

Written Notice of Allegations to Parties (STS-F039)

To: _____

Date: _____

Re: Investigation

The following allegations have been made which may constitute sexual harassment: _____

The School will investigate these allegations which will include conducting interviews of the parties and any witnesses, as well as reviewing any evidence submitted or collected. As part of the investigation, please note the following:

- There will be an equal opportunity for both parties to provide the undersigned Investigator with witness names and evidence. Parties will be notified in advance of the dates and times of their interviews.
- The respondent is presumed not responsible for the alleged conduct and a determination of responsibility will be made only at the conclusion of the process.
- The parties are prohibited from making false statements or submitting false information.
- The parties may have an advisor, i.e., a parent/guardian, present during subsequent interviews, and should advise the undersigned Investigator immediately as to the name and contact information of that advisor.
- After the Investigator has conducted interviews and collected evidence and upon execution of an appropriate non-disclosure agreement, the parties will be permitted to inspect and review evidence gathered as part of the investigation.
- The parties then have 10 days to submit a written response related to the evidence to the Investigator.
- Thereafter the Investigator will issue an investigative report to the Decision-maker and the parties and/or their parents/guardians/advisor.
- The parties have 5 days from the date of the investigative report to submit to the Decision-maker written, relevant questions that he/she wants asked of any party or witness prior to the determination of responsibility by the Decision-maker. All answers to proposed questions must be submitted to the Decision-maker within 3 days.

Signature: _____

Name: _____

Position: _____