

NOTICE TO PARTIES

DISTRICT LETTERHEAD

[DATE]

Via email: _____

Original via First Class Mail or Certified Mail/Return Receipt Requested

[Name of Complainant/Respondent/Parents/Guardian]

[Address]

[City State Zip Code]

Re: Title IX Complaint – Notice of Sex-based Discrimination Report

Dear _____:

This letter is to confirm receipt of a complaint of alleged sex-based discrimination involving you/your child. The details of the allegations are included in the enclosed intake form. Sex-based discrimination is prohibited by and defined in Board Policies FFH and DIA. For complaints involving students, the grievance process for handling this complaint can be found in **[name of Administrative Regulation]**. The policies and procedures are enclosed for your reference.

During the grievance process, the individual who is alleged to be the victim of conduct that could constitute sex-based discrimination is called the Complainant, and the accused is called the Respondent. **[In the letter to the Respondent, include the remaining sentences in this paragraph.]** You have 5 calendar days from the receipt of this letter to respond in writing to the allegations attached to this letter. A form to assist in your written response is attached, please feel free to attach any additional pages needed or documentation you wish to be considered in addition to the form provided. Please send/deliver your written response to **[name]**, at **[email]** or in person.

Throughout the entirety of this process, the District prohibits retaliation against any party to this process, whether they be the Respondent, Complainant, or a witness. The District's prohibition against retaliation can be found in the attached board policies.

[Unless the Respondent is an employee, include the following sentence.] The District's Title IX sex-based discrimination grievance process includes an opportunity to participate in an informal resolution process prior to a determination regarding responsibility. If you wish



to engage in the informal resolution process, please contact **[name]**, **[title]** at the following: **[contact email or phone number]**.

The first step in the grievance process is an investigation. The investigator assigned to this complaint will be in touch with you shortly. Please be aware that, by law, the Respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made only at the conclusion of the grievance process. Both parties shall have access upon request to the relevant and not otherwise impermissible evidence gathered during the investigation portion of these proceedings. If, in the process of the investigation of these allegations, the District pursues an investigation into additional allegations not outlined in the attached intake form you shall be promptly notified of these additional allegations.

The District's goal is for you/your child to feel safe and comfortable on campus. If you have questions about the District's Title IX grievance process or supportive measures, please contact the Title IX Coordinator's Office at **[phone number]** or **[email]**.

Sincerely,

[Name]

Title IX Coordinator/Designee

Enclosure: FFH(LOCAL) & FFH (REGULATION)
Intake Form
Respondent Statement Form

