

NOTICE OF TITLE IX INVESTIGATION & INTERVIEW

Date

Addressee

Dear Addressee:

This letter is to inform you that a formal complaint has been filed alleging that you have engaged in conduct that, if true, would violate district policies prohibiting sexual harassment. The policies allegedly violated include:

- Sexual misconduct (link)
- Stalking (link)
- Sexual harassment (link)
- Etc.

Specifically, on _____, 2020, a formal complaint was filed that alleged you engaged in the following conduct: (list allegations, including the conduct alleged to constitute sexual harassment, the complainant, date, location)

At this time, you are presumed not responsible for the alleged conduct, as a determination regarding responsibility will not be made until the conclusion of the grievance process. Below, you will find information to help you understand the district's grievance process and your rights in this matter:

- The district's applicable procedures are to be found online at _____. If you need a hardcopy or accessible copy of these procedures, you should direct a request to the investigator listed below at _____.
- You have the right to one (1) advisor of your choice to accompany you and assist you throughout the district's process. The advisor may be, but does not have to be, an attorney.
- You will have the right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. Prior to the conclusion of the investigative report, the investigator will submit the evidence to you and the complainant in electronic or hard copy format, and you and the claimant will have ten (10) days to submit a written response. The investigator will consider the responses before finalizing the investigative report.
- The district's student code of conduct prohibits students from knowingly making false statements or submitting false information during the grievance process.

The individual assigned to investigate this complaint needs to meet you for an interview for the purpose of obtaining your response to the allegations, and to obtain further information and evidence, if any. The details of the interview are as follows:

- Date: _____
- Time: _____
- Location: _____
- Participants: _____

If you have a conflict during this time, please contact the investigator to arrange a different time. Also, if you have materials or other evidence that you believe are relevant to the investigation, please bring them to the interview

Should you have any questions about the process and/or the interview, please contact the investigator listed above at _____.

Signed,

Investigators/conduct officer/coordinator/etc.