_\_\_\_

**Provide a detailed response to the complaint against you. This includes admitting or denying each allegation made and telling your version of the facts (attach additional pages if necessary):**

I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Respondent signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the respondent is unable or unwilling to complete and sign this form, provide the following information and sign below.

Name of person completing form: \_\_\_\_\_ Title: \_\_\_\_\_

Reason respondent did not complete form: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

### **Information for Respondent**

#### **Overview of Investigative Process**

Depending upon the nature of the complaint, the investigation will be conducted either at the school level or at the district level. If additional information is needed, the investigator will contact you for a follow-up interview. The investigation may also include interviews with, and written statements from, the complainant, witnesses, and others identified as having relevant information.

The investigator will consider all the evidence and may issue findings of fact and conclusions as to whether a policy violation has occurred. In the case of policy violation, appropriate disciplinary action may be taken against the respondent and other offenders. Other actions may be taken to address the effects on the complainant and the school/work environment. To the extent legally permissible, the complainant and respondent will be notified of these decisions.

#### **Confidentiality**

The investigation will be conducted in a reasonably confidential manner. However, witnesses and others with pertinent information may need to be made aware of the investigation and sufficient facts to elicit their verbal/written statements. The investigator will take measures to protect confidentiality of the complainant and respondent, including directing all witnesses to not share information about the complaint or investigation.

To maintain the integrity of the investigation, do not attempt to conduct your own parallel investigation. You are hereby directed to refrain from speaking or disseminating relevant facts or information concerning this matter to others, except as may be necessary for your response and defense to the allegations. Disciplinary action may be imposed for violation of this directive.

#### **No Contact or Retaliation**

You should avoid contact with the complainant. This includes written, electronic, verbal, and in-person contact. If contact with the respondent is unavoidable, please notify the investigator. You are also directed to refrain from retaliation against the person who made the complaint. Disciplinary action may be imposed for violation of this directive.

**For School/District Use Only**

*Maintain original at School/Department of Human Resources/District Civil Rights Coordinator*