**MPSB Witness Disclosure Form**

## Introductory Overview

A complaint has been made and an investigation is being conducted pursuant to District 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 the District’s expectations for you in this process.

## Duty to Cooperate and be Honest

The District fully expects all students and employees to be cooperative, honest, and forthright to help the District 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. The District 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 .

The District cannot promise you confidentiality, but we will only disclose information on a need to know basis consistent with federal and state law and District 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 District policy and federal and state law. Retaliation occurs when an individual who participated in the District’s process is subjected to any conduct or action because of their participation that would make a reasonable person unwilling to participate in the District’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