



Beekman Charter School TIGERS

Samantha Mann, Executive Director
15190 A.M. Baker Rd.
Bastrop, LA 71220
Phone: 318-281-1743
Fax: 318-281-0008

Beekman Charter School Notice of Investigation to Respondent

[Date]

Dear [Respondent's Name],

Beekman Charter School received a complaint alleging that you engaged in conduct that may constitute sexual misconduct under District Policy. Specifically, [name of complainant] (the "Complainant") submitted a complaint alleging that you [description of alleged conduct in complaint including time, date, location, and specific acts of respondent alleged in complaint].

The policy you are alleged to have violated is [insert all applicable policy names/numbers – including Title IX and others as applicable], and specifically its prohibition on [specific type of sexual harassment alleged – e.g., hostile environment, stalking, etc.]. A complete copy of Beekman Charter School's Title IX procedures is available at www.beekmancharter.org. Please review these procedures carefully and let me know if you have any questions.

Beekman Charter School must investigate formal complaints of potential sexual misconduct as required by policy and law, to the extent of the information available. We have assigned [NAME(s)] as the Investigator(s) who will gather information and make factual findings in this case. If you have any concerns about the impartiality of the Investigator(s), please let me know immediately.

You are entitled to a presumption of innocence, which will be maintained throughout the process until a determination of responsibility is made. The Investigator(s) will be in contact with you to schedule a time to formally interview you for the investigation. You may be accompanied by a support person, advisor, or advocate of your choice to the investigation interview, including a lawyer, at your own expense. This person 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 and witnesses for the Investigator's consideration, and to review and comment on evidence gathered by the Investigator(s) from the other party and witnesses. Beekman Charter School will objectively evaluate all relevant evidence, including inculpatory (proves a violation) and exculpatory (proves no violation) evidence to reach a determination of responsibility.

Consistent with the Policy, you are hereby directed not to delete any potentially relevant evidence, including electronic files, records, or data in your possession. You are further directed not to sell, give away, destroy, or otherwise surrender possession of any personal or Beekman Charter School-issued devices. Do not wipe or reformat any personal or Beekman Charter School-issued devices. Do not delete any social media or email accounts that you currently have or delete any content or data from the same.

We Believe All Children Can Succeed at High Levels

John Merritt, Principal	Kayce Waller, Elementary Assistant Principal	Amy Dantzler, Jr. High Assistant Principal
Abigail Kilcrease, Business Manager	Jessica Allred, Curriculum Supervisor	Zemarcus Mays, Operations Manager
Heather Doles, Guidance Counselor	Jennifer Ellingburg, Guidance Counselor	



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These directives are effective immediately and remain in effect until further notice. If you have any questions about this directive, please contact me.

Beekman Charter School works to maintain confidentiality in the resolution process, and we ask for your discretion in minimizing the sharing of information to respect the sensitivity of this matter to all parties. You are directed to refrain from contacting the Complainant throughout this process. Additionally, you are reminded about Beekman Charter School's policy against 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 the executive director.

You are expected to cooperate in an honest and forthright manner with this investigation. Making false statements or knowingly submitting false information during the grievance process is prohibited by Beekman Charter School and may constitute an independent basis for disciplinary sanctions against any student or employee, up to and including suspension or expulsion of a student or termination of an employee's employment.

I understand this is a lot of information. Please let me know if you have any questions at any point during the process.

Sincerely,

Jennifer Ellingburg
Beekman Charter School Title IX Coordinator
jenniferellingburg@beekmancharter.org
318-281-1743

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