



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 Witness Disclosure Form

Introductory Overview

A complaint has been made and an investigation is being conducted pursuant to Beekman Charter School policy and practice. You have been identified as a potential witness. The purpose of the interview today is for the designated investigator to ask you questions and gather information. This document provides you with a summary of Beekman Charter School's expectations for you in this process.

Duty to Cooperate and be Honest

Beekman Charter School fully expects all students and employees to be cooperative, honest, and forthright to help Beekman Charter School reach a fair and reasonable outcome. Failure to honestly cooperate in an investigation may result in disciplinary action.

Confidentiality

Confidentiality is an important part of the complaint process. Any individual participating in the complaint process as a witness is expected to respect the confidentiality of the process. Beekman Charter School expects you to keep confidential everything discussed during your interview.

If, after your interview, you recall or learn of more information that you think may be helpful to the investigation, contact Jennifer Ellingburg, Title IX Coordinator, or Samantha Mann, Executive Director.

Beekman Charter School cannot promise you confidentiality, but we will only disclose information on a need to know basis consistent with federal and state law and Beekman Charter School policy and procedures.

No Retaliation

Retaliation against persons filing conduct complaints and/or witnesses participating in the investigation of conduct complaints is strictly prohibited by Beekman Charter School policy and federal and state law. Retaliation occurs when an individual who participated in Beekman Charter School's process is subjected to any conduct or action because of their participation that would make a reasonable person unwilling to participate in Beekman Charter School's process in the future. Please immediately inform the district superintendent if you feel retaliation has occurred.

I acknowledge that I have received and read the above disclosures and that I understand the District's expectations of me:

Witness Signature

Witness Name

Date

We Believe All Children Can Succeed at High Levels

John Merritt, Principal

Abigail Kilcrease, Business Manager

Heather Doles, Guidance Counselor

Kayce Waller, Elementary Assistant Principal

Jessica Allred, Curriculum Supervisor

Jennifer Ellingburg, Guidance Counselor

Amy Dantzler, Jr. High Assistant Principal

Zemarcus Mays, Operations Manager