



SEXUAL HARASSMENT (TITLE IX) INVESTIGATIVE REPORT FORM

Date of Investigate Report: _____

This report addresses alleged violations of the POLICY—400.021/500.021—Sexual Harassment (TITLE IX) of Canyons School District. _____ (Name of Investigator) conducted the investigation. This report will determine whether it is more likely than not that there has been a violation of the relevant District policy or policies.

EXECUTIVE SUMMARY

(Summarize findings here.)

PROCEDURAL HISTORY

Dates of Investigation:

Date of the Incident: _____
Date incident was reported: _____
How report was made and to whom: _____
Date Investigator was assigned: _____
Date Investigation closed: _____

(Include the date of the incident, the date on which it was reported, how and to whom (generally) it was reported, the date on which investigators were assigned to it, and the date on which the investigation closed)

Involved Parties:

- 1. Complainant _____
- 2. Respondent _____
- 3. Witness _____
- 4. Witness _____
- 5. Witness _____
- 6. Witness _____

Investigation Timeline/Table of Interviews:

Allegation

(Include the allegations as outlined by the complainant in the Formal Complaint)

Alleged Violations:

A Notice of Formal Complaint was sent to the Respondent on _____, ____, _____ via email and mail. Investigator _____ spoke with Respondent by phone on this date to confirm that he received the Notice of Formal Complaint. The Notice of Formal Complaint informed Respondent that an investigation was being conducted pursuant to Policy—400.021/500.021—Sexual Harassment. The Notice of Formal Complaint contained the following allegations:

- *(add details of Allegation (s))*

The District investigated possible violations of the provisions of Policy—400.021/500.021—Sexual Harassment (Title IX). The following definitions of policy are applicable.



1. Policy Definition (1)
2. Policy Definition (2)

The applicable policies are attached as Appendix 2.

Jurisdiction and Status:

Add jurisdictional statement here. The District has jurisdiction over these allegations pursuant to Policy—400.021/500.021—Sexual Harassment. The facts supporting Jurisdiction by the District include: *(include facts about the District’s education program or activity, and control of the context/incident of complainant/respondent)*

Standard of Evidence:

To determine whether an individual has violated the District Policy—400.021/500.021, the standard of evidence required is preponderance of evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred).

Interview(s) with the Complainant:

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of the interview(s); and detailed notes of the interview(s). Include information such as written statements, any relevant emails, texts, voice mails, and photographs. Can attach part as Appendix 3.

Interview with the Respondent:

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of the interview(s); and detailed notes of the interview(s). Include information such as written statements, any relevant emails, texts, voice mails, and photographs. Can attach part as Appendix 3.

Interview(s) with Witness(es):

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of interview; how witness(es) was/were identified; and detailed notes from those interviews. Attach relevant documentation in Appendix 3.

Other Information:

Include other reports, expert report of information, police documentation, reviewed video surveillance, Appendix 4.

Credibility Assessment:

Include parties, witnesses, and any relevant information.

Findings of Fact

State the facts as discovered in the investigation.

Analysis

State your policy and apply the facts as you find them related to the policy, weighing evidence and incorporating credibility assessment as you proceed.

Conclusion (if applicable):



Based on the totality of the circumstances and the information obtained pursuant to this investigation, and based on a more likely than not standard of evidence, we conclude that it is/is not more likely than not that Respondent violated Policy for the following reasons.

Sanction Recommendation (if applicable):

Include recommendations here.

Respectfully submitted, Name, Title of Investigator, Name, Title of Investigator,

- Appendix 1: Timeline of Investigation
- Appendix 2: Applicable Policies
- Appendix 3: Witness Interview Transcripts
- Appendix 4: Other Evidence Collected Etc.