

**SAMPLE K-12 NOTICE OF ALLEGATIONS FOR STUDENT RESPONDENT  
FROM DISTRICT TITLE IX COORDINATOR**

**[LETTERHEAD]**

**CONFIDENTIAL**

Sent Via email at [email address] and US mail

[Date]

[Student Name]

[Parent/Guardian Name(s)]

[Address]

Re: Notice of Allegations (“NOA”)

Dear [Names]:

On [date], the [District] (“District”) received a formal complaint against you, [Name of Respondent] (“Respondent”) alleging that you sexually harassed [Name of Complainant] (“Complainant”) on [date] at [describe location]. The purpose of this NOA is to notify you of the allegations against you, the relevant policies, supportive measures, your rights and responsibilities, and the District’s grievance/complaint process.

**Allegations.** The Complainant alleges that Respondent engaged in the following conduct: [Provide a description of the incident with sufficient information to allow the party to respond to the allegation including the names of the parties involved, the conduct alleged, the date, and location. Below is a sample *for illustration purposes only; may include additional details of allegations.*]

**Example for Training Purposes:** *On or about August 21, 2024, Respondent tutored Complainant after school in the library. Respondent put a hand on Complainant’s knee, made comments about sexual acts, and then touched Complainant’s groin area. When Complainant moved away, Respondent moved towards Complainant. Complainant immediately left the library, and Respondent texted Complainant within 5 minutes, “What, are you? An omni-gender weird sex person?” Complainant did not respond to the text message, and Complainant refused to use Respondent as a tutor again.*

As the Respondent, you are presumed *not* to be responsible for the alleged misconduct listed above unless and until a trained, impartial, non-biased decision-maker reaches a different determination. If additional allegations are revealed during the investigation, this office will provide Complainant and Respondent with an additional written notice.

**Potential Policy Violations, Corrective Action and/or Sanctions.** These allegations, if found to have occurred, may violate the policies listed below:

**SAMPLE K-12 NOTICE OF ALLEGATIONS FOR STUDENT RESPONDENT  
FROM DISTRICT TITLE IX COORDINATOR**

- Sexual harassment in the form of physical and verbal harassment of a sexual nature [Cite to District Title IX Policy]
- An attempted or actual forcible sexual offense, such as fondling, as defined under Title IX [Cite to District Title IX Policy]
- Bullying as a cause for suspension and/or expulsion [Cite to District Student Discipline Policy]
- Sexual harassment as a cause for suspension and/or expulsion [Cite to District Student Discipline Policy]
- Sexual battery as a cause for suspension and expulsion [Cite to District Student Discipline Policy]

If found responsible for the alleged misconduct, Respondent may be subject to corrective action and sanctions up to and including a behavior contract, no contact orders, suspension, expulsion, involuntary transfer and/or other disciplinary or corrective measures. [List other potential corrective actions under District's policies, contracts and/or practices.]

**Supportive Measures.** As discussed during our meeting on [insert date], we agreed to provide you with the following supportive measures during the complaint process. [List and describe the supportive measures.] Complainant or Respondent may request to modify, reverse or terminate these supportive measures. If at any time, these supportive measures need adjustment, please contact my office as soon as possible and I will assign an impartial employee to review your request.

If a Complainant or Respondent has a disability, the Title IX Coordinator will consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate of the group or person responsible for the student's placement decision, if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act (IDEA).

**Rights and Responsibilities.** During this complaint process, the Respondent is presumed *not* to be responsible for the alleged misconduct unless and until a trained, impartial, non-biased decision-maker reaches a different determination. The decision-maker will not make a determination of responsibility until after an investigation where the Complainant and Respondent will be provided with an accurate description of this evidence related to the allegations of sex discrimination, or if requested, be provided an opportunity to access the relevant and not otherwise impermissible evidence. Each party will have a reasonable opportunity (1) to present fact witnesses and other inculpatory and exculpatory evidence which is relevant and not otherwise impermissible and (2) to respond to the evidence or an accurate description of the evidence.

The Complainant and Respondent may each have an advisor of their choice, who may be, but is not required to be an attorney. The advisor may be present with their party for any meeting or interview, during this complaint process, and the advisor may inspect and review any evidence obtained as part of the investigation.

**SAMPLE K-12 NOTICE OF ALLEGATIONS FOR STUDENT RESPONDENT  
FROM DISTRICT TITLE IX COORDINATOR**

The District prohibits the Complainant, Respondent and any witness from knowingly making false statements or knowingly submitting false information during the complaint process. [Cite to applicable District policy.]

**Investigation Process.** The District has assigned [Insert name] to be the Investigator/Decision-Maker, who will investigate the sexual harassment allegations reported by Complainant and make a determination of responsibility.<sup>1</sup>

This investigation will be conducted in a timely, thorough and impartial manner. The Investigator/Decision-Maker intends to interview the Complainant, relevant witnesses, and Respondent in a discrete and confidential manner. Disclosure of facts and allegations by Investigator/Decision-Maker to persons interviewed will be limited to what is reasonably necessary to complete a fair and thorough investigation. The District will take reasonable steps to prevent and address the Parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures.<sup>2</sup> You may bring an advisor of your choice, such as a parent, support person, or attorney to your interview or related meetings. The Investigator/Decision-Maker will keep Complainant and Respondent informed of the progress of this investigation.

The Investigator/Decision-Maker will also review any documents and other information relevant to the allegations. If you have any materials that you believe may be relevant to this investigation that you have not already submitted to the District, please send those to me or give copies to the Investigator/Decision-Maker during your upcoming interview, (e.g., emails, texts, instant messages, photos, social media postings, videos, notes or other documents). However, if you have photos or videos involving nudity or sexual activity of minors, please do not forward those to us at this time. The District may need to take certain precautions before viewing such materials. The Investigator/Decision-Maker may, however, ask you to recount what you observed to be contained in the relevant photo or video material. During the investigation, Investigator/Decision-Maker will inspect the evidence and assess the relevance, weight and credibility of the information provided. Please note, you must not tamper with or alter any evidence, and you must not tamper with or attempt to alter any witness testimony.

Prior to completing the investigation report, the Investigator/Decision-Maker will send to the Complainant and Respondent (and their respective advisors, if any) the evidence that has been gathered, likely in the form of a confidential Draft Report of Evidence or an accurate description of the evidence. You and your advisor may inspect and review evidence and will have the opportunity to review and respond to the evidence.

**Determination of Responsibility.** The District will send the Complainant and Respondent a written decision, sometimes called a *Notice of Outcome*. The Notice of Outcome will explain how each party may

---

<sup>1</sup> If you object to this Decision-Maker based a conflict of interest, please notify me as soon as possible and no later than 3 days after the date of this Notice.

<sup>2</sup> However, we are authorized to provide disclosures of such information and evidence for the purposes of administrative proceedings and/or litigation related to a complaint of sex discrimination.

**SAMPLE K-12 NOTICE OF ALLEGATIONS FOR STUDENT RESPONDENT  
FROM DISTRICT TITLE IX COORDINATOR**

file an appeal. If a finding is made that Respondent has not violated the District's policies, the investigation will be closed, but the Complainant may still receive Supportive Measures.

If a finding is made that Respondent violated District policy, the matter will be referred to the appropriate District and/or site administrator, who will review any recommendations, and determine and implement the appropriate disciplinary action consistent with District policies related to sexual discrimination and/or sexual harassment. violation of the policy.

Regardless of the outcome of the investigation, the District shall determine what occurred and whether any corrective actions or supportive measures are needed to prevent or address any issues discovered during the investigation. After exhausting any appeal procedure, the District will implement the sanctions for Respondent and remedies for Complainant, if any. Should there be a determination that sex discrimination occurred, the Title IX Coordinator will implement any remedies, and coordinate the imposition of any disciplinary sanctions, including notification to the Complainant of any such disciplinary sanctions. The Title IX Coordinator will also take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within its education program or activity.

**Timelines.** The District endeavors to complete the investigation and complaint process within reasonably prompt time frames, typically within [Insert timeframe from policy] of the time the formal complaint was filed. If the District has good cause to extend the timelines, the District will provide written notice to the Complainant and Respondent explaining the reasons for the delay and the needed extension.

**Informal Resolution Process.** At any time prior to the determination that sex discrimination occurred, the District may offer informal resolution. You are not required to participate in an informal resolution process. However, at any time prior to reaching a determination regarding responsibility, you may request an informal resolution process that does not involve a full investigation and adjudication. Please contact me to discuss informal resolution options.

If the matter is resolved through an informal resolution process, then the complaint will be dismissed. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process.

**Confidentiality.** The District will keep the identity of the Complainant, Respondent and witness(es) confidential unless required by law or as necessary to carry out this complaint process. As such the District will, to the extent possible, maintain the privacy and/or confidentiality during the complaint process. However, the Complainant and Respondent are not restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence during the investigation process needed to support their case, unless each party has signed a written agreement restricting the release of confidential information.

**No Retaliation.** The District prohibits retaliation, including peer retaliation, in its education program or activity. Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or

**SAMPLE K-12 NOTICE OF ALLEGATIONS FOR STUDENT RESPONDENT  
FROM DISTRICT TITLE IX COORDINATOR**

service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including in an informal resolution process, in grievance procedures, and in any other actions taken by the District through the Title IX Coordinator. However, nothing in this definition precludes the District from requiring an employee or other person authorized by the District to provide aid, benefit, or services under the District's program from participating as an investigation witness or to otherwise assist with a Title IX investigation, proceeding or hearing. If you believe you have been retaliated against, please contact this office immediately.

If you have any questions during the course of the investigation, please do not hesitate to contact me at [list contact information].

Very Truly Yours,

[Name]

Title IX Coordinator