

NOTICE OF ALLEGATIONS

Notice is hereby given, in accordance with 34 C.F.R. § 106.45(c) and School District Policy [insert number], that [school/district] (“School District”) receives a complaint regarding allegations of sex discrimination. The School District’s Title IX Coordinator, [name], provides the following written notice to all presently-known parties:

1. The School District has developed a grievance process for sex discrimination claims. This process is described in School District Policy [insert number], a copy of which is enclosed. The grievance process governs the School District’s response to complaints of sex discrimination. It is the policy of the School District to ensure that complainants and respondents are treated equally under this process. Questions regarding this process may be addressed to [name], the School District’s Title IX Coordinator. [Title IX Coordinator’s name] may be contacted at [address], by phone at [phone number], or via e-mail at [e-mail address].
2. At any time after a complaint has been filed, and before a determination regarding responsibility has been made, the School District may offer informal resolution. All parties must voluntarily consent in writing to participate in any informal resolution process(es). Either party retains the right to withdraw from the informal resolution process at any time before a resolution is reached and to resume the grievance process as laid out above. Once both parties have agreed to an informal resolution, however, neither party may resume the grievance process with respect to those allegations.
3. The allegations that form the basis of the complaint are as follows:

[Insert the allegations from the complaint including the identities of the parties involved in the incident, the conduct that allegedly constitutes sex discrimination, the date(s) of the incident(s), and the location(s) of the incident(s), to the extent that information is available.]
4. The Respondent is presumed not responsible for the alleged conduct while the grievance process is ongoing. A determination regarding responsibility is made at the conclusion of the grievance process.
5. All parties have an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If a description of the evidence is provided, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
6. The School District prohibits retaliation.

7. Pursuant to School District Policy [NUMBER], the School District prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The School District has designated [investigator's name] to conduct this investigation. [Investigator's name] has been trained regarding the contents of School District Policy [NUMBER] and is familiar with the current Title IX regulations. [Investigator's name] understands an investigator's obligation to serve impartially and to avoid prejudgment of the facts at issue, conflicts of interest, and bias.

Questions regarding this notice should also be directed to the School District's Title IX Coordinator, [name]. [name] may be contacted at [address], by phone at [phone number], or via e-mail at [e-mail address].