

[Place on District Letterhead]

[Date]

[Respondent's Name and Address]

Re: ***Notice of Allegations and Grievance Process for Formal Complaints***

Dear [Name]:

I am writing to inform you that the district received and will be investigating a formal complaint of sexual harassment in which you were named as a Respondent. Attached to this letter is a copy of the district's Title IX policy, which details the district's grievance procedures and the manner in which these allegations will be processed, investigated and adjudicated.

The known parties involved in this incident include [Insert all parties, identifying whether each is a complainant or respondent. For example: *John Doe, respondent, Adam Jones, complainant.*] All parties are entitled to an advisor of their choice who may be, but is not required to be, an attorney, and who may be involved in the grievance process and inspect and review evidence as detailed by board policy.

The district will consider allegations that [insert the conduct allegedly constituting sexual harassment, including the date and location of the alleged incident(s), if known.] Respondents are presumed not responsible for alleged conduct, and a determination regarding responsibility is made at the conclusion of the grievance process.

[NOTE TO BE DELETED: ONLY INCLUDE THIS PARAGRAPH IF IT IS CONSISTENT WITH BOARD POLICY.]

Pursuant to board policy, it is a violation of the student code of conduct to knowingly make a false statement or knowingly submit false information during the Title IX grievance process or any other school investigation. Pursuant to board policy, it is a violation of the student code of conduct to make a materially false statement in bad faith in the course of the Title IX grievance process or any other school investigation.

Sincerely,

[Signature Block]