



**RESPECTFUL WORKING & LEARNING ENVIRONMENTS SUMMARY FORM**

**NAME OF PERSON COMPLETING SUMMARY:** \_\_\_\_\_

**POSITION & SCHOOL/DEPT (if applicable):** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**NAME(S) OF DISTRICT OFFICE PERSONNEL INVOLVED (if any):**  
\_\_\_\_\_  
\_\_\_\_\_

1. **Attach copies of Complaint and Response Forms, and any minutes pertinent to the case.**
2. **Give a detailed account of the investigation. Provide date(s), time(s), location(s), person(s) involved in interviews and any new relevant information gained through this process.**  
\_\_\_\_\_
3. **Correct or describe further any item(s) in the complaint found to be incorrect or incomplete.**  
\_\_\_\_\_
4. **Describe any resolutions to the allegation(s).**  
\_\_\_\_\_
5. **Describe disciplinary action (if any) to be taken.**  
\_\_\_\_\_

**I agree not to discuss or disclose any aspect of this complaint or the proceedings, except as required by the investigative process or in response to any legal requirement.**

\_\_\_\_\_  
**Signature of Investigator**

\_\_\_\_\_  
**Date**

This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* Section 33 (c). For further information you may call the Principal or FOIP Coordinator at 780-674-8500