[SAMPLE]
[ATTACH TO SCHOOL DISTRICT LETTERHEAD]

Date

TYPE OF MAILING (e.g. U.S. FIRST CLASS MAIL or CERTIFIED)

Addressee
Street Address
City, State Zip Code

Re: Title IX Investigation

Dear Mr. and Mrs. Addressee:

I am the Title IX Coordinator for complaints alleging sexual harassment against students. I have been informed that you notified (list individual at the School District who was notified) that (list Student’s name) was the victim of unwelcome and inappropriate sexual contact or harassment on (list date). I also understand that the assault occurred on school property and during the school day and that you identified the perpetrator as (name of individual). It is my role as the Title IX Coordinator to investigate these allegations and to determine whether there has been a violation of District policies including the policy prohibiting sexual discrimination under Title IX.

Enclosed please find a copy of the District's Complaint Form. I would appreciate it if you would complete the form and return it to me. This will be included within the documents of record in this case.

For your convenience, I am enclosing a copy of Board Policies (list policies enclosed, including all attachments and AR documents). The Title IX Procedures are contained within Attachment 3 to Policy 103. In addition, we are required to notify the alleged perpetrator, (name of individual), who attends the (list the school district) School District of (his/her/their) rights and procedures. (His/her/their) parents are being provided with notification as well.

I will be interviewing all individuals known to us to have information about the incident or incidents. [ However, because assault allegations were reported to the police, it is my understanding that a criminal investigation is ongoing.]

[We have been asked by Detective (name of police contact conducting investigation) to refrain from interviewing either (name of student) or the respondent until after the investigation and prosecution, if one is commenced, has been concluded. The District will comply with this request so our investigation will be delayed unless an unreasonable time period passes. We will continue to conduct an internal inquiry to the extent not prohibited by law enforcement so that upon conclusion of the criminal investigation and any prosecution, we will be in a position to promptly resume the investigation and interview the key witnesses including (name of two individuals involved).]

If during the course of the investigation we learn of additional allegations of sexual assault or harassment, we will investigate those incidents as well.

 If at any time you believe that you are being retaliated against in school or at any school sponsored event because of your participation in this investigation or in an effort to intimidate you into withdrawing your complaint or not participating in this investigation, please let me know immediately and we will institute another investigation of the facts of the alleged retaliation.

You are entitled to have an advisor of your choice and at your expense during the course of this investigation. Both you and your advisor will have the opportunity to review the draft investigation report and all evidence reviewed or obtained during the course of the investigation.

At the conclusion of the investigation, I will be preparing a written investigation report. The report will then be submitted to the assigned Decision Maker for a determination as to whether there has been a violation of policy. Until that determination is made, the respondent is presumed not responsible for the alleged conduct.

It is a violation of Board policy and the District's Code of Student Conduct to knowingly make a false statement or submit false information to school officials in connection with a report of misconduct or discrimination.

Pursuant to District policy, the District is prepared to offer supportive services to help (name of Student) during the school year. Examples of those services are listed in the Investigative Procedures enclosure and could include but are not limited to counseling, escort services for (name of Student) in the hallways and other unstructured locations, increased security and monitoring beyond what is already in place for (name of Student) in school, assistance from the Network of Victim Assistance (NOVA), and removal of contact between (name of Student) and the individual designated as the respondent to these charges. Please contact me to discuss what supportive services should be put in place for (name of Student). We have already taken steps to monitor (name of Student) throughout the school day and to ensure that there is no contact in school between (him/her/them) and (name of respondent).

[I will check with you periodically to ascertain whether the investigation by law enforcement has been concluded.]

In the meantime, would you kindly provide me with any documentation you have relevant to the investigation of this case, including any phone downloads or texts or email messages. I am particularly interested in any phone, text or email communications from or to (name of respondent). This will help us streamline the investigation.

This investigation will remain confidential to the extent that this is consistent with the District's obligation to address and prevent violations of the policies prohibiting discrimination/sexual harassment. In addition, pursuant to Title IX, both you and the respondent(s) and (his/her/their) family will have access to the documents used to reach a determination whether a violation of the District 's policy has been committed. We request that you keep information learned during the course of this investigation confidential.

Title IX and the District's policies prohibit retaliation against anyone who participates in the investigation of the complaint. If you believe that you are the victim of retaliation because of your participation in this investigation, please let me know the details immediately and we will investigate this as well. You may not retaliate against the Respondent or his family.

If, during the course of this investigation, you believe that additional violations of (name of Student)’s rights have occurred, please contact me immediately and provide me with information about this.

Please complete and return the complaint form. If you do not want to do this, please know that we have instituted an investigation under our policies based on the information we have at this time. I can assure you that we take these allegations seriously and will proceed as required. Please contact me to discuss the type of support services (name of Student) needs.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

(Name)
Title IX Coordinator and Compliance Officer Director of K-12 Education n Child Accounting

cc (with attachments): Joanne D. Sommer, Esquire