



CENTRAL COLUMBIA

4777 OLD BERWICK ROAD
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office
570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office
570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office
570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

Complaint # _____

INVESTIGATIVE REPORT

Title IX Sexual Harassment Investigation

This Report addresses a Formal Complaint alleging facts which, if proven, may constitute sexual harassment in violation of Title IX of the Education Amendments Act of 1972 and related School Policies and Code of Conduct provisions of the Central Columbia School District, as further specified below.

[*Insert name here*], has been designated to conduct the investigation into these allegations in accordance with the School District's Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints published as Policy [*103-AR-3 or other Policy No. assigned to Grievance Procedures*] and Title IX Regulations published at 34 C.F.R. Part 106.

This Report does not constitute or include a Determination regarding Responsibility and does not reach any conclusions or decisions regarding the outcome of the allegations involved. Rather, its intent is to provide a fair, impartial, and objective summary of relevant evidence obtained in the course of the investigation. As described by the U.S. Department of Education, the investigation is to entail a thorough search for relevant facts and evidence pertaining to a particular case, subject to the constraints of designated, reasonably prompt timeframes, and the absence of subpoena powers.

This Report has been drafted and completed following the provision of an equal opportunity for each party to inspect, review, and provide a meaningful response to any and all evidence obtained in the course of the investigation which is directly related to the allegations, including, any/all inculpatory evidence and exculpatory evidence, whether provided by a party or another source. All such evidence provided to the parties is included in the attached Evidence Appendix.

I. Persons Involved:

Parties and Witnesses: [*Insert Name, Title/Position/ for each label below*]

Complainant:

Respondent: :

Witness(es):

Designated Title IX officials:

Title IX Coordinator: Christina E. Fish

Designated Investigator

Decision-Maker

Appeal Authority:

II. Allegations and Pertinent Background:

Date/Timeframe of Reported Incident(s): [*Date/Timeframe*]

Date of Initial Report: [*Date/Timeframe*]

Person making Initial Report: *[Name, Title/Position/Relationship]*
To whom Report was made: *[Name, Title/Position/Relationship]*

A copy of the Intake form addressing the initial report is included within the Evidence Appendix as *Item ____*.

Date of Formal Complaint: *[Date]*
Person making Formal Complaint: *[Name, Title/Position/Relationship]*

A copy of the Formal Complaint addressing is included within the Evidence Appendix as *Item ____*.

Allegations of Initial Report/Formal Complaint:

[Describe allegation and pertinent background information here; include dates/timeframe of incidents, dates allegations were first submitted and to whom, reference and/or quote/summarize intake form and formal complaint and include Formal Complaint and Intake Forms, as attachments, within the Appendix to the Report. If/where possible, conclude this section with a numbered list of the allegations]

Additional Allegations:

[If applicable, describe any allegations that arose additionally in the course of the investigation, in the same fashion described above; remember that witnesses can also become complainants, that additional allegations should be referred to the Title IX Coordinator, and that multiple complaints arising from the same set of facts can be consolidated. Include the date/timeframe of the incident[s], the person reporting the allegations, the date of referral of the additional allegations to the Title IX Coordinator (if applicable) and the date of the Title IX Coordinator's issuance of written Notice of Additional Allegations to the parties involved. Be sure to include this date in the list of Procedural Notices at Part V as well. If not applicable, remove this section of Part II.]

School Policies and Code of Conduct Provisions Implicated:

[List School Board Policies and Code of Conduct provisions potentially violated and/or implicated]

Jurisdiction/Authority to Investigate.

The Central Columbia School District has jurisdiction to investigate this matter in accordance with District Policy 103, which addresses the District's obligations and authority to investigate allegations of Title IX sexual harassment as well as violations of other policies and provisions of the School's Code of Conduct to which the allegations may relate.

Facts have been gathered so that a determination may be made as to whether the Title IX regulations apply, and if so, whether the alleged conduct occurred. These matters will ultimately be determined by the Decision-maker, and conclusions regarding them are not contained herein. For reference, a determination of whether the Title IX regulations apply requires that all of the following elements be present:

1. The School District is a recipient of federal funds and is thus subject to Title IX of the Education Amendments Act of 1972.
2. The allegations in this matter are asserted as occurring within or against a person in the United States.
3. The allegations in this matter are asserted as occurring within the scope of the School District's educational programs or activities.
4. The Complainant and Respondent are currently actively participating in the School District's educational programs or activities.
5. The allegations, if proven, would constitute sexual harassment in violation of Title IX of the Education Amendments Act of 1972.

[Note: If any of the numbered items above are discovered not be not accurate, the Investigator or Title IX Coordinator should consult with legal counsel as whether the dismissal of the Complaint may be permitted or required.]

Procedural Notices and Communications.

[List by date, Title, and Recipient all notices issued to all parties and witnesses up to date of completion of Investigative Report. This list must include the date the parties were provided the Evidence Appendix for Inspection and Review, as shown below. Refer to Title IX Regulations/Policy 103 for notices that may need to be issued and/or initiated by the Investigator during course of Investigation]

[Insert Title of Notice]

Date/Manner of Issuance: *[Date/Mode of Delivery -U.S. mail, email, etc.]*

Sender: *[Name, Title]*

Recipient(s): *[Name, Title/Position/Party or Witness Status]*

[Insert Title of Notice]

Date/Manner of Issuance: *[Date/Mode of Delivery -U.S. mail, email, etc.]*

Sender: *[Name, Title]*

Recipient(s): *[Name, Title/Position/Party or Witness Status]*

Production of Evidence Appendix for Inspection and Review

Date/Manner of Issuance: *[Date/Mode of Delivery -U.S. mail, email, etc.]*

Sender: *[Name, Title]*

Recipient(s): *[Name, Title/Position/Party or Witness Status]*

Complainant Interviews and Submitted Information

Interviews Conducted with Complainant:

Date(s):

Location(s):

Individuals Present:

Summary of Interviews:

[Optional -Describe/Summarize relevant information provided which with reference to Interview Notes/Transcript included in Appendix.. If multiple interviews occurred, or a response was made to the distribution of evidence, note this here]

[Notes/Transcript] of the Interviews conducted with the Complainant are included within the Evidence Appendix at ***Item __.***

Relevant Additional Information Provided by Complainant:

[List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc. provided with dates, identification of sender/author and recipients, and relevance/relationship to allegations; Include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered and/or lettered within the Evidence Appendix and identify the fact that it is included there..]

Respondent Interview(s) and Submitted Information:

Date(s):

Location(s):
Individuals Present:

Summary of Interview(s):

[Optional -Describe/Summarize relevant information provided which with reference to Interview Notes/Transcript included in Appendix.. If multiple interviews occurred, or a response was made to the distribution of evidence, note this here]

[Notes/Transcript] of the Interviews conducted with the Respondent are included within the Evidence Appendix at **Item ____**.

Relevant Additional Information Provided by Respondent:

[List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc. provided with dates, identification of sender/author and recipients, and relevance/relationship to allegations; Include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered and/or lettered within the Evidence Appendix and identify the fact that it is included there..]

Witness Interviews and Submitted Information

[Insert witness name and title here]:

- a. Date(s):
- b. Location(s):
- c. Individuals Present:

d. Summary of Interview(s):

[Optional -Describe/Summarize relevant information provided which with reference to Interview Notes/Transcript included in Appendix. If multiple interviews occurred, or a response was made to the distribution of evidence, note this here]

[Notes/Transcript] of the Interview(s) conducted with Witness are included within the Evidence Appendix at **Item ____**.

Relevant Additional Information Provided by Witness:

[List additional non-verbal information submitted that is relevant – written documents, emails, texts, etc. provided with dates, identification of sender/author and recipients, and relevance/relationship to allegations; Include all actual documents/records submitted which directly relate to the allegations (even if not deemed relevant) as attachments numbered and/or lettered within the Evidence Appendix and identify the fact that it is included there..]

2. ***[Insert witness name and title here]:*** *Same as above, continue for all additional witnesses*

Additional Relevant Information:

[If applicable list any/all additional relevant information and/or investigation that occurred which does not fit within the headings above here, such as site visits, file inspections, review of attendance records, etc. and include any/all corresponding evidence/records that directly relate to the allegations in the Evidence Appendix. Include a statement indicating where each item/record appears in the Evidence Appendix, where applicable. Remove this Section if no additional information needs to be listed]

Summary of Relevant Evidence

[Identify all facts and information deemed relevant to allegation in numbered list. Conflicting factual assertions can and should be listed with appropriate description/explanation. Can organize by allegation, if multiple incidents/allegations involved. May identify information that has not been provided, if particularly relevant].

Certification of Evidence Shared with the Parties for Inspection and Review

The undersigned Investigator hereby certifies, by signing below, that the attached Evidence Appendix includes all evidence and information obtained in the course of the investigation which directly relates to the allegations and which was not excluded from disclosure by applicable law or unwaived privilege. All evidence contained in the attached Appendix was distributed to the Complainant and Respondent for inspection and review prior to the completion of this report, on the date specified in Section V above, at which time the parties' rights to respond were explained. Any/all responses by the parties were likewise reviewed and considered by the Investigator prior to the completion of this Report and are included in the Evidence Appendix at *Item* ____.

[Include the following if applicable because information had to be excluded or redacted, remove if not:] Certain evidentiary records which were obtained and required to be disclosed to the parties because they directly related to the allegations but also included, in part, information which is prohibited from disclosure pursuant to applicable law and/or unwaived privilege. Such information was therefore excluded and/or redacted from the evidentiary records containing it. An *[explanation/privilege log]* of such exclusions was likewise provided to the parties for inspection and review and is included at the end of the Evidence Appendix.

This Report summarizes relevant evidence obtained as a result of a thorough, objective, and impartial investigation, and is rendered this _____ day of _____, 20xx, by:

Christina E. Fish/Title IX Coordinator