



RESPONSE to COMPLAINT

Canyons School District maintains a firm policy prohibiting all forms of bullying, discrimination, harassment, or retaliation

Respondent: _____ Home Address: _____

Work
Home/Cell Phone: _____ Phone: _____ Email: _____

Date(s) / Time(s) of alleged incident(s): _____

Name(s) of persons involved in incident(s): _____

Location of incident(s): _____

Name(s) of other witness(es): _____

Provide a detailed response to the complaint against you. This includes admitting or denying each allegation made and telling your version of the facts (attach additional pages if necessary):

- I understand that all of those involved in this complaint, including the complaining party and all witnesses who provide information or support in investigating this complaint, have the right to be free from retaliation for their involvement. I agree not to retaliate against these individuals in any way.
- I understand that the Canyons School District is not an advocate for either the complaining or responding parties. The role of the Canyons School District is to investigate the complaints from a neutral position and to determine whether violations of district policy have occurred.
- I hereby represent that the information provided herein is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Information for Persons Responding to a Complaint

Confidentiality

In order to protect the privacy interests of individuals and to ensure the integrity of the investigation, this complaint and investigation are confidential. You are hereby directed to refrain from speaking of or disseminating relevant facts or information concerning this matter to others, with the exception of your parents. Canyons School District will try to protect your privacy in this investigation. However, the parties involved in the complaint, as well as those involved in this investigation (including witnesses), those involved in any disciplinary action resulting from this investigation, and those involved in any appeals from such disciplinary actions may receive copies of this response or the information contained therein. Others may have a legal right to obtain this document and other documents prepared in conjunction with this complaint through a request under law or through judicial action.

Retaliation

You are directed to refrain from any retaliation against the person who made the complaint and all witnesses who provide information or support in investigating this complaint. Examples of retaliation include, but are not limited to, threats, assault, ostracism, and rumor spreading. Disciplinary action may be imposed for violation of this directive by engaging in any form of retaliation.