

NOTICE OF COMPLAINT

Dear _____,
(insert complainant or respondent's name)

The Byers School District (the "District") received a complaint alleging that _____ (the "Respondent") engaged in conduct that may constitute sexual (respondent's name) misconduct under law and District Policy AC. Specifically, the complaint submitted alleges that the Respondent _____

_____ (insert a description of alleged conduct included in the complaint. The description should include the following: time, date, location, and specific acts alleged in complaint).

The District must investigate formal complaints of potential sexual misconduct as required by law and District board policy. The District has assigned _____ (Name of individual and job title)

as the Investigator who will gather information, conduct interviews, and make factual findings in this case. (If you have any concerns about the impartiality of the Investigator, please let me know immediately). The Investigator will contact both parties to schedule a time to formally interview you for the investigation. You are entitled to be accompanied by a support person, advisor, or advocate of your choice during the investigation interview, if you so choose. This individual may be, but does not have to be an attorney and this individual should not be someone who you will also identify as a witness.

As part of this process, you will have a right to provide evidence to the investigation and present witness names for the Investigator's consideration. You will also have the opportunity to review and comment on evidence gathered by the Investigator from the other party and witnesses. The District will objectively evaluate all relevant evidence to reach a determination of responsibility. Throughout this process:

- The Respondent is entitled to a presumption of innocence, which will be maintained throughout the investigation process;
- The District will maintain confidentiality in the resolution process, to the extent possible and permissible by law. The District requests that you refrain from contacting the other party throughout this process.
- The District does not tolerate retaliation, either by you or by someone acting on your behalf. Any individual who believes they have been retaliated against for participation in this process should immediately report it to me.
- During this process, do not delete or destroy any information that may be relevant evidence for this investigation. Information includes any records, electronic files, social media, or other data you have either on your personal or District-issued device.

Additional information regarding the investigation process, including the complete investigation procedures, may be found on the district's website

<https://www.byers32j.k12.co.us/ourdistrict/boardofeducation/policies/foundation/>

Please let me know if you have any questions.

Respectfully,

Title IX Coordinator

Date