

## Pre-Investigation Overview

It is recommended that before beginning an interview with a participant in the investigation that you provide the interviewee with an overview of your role, what to expect and allow them the opportunity to ask any questions. This process is to promote candor and transparency in the fact-gathering process and throughout the investigation. The Investigator will need to keep in mind the need to be sensitive in how questions are asked and information is obtained based on the age of the participants and the nature of the report.

1. **Role.** Let the participant know that your role is of a neutral/unbiased fact finder. You have been asked by the Title IX Coordinator to investigate a complaint that was received by the Philadelphia E&T Charter HS. The Philadelphia E&T Charter HS has received a complaint and has a duty to investigate. You are looking to gather all relevant information regarding the complaint so that you can provide it to the school entity and give a complete a picture as possible as to what is alleged to have taken place.
2. **Conducting the Interview.** Let the participant know how you will be conducting the interview, whether you will be recording the interview or taking hand-written notes. If you are recording, please ask the participant if they agree to being recorded. If you are taking hand-written notes, then let the participant know that you will share with them a typed copy of the interview before including it in the report that you will be writing. You will ask them to review the notes to make sure they are correct and accurately captured the content of the interview.
3. **Voluntary.** Please state to the interviewee. Participation in this interview/grievance process is voluntary. You are not required to participate. You are not required to answer any question I may ask that you do not wish to answer. You are seeking honesty, and the asking of a question does not mean you are requiring an answer. If you don't know or don't recall, please say that. If you only remember a portion, please say that as well. It will allow me, as the investigator, to distinguish between those answers that are more qualified vs. concrete.
4. **Confidentiality.** Confidentiality will be maintained to the extent possible but cannot be promised. During the course of the investigation, information gathered will only be disclosed by me to the school. Also, the nature of conducting an investigation may require the disclosure of certain information to seek additional relevant information. Information will only be disclosed in a limited capacity and only to those who need to know. Any relevant information received during the course of this investigation will be delivered in a report to the Title IX Coordinator, complainant and respondent. Information will not be shared beyond the scope of those who are entitled or need to know the contents of what has been stated.
5. **Retaliation.** Retaliation is prohibited and will not be tolerated by the school entity. It is a violation of Philadelphia E&T Charter HS policy to experience retaliation. While I do not expect you to experience retaliation, if you experience any retaliation (harassment, intimidation, etc.) based on your participation in this matter, please contact the Title IX Coordinator.
6. **Questions.** Ask if everything has been understood and if there are any questions. Mention at the beginning and at the conclusion of the interview that you welcome

receiving any additional information after this meeting along with any documents, email, screenshots, etc.