



**Fort Lee School District
Notice of Investigation & Allegation(s) (Student Complainant)**

**May also be used for initial Interview Request*

[Date]

To the parent/guardian of:

[Complainant Full Name]

[Mailing Address and/or E-mail]

[Mode of Delivery (e.g., E-mail, hand delivery etc.)]

Dear [Complainant First Name]:

The Fort Lee School District received your formal complaint on [Date] alleging that Respondent [Respondent's Full Name], a [school/District] [student/employee], may have engaged in behavior(s) that potentially violate(s) the following provisions of the Fort Lee School District's Policy and Regulation [Policy/Regulation # and Name]:

[Insert all potentially applicable policy sections]

Specifically, you alleged that the Respondent [insert appropriately detailed description to include incident date(s) and incident location(s).]

This letter serves as formal notice that the Fort Lee School District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in the [Policy] [insert weblink]. The Respondent is receiving a similar notification.

The Respondent is considered "not responsible" for violating Fort Lee School District's policy unless and until the Fort Lee School District is able to gather sufficient evidence to show that a violation of policy has occurred. The Fort Lee School District is responsible for gathering evidence, investigating the allegations, summarizing all relevant evidence in a final investigation report, and making a final determination, subject to appeal. No determination of responsibility will be made until the process has been completed and after the parties have been given an opportunity to inspect, review, and respond to the evidence obtained by the Fort Lee School District.

Individuals who are found to have violated Fort Lee School District's policy are subject to one or more of the following disciplinary actions/sanctions:

[Insert all potentially applicable disciplinary actions/sanctions that could result]

Should the Fort Lee School District become aware of additional allegations during this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.

Below, you will find details about the Fort Lee School District process to help you fully understand your rights and the Fort Lee School District procedures.

- The Fort Lee School District applicable procedures can be found online at [web link]. If you need a hardcopy or accessible copy of these procedures, you should contact [Administrator Full Name, Administrator Title OR Office] at [Contact Information].
- You are expected to keep any evidence you have that is related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic conversations (e.g., Snaps, Facebook Messenger, WhatsApp, TikToks, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.
- Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them before your interview. Originals are preferred to copies, and you should not alter any of the materials. You will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.
- You may not record any meetings held as part of this process. The Fort Lee School District will record or transcribe any meetings, and those recordings or transcriptions will be made available to you.
- Breaks are permitted during the interview, upon request.
- You should plan to be available for the interview for at least [time period].
- You will be permitted to ask questions of the investigator(s) and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to act appropriately during the interview and to respect the serious nature of the process.
- The Fort Lee School District cannot require you to participate in the interview. If you do not intend to attend, please notify [TIXC Full Name], [TIXC Title] at [Phone] or [E-mail] as soon as possible.
- Your rights in the process are detailed throughout the Fort Lee School District's procedures. Additionally, [Section with direct weblink] of the procedures outlines the specific rights you have during this process.

Investigation & Interview

[Investigator(s) [Investigator(s) Full Name(s)] [has/have] been assigned to this matter. The investigator is a neutral professional whose role is to objectively collect and compile all available information relevant to the allegations and write a report that summarizes the investigation. They will be taking notes and/or recording during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing.

If you have any questions regarding the qualifications or training of an investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you should let me know prior to your scheduled interview.

At this time, we ask you to schedule an interview with the assigned investigator(s). Two suggested times that work for an appointment to interview you are below. Please contact the investigator(s) at [Phone] or [E-mail] to confirm which of these times work best for you.

- Option 1
- Option 2

Advisors

In addition to your parent/guardian, you have the right to an advisor of your choosing to be present with you at all meetings, interviews, etc. and to assist you in this process. Your advisor may be an attorney.

Upon request, you, your parent/guardian, and/or your advisor can request to meet with the investigator(s) to have them explain the Fort Lee School District process and answer any questions. Please contact the investigator if you would like to schedule a meeting before your interview.

Retaliation

This letter also serves as a reminder that the Fort Lee School District prohibits retaliation. Retaliation exists when someone harasses, intimidates, or takes other harmful actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The Fort Lee School District will impose disciplinary action/sanctions on any teacher, student, or staff member found to be engaging in retaliation, or on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

False Statements and/or False Information

You are expected to provide truthful information throughout this process. Also, you should not suggest to any witness that they provide false information as part of this process. Should it be alleged that you have violated these rules, the Fort Lee School District may address those allegations as part of this process or address the allegations as a separate matter.

Confidentiality

You may discuss this matter with your advisor and others, but the Fort Lee School District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The Fort Lee School District asks for you to think about what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The Respondent has been provided with the same information.

Resources

I understand that you may have many questions or experience distress related to this matter. I encourage you to seek support from any of the following resources that you may find helpful as you go through this process.

Counseling Department & Case Management

Director of School Counseling: [Email] at [Phone]

Disability Services

If you or another individual needs reasonable accommodations related to a disability in order to participate in this process, please contact [Office] at [Phone] prior to any meeting or interview for which reasonable accommodations may be needed.

Language Services

If you or another individual needs language assistance in order to participate in this process, please contact me at [Phone] or [E-mail] prior to any meeting or interview for which such services may be needed.

Community Resources

- Safe Horizons Victims Services and Advocacy- 212-227-3000 or <https://www.safehorizon.org/hotlines>
- New Jersey Coalition Against Sexual Assault- 800-600-7200 or <https://njcasa.org/find-help/>
- Healing Space- 201-487-2227 or <https://ywcannj.org/healingspace/>

Please be aware that under Title IX, information shared with a Fort Lee employee related to allegations of sexual harassment must be reported to the Title IX Coordinator. This includes information shared with any of the Fort Lee-based resources noted above. If you do not want information shared with the Title IX Coordinator, you should consider using a community-based resource.

Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at [Phone] or [E-mail].

Sincerely,
[TIXC Full Name]
[TIXC Title]

Cc: Title IX Case File