

## Presque Isle Academy Title IX Sexual Harassment Response and Investigation Form

*This Title IX Sexual Harassment Investigation Form is to be used to document the school's conduct and investigation and comply with the reporting requirements for all alleged incidents of sexual harassment consistent with the USDE Title IX Final Rule.*

**REPORTING:**

Complete one Title IX Response and Investigation Form for each allegation of sexual harassment reported to school staff.

School Personnel completing form: \_\_\_\_\_ Position: \_\_\_\_\_

Confirmation that the Investigator does not have a conflict of interest

Date and time reported to school staff member: \_\_\_\_\_

Date and time reported to Title IX Coordinator (if different): \_\_\_\_\_

Method by which the report was made:

In person

Email

Telephone

Mail

Date(s) and location of incident(s): \_\_\_\_\_

Person reporting incident: Name: \_\_\_\_\_ Role: \_\_\_\_\_

Is this a formal complaint? \_\_\_\_\_

Did the Title IX Coordinator sign the complaint? \_\_\_\_\_

If so, is it over the complainant's objection? \_\_\_\_\_

Name of Complainant	Age	Grade	Notes

Name of Respondent(s)	Age	Grade	Notes

**This form is to be confidentially maintained in accordance with the Family Educational Rights Privacy Act, 20 U.S.C. § 1232g. All documents and records of sexual harassment reports and investigations must be kept in accordance with the USDE Title IX regulations.**

**Type of Alleged Sexual Harassment:**



**INITIAL RESPONSE (Prior to a Formal Complaint):**

- The school responded promptly in a manner that is not deliberately indifferent.
- The school provided all parties with copies of the School's nondiscrimination policy and the grievance procedures.

**Supportive Measures:** (*Supportive measures* are defined as non-disciplinary, non-punitive, individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment.)

- The school has *offered* the following supportive measures to *Complainant* to restore or preserve equal access to the educational program or activity: Date offered: \_\_\_\_\_

- Student conference with administrator
- Positive behavior intervention
- Teacher notification
- Other school staff notification
- Parent meeting(s)
- Safe person plan
- increased monitoring or supervision
- Check in/Check out assigned
- Harassment prevention plan to be developed
- Follow up/monitoring
- other (please specify): \_\_\_\_\_

- The school has *offered* the following supportive measures to *Respondent* to restore or preserve equal access to the educational program or activity: Date offered: \_\_\_\_\_

- Student conference with administrator
- Positive behavior intervention
- Teacher notification
- Other school staff notification
- Parent meeting(s)
- Safe person plan
- increased monitoring or supervision
- Check in/Check out assigned
- Harassment prevention plan to be developed
- Follow up/monitoring
- other (please specify): \_\_\_\_\_

- The school has *taken* the following supportive measures to restore or preserve equal access to the educational program or activity. Date begun: \_\_\_\_\_

- Student conference with administrator
- Positive behavior intervention
- Teacher notification
- Other school staff notification
- Parent meeting(s)

- Safe person plan
- increased monitoring or supervision
- Check in/Check out assigned
- Harassment prevention plan to be developed
- Follow up/monitoring
- other (please specify): \_\_\_\_\_

If no supportive measures were provided, state why this is not evidence of deliberate indifference.

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- The school has not imposed discipline sanctions against the respondent prior to completion of the grievance process OR
- The school has completed an individualized safety and risk analysis and determined that emergency removal is necessary to protect a student from an immediate threat to physical (not emotional) health or safety.
  - The school has provided respondent with notice and an opportunity to challenge the decision immediately after the removal. (See Attachment **B**)

**NOTE: If the school removes the Respondent for more than 10 school days, it must hold a due process hearing.**

- The school confirmed that the complainant
  - does
  - does not
 want to file a formal complaint and/or participate in a grievance process.
- If a formal complaint has been filed, the school has provided both students with written notice of rights and the option to engage in an informal resolution.
  - Complainant(s) Date of notice: \_\_\_\_\_ Form of notice: \_\_\_\_\_
  - Respondent(s) Date of notice: \_\_\_\_\_ Form of notice: \_\_\_\_\_
 (Attach copies of the notices – See Attachment **A**)
- The investigation and grievance process is being discontinued in order to pursue an informal resolution.
  - Both parties' voluntary consent has been obtained.
    - Date of complainant's written consent: \_\_\_\_\_
    - Date of respondent's written consent: \_\_\_\_\_
 (Attach copies of the written consent forms – See Attachment **A**)
- This is not a complaint alleging that an employee harassed a student.

NOTE: If the parties are pursuing informal resolution, do not complete remainder of this form. Keep detailed notes of the informal resolution process and outcome. Retain these records according to the School's record retention policy.



**INVESTIGATION/GRIEVANCE PROCESS (For Formal Complaints):**

Name of person responsible for investigation: \_\_\_\_\_

Title: \_\_\_\_\_

**Investigator Assurances:**

- Investigator is free from conflicts of interest or bias for or against complainant(s) or respondent(s).
- Investigator has received required Title IX training.
- Investigator understands that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Investigator agrees to treat complainants equitably by providing remedies any time a respondent is found responsible, and to treat respondents equitably by not imposing disciplinary sanctions without following the grievance process.
- Investigator agrees to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent or witness.
- Investigator understands that the School has chosen to use the preponderance of the evidence standard for determining whether sexual harassment has occurred. This burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.

Investigator signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

## NOTICES TO PARTIES

- Initial notice of**
  - allegations (in sufficient detail to allow respondent to prepare a response – names of known parties, conduct alleged, date and location of conduct, if known)
  - opportunity to present fact and expert witnesses and other evidence
  - opportunity to select an advisor, including an attorney, of their choice:
    - Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
    - Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices and consent forms – See Attachment **A**)
  
- Notice of Emergency Removal** (only if necessary)
  - provided Respondent with the individualized safety and risk analysis
  - provided Respondent with notice of opportunity to challenge the removal
  - provided Respondent with notice of due process hearing if removal will be for more than ten (10) school days
    - Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copy of the notice – See Attachment **B**)
  
- Notice of any investigative interview, meetings, or hearings.**
  - Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
  - Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices – See Attachment **C**)
  
- Notice** to parties and their advisors **of evidence** directly related to the allegations, in electronic or hard copy format, with at least 10 days for the parties to inspect, review, and respond to the evidence before the investigative report is finalized.
  - Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
  - Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices – See Attachment **D**)
  
- Notice** to the parties and their advisors of the **investigative report** that fairly summarizes relevant evidence, providing the parties with at least 10 days to respond before the matter is heard by the decision-maker. The notice included information about the opportunity to submit written, relevant questions that a party wants asked of any party or witness prior to a decision.
  - Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
    - Questions received from Complainant(s) on: \_\_\_\_\_
  - Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
    - Questions received from Respondent(s) on: \_\_\_\_\_

(Attach copies of the notices – See Attachment **E**)
  
- Notice** to the parties and their advisors of the **answers to the questions submitted**, allowing for additional, limited follow-up questions from each party:

- Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
  - Follow-up questions received from Complainant(s) on: \_\_\_\_\_
  - Follow-up responses sent to Complainant(s) on: \_\_\_\_\_
- Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
  - Follow-up questions received from Respondent(s) on: \_\_\_\_\_
  - Follow-up responses sent to Respondent(s) on: \_\_\_\_\_

(Attach copies of the notices – See Attachment **F**)

- Notice** to the parties and their advisors of the **final written determination** and **right to appeal**, including statement of and rationale for result as to each allegation, including determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the educational program or activity will be provided.

- Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
- Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices – See Attachment **G**)

- Notice** to the parties and their advisors of an **appeal**.

- Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
- Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices – See Attachment **H**)

- Notice** to the parties and their advisors of the **final decision on the appeal**.

- Sent to Complainant(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_
- Sent to Respondent(s) Date: \_\_\_\_\_ Form: \_\_\_\_\_

(Attach copies of the notices – See Attachment **I**)



## INVESTIGATION

What actions were taken to investigate this incident? (check all that apply)

- Interviewed complainant(s)
- Interviewed respondent(s)
- Interviewed witnesses
- Written witness statements
- Interviewed complainant(s) parent(s)/guardian(s)
- Interviewed respondent(s) parent(s)/guardian(s)
- Examined physical evidence
- Reviewed medical information (if privilege is waived)
- Reviewed student records
- Reviewed social history between parties
- Interviewed teachers and/or school staff (list names)
- Reviewed student attendance
- Reviewed video surveillance
- Reviewed electronic/web content
- Considered history of prior conflicts and/or problematic behavior.

Attach a separate sheet with all pertinent information gained during investigation.

**NOTE: The rape shield protections dictate that all evidence about a complainant's prior sexual behavior is irrelevant unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.**

**Evidence pertaining to the Respondent's prior sexual behavior is deemed relevant.**

**WRITTEN DETERMINATION OF TITLE IX DECISION-MAKER  
UPON COMPLETION OF INVESTIGATION AND GRIEVANCE PROCESS**

**Decision-maker:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Decision-maker Assurances:**

- Decision-maker is neither the investigator nor the Title IX Coordinator.
- Decision-maker is free from conflicts of interest or bias for or against complainant(s) or respondent(s).
- Decision-maker has received required Title IX training.
- Decision-maker understands that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- Decision-maker agrees to treat complainants equitably by providing remedies any time a respondent is found responsible, and to treat respondents equitably by not imposing disciplinary sanctions without following the grievance process.
- Decision-maker agrees to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent or witness.
- Decision-maker agrees to deem irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- Decision-maker agrees to provide remedies, when a respondent is found responsible, that are designed to maintain the complainant's equal access to education. Investigator acknowledges that such remedies may be disciplinary or punitive and may burden the respondent when necessary.
- Decision-maker understands that the School has chosen to use the preponderance of the evidence standard for determining whether sexual harassment has occurred. This burden of proof is met when the party with the burden convinces the fact finder that there is a greater than 50% chance that the claim is true.

Decision-maker signature: \_\_\_\_\_

**DECISION-MAKER FINDINGS OF FACT:**

Based on this investigation, the decision maker determines the following, based upon the preponderance of the evidence standard of proof.

**Sexual Harassment:**

Alleged conduct<sup>1</sup>:

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- The alleged conduct occurred OR
- The alleged conduct did not occur.

If not, skip all remaining questions and make a finding of dismissal on this allegation. Provide rationale for concluding that the alleged conduct did not occur:

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- The reported behavior constitutes *quid pro quo* harassment by a school staff member (NOTE: This type of misconduct is not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access)
- The reported behavior was unwelcome conduct that
  - a reasonable person would find
  - so severe and
  - pervasive, and
  - objectively offensive that it denies a person equal educational access
- The reported behavior was
  - sexual assault
  - dating violence
  - domestic violence or
  - stalking
- The reported behavior does not meet the definition of sexual harassment

Rationale for findings:

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**Location of incident:**

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<sup>1</sup> NOTE: if there are more than one allegation asserted, the decision-maker must complete this form for each allegation.

- The misconduct occurred in the School's educational program or activity
  - on-campus
  - off-campus
- The misconduct occurred where the School exercised substantial control over both
  - the respondent and
  - the context in which the sexual harassment occurred.

Rationale for findings:

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**Finding:**

- Because the incident meets both the definition of sexual harassment and the incident occurred within the School's educational program or activity, I find the respondent responsible. Therefore, the School may impose remedies and/or sanctions<sup>2</sup>.

Remedies to be provided to Complainant:

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Sanctions to be imposed on Respondent:

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<sup>2</sup> **List of Remedies/Supportive Measures:**

- Student conference(s) with administrator
- Counseling
- Positive behavioral interventions
- Classroom reassignment
- Course modification
- Schedule change
- Teacher notification plan
- Other school staff notification
- Parent meeting(s)
- Referral to 504, RTI, special education team
- Counseling/therapeutic interventions
- Silent mentor program
- Safe person plan
- Increased monitoring/supervision
- Check in – Check out assigned
- Harassment prevention plan to be developed
- Follow up / Monitoring
- Unstructured areas safety plan
- Bus planning/notification

**List of Sanctions:**

- Loss of privileges
- Detention
- In-school suspension
- Out-of-school suspension



**Appeal Decision-maker Assurances:**

- Appeal Decision-maker is not the investigator, the Title IX Coordinator nor the original decision-maker.
- Appeal Decision-maker is free from conflicts of interest or bias for or against complainant(s) or respondent(s).
- Appeal Decision-maker has received required Title IX training.
- Appeal Decision-maker agrees to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent or witness.
- Appeal Decision-maker understands that the School has chosen to use the **preponderance of the evidence standard** for determining whether sexual harassment has occurred. This burden of proof is met when the party with the burden (the school) convinces the fact finder that there is a greater than 50% chance that the claim is true.
- Appeal Decision-maker understands that an appeal is appropriate if any of the following may have occurred:
  - Procedural irregularity that affected the outcome
  - Newly discovered evidence that could affect the outcome
  - Title IX personnel has a conflict of interest or bias that affected the outcome
- Appeal Decision-maker agrees to consider the evidence and basis for appeal in an impartial manner and render a decision in accordance with the School's grievance policy and procedures.

Appeal Decision-maker signature: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

Date: \_\_\_\_\_

## Attachment A

### Initial letter to complainant's parent/guardian regarding investigation

Parent Address (Complainant's parent)

Re: Sexual Harassment Investigation

Dear [parent name]:

At [school name] we take our school culture and the safety of all students seriously. We strive to instill character in our students and create an environment where students and staff alike are valued and treated courteously. It is always concerning to hear when a student does not feel safe and accepted. Whenever we hear that an incident of potential sexual harassment has occurred, we immediately investigate the situation to address it and to do everything we can to ensure that the situation does not occur again.

We have **received/initiated** a formal complaint alleging sexual harassment involving your child. We have included the School's grievance process, including an informal resolution process that we will use if all parties would like to do so. This informal process would put the investigation on hold while the parties try to resolve the matter. You do not have to participate in an informal process, but if that interests you, we ask that you sign the attached written consent form and return it to me at **[email address]** within the next week. You can change your mind at any point prior to resolution and resume the grievance process.

The respondent is presumed not responsible during this investigation. The School will not impose any disciplinary sanctions for this incident until after there is a final decision unless an individualized safety and risk analysis has shown that an emergency removal is necessary to protect a student from immediate threat to physical health or safety. The Code of Conduct prohibits knowingly making false statements or providing false evidence during this process.

As the investigation progresses you will have the opportunity to present fact and expert witnesses and other inculpatory or exculpatory evidence you would like us to consider. You also have the opportunity to select an advisor, including an attorney, of your choice if you desire. If we conduct any investigative interviews, meetings, or hearings, we will let you know. We will also send you copies of all evidence related to the allegations and an investigative report that summarizes the relevant evidence at least 10 days before we make any decision on this. You will have the opportunity to respond to the evidence, asking questions you would like us to pursue. We want to ensure you are apprised of every step of this investigation. We will also send you notice of the final decision rendered after the investigation by an independent decision maker.

In the meantime, we have taken the appropriate steps to help insulate your child from similar experiences in the future. While we are not at liberty to share everything we have done to address this situation, we can tell you that we have **[insert the supportive measures you can share]**. We hope that these strategies will help your child feel safe at school at all times.

We hope that our actions will prevent any similar behavior moving forward. If for some reason your child experiences another incident directed at him/her in the future, please let us know immediately. We appreciate your willingness to partner with us in your child's education and growth.

Sincerely,  
[Name of Title IX Coordinator]

**Attachment: Grievance Procedures**

**Consent to Voluntarily Participate in an Informal Resolution Process  
Regarding Allegations of Sexual Harassment**

I understand that I do not have to participate in an information resolution process but may, instead, participate in the formal investigation and decision making process.

I understand that the formal complaint, investigation, and grievance process will be put on hold during the information resolution process.

I understand that I have the right to withdraw from the informal resolution process at any time prior to a final resolution being reached.

I understand that if there is a resolution, the formal complaint will be dismissed without findings or a decision.

I voluntarily consent to participate in an informal resolution process to resolve the allegations of sexual harassment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



[SCHOOL LETTERHEAD]  
**Initial letter to respondent's parent/guardian regarding investigation**

Parent Address (Respondent's parent letter)

Re: Sexual Harassment Investigation

Dear [parent name]:

At [school name] we take our school culture and the safety of all students seriously. We strive to instill character in our students and create an environment where students and staff alike are valued and treated courteously. It is always concerning to hear when a student does not feel safe. Whenever we hear that an incident of potential sexual harassment has occurred, we immediately investigate the situation to address it and do everything we can to ensure that the situation does not occur again.

We have **received/initiated** a formal complaint alleging sexual harassment involving your child. We have included the School's grievance process, including an informal resolution process that we will use if all parties would like to do so. You do not have to participate in an information process, but if that interests you, we ask that you sign the attached written consent form and return it to me at **[email address]** within the next week. You can change your mind at any point prior to resolution and resume the grievance process.

Your child is presumed not responsible during this investigation. That means that the School has the burden of proof, not your child. It also means that the School will not impose any disciplinary sanctions for this incident until after there is a final decision unless an individualized safety and risk analysis has shown that an emergency removal is necessary to protect a student from immediate threat to physical health or safety.

The complainant is **[name]**. This student alleges that **[describe allegations in sufficient detail to allow respondent to prepare a response – names of known parties, conduct alleged, date and location of conduct, if known]**. The Code of Conduct prohibits knowingly making false statements or providing false evidence during this process.

As the investigation progresses you will have the opportunity to present fact and expert witnesses and other evidence you would like us to consider. You also have the opportunity to select an advisor, including an attorney, of your choice if you desire. If we conduct any investigative interviews, meetings, or hearings, we will let you know. We will also send you copies of all evidence related to the allegations and an investigative report that summarizes the relevant evidence at least 10 days before we make any decision on this. You will have the opportunity to respond to the evidence, asking questions you would like us to pursue. We want to ensure you are apprised of every step of this investigation. We will also send you notice of the final decision rendered after the investigation by an independent decision maker.

We have implemented some supportive measures to help your child learn better strategies for how to interact with classmates. It is our desire to help your child be successful in this learning environment. While we are not at liberty to share everything we have done to address this situation, we can tell you that we have **[insert the supportive measures you can share]**. We hope that our actions will prevent similar situations moving forward. We appreciate your willingness to partner with us in your child's education and growth.

Sincerely,

[Name of Title IX Coordinator]

**Attachment: Grievance Procedures**

**Consent to Voluntarily Participate in an Informal Resolution Process  
Regarding Allegations of Sexual Harassment**

I understand that I do not have to participate in an information resolution process but may, instead, participate in the formal investigation and decision making process.

I understand that the formal complaint, investigation, and grievance process will be put on hold during the information resolution process.

I understand that I have the right to withdraw from the informal resolution process at any time prior to a final resolution being reached.

I understand that if there is a resolution, the formal complaint will be dismissed without findings or a decision.

I voluntarily consent to participate in an informal resolution process to resolve the allegations of sexual harassment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Attachment B**

### **Emergency Removal Notice**

Use only if the school decides to remove respondent prior to completion of grievance process

Parent Address

Re: Title IX – Notice of Removal

Dear [parent name]:

We have conducted an individualized safety and risk analysis to determine if an emergency removal is necessary to protect a student from immediate threat to physical health or safety. We have found that it is necessary at this time to remove your child from the learning environment. This is not a finding of responsibility. It is a precautionary measure designed to keep all students at the School physically safe pending the grievance process.

We have attached the findings from the individualized safety and risk analysis for your review. You are entitled to challenge this decision immediately. Please contact me at [email address] if you would like to do so. If the removal is for more than ten (10) school days, we will schedule a due process hearing.

Sincerely,  
[Title IX Coordinator]

**Attachment: Individualized Safety and Risk Analysis**

**Attachment C**

**Investigation Notice**

send to both parties as separate letters or emails

Parent Address

Re: Sexual Harassment Investigation

Dear [parent name]:

We plan to conduct the following interviews and/or meetings with respect to the allegations of sexual harassment:

Name of person being interviewed: [REDACTED]

Date of interview: [REDACTED]

While you do not have the right to be present for the interview, you may submit any questions you would like us to ask this individual. The questions you submit will be provided to the other party. Please send us the questions no later than five (5) days after you receive this letter at [email address]. We reserve the right not to ask any question that we deem to be irrelevant or in violation of the law.

Sincerely,  
[Title IX Coordinator]

## Attachment D

### Notice of Evidence

send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Sexual Harassment Evidence

Dear [parent name]:

We have gathered the attached evidence directly related to the allegations of sexual harassment reported in the formal complaint. You have 10 days in which to inspect, review and respond to this evidence before a decision is made. Please send me your written response as soon as possible at [email address].

Sincerely,  
[Title IX Coordinator]

**Attachment: Either the evidence itself or a detailed summary of the evidence. Evidence may be provided in either electronic or hard copy format.**

## Attachment E

### Notice of Investigative Report

send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Sexual Harassment Investigative Report

Dear [parent name]:

We have completed our investigation into the allegations of sexual harassment reported in the formal complaint. I have attached the investigative report for your review. This report summarizes the relevant evidence for the decision maker. You have 10 days to respond in writing to the report. If you have any additional relevant questions you would like to ask any party or witness prior to the decision, please submit them within the 10 day period as well. If we receive additional questions, we will let all parties know the questions and answers before a decision is made. We reserve the right not to ask any question that we deem to be irrelevant or in violation of the law.

Please submit your written response and/or questions to me at [email address]. I will make sure the decision maker receives your submission.

Sincerely,  
[Title IX Coordinator]

**Attachment: Investigative Report**

## Attachment F

### **Notice of Supplemental Questions/Answers** send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Sexual Harassment Investigation – Supplemental Questions

Dear [parent name]:

The parties requested that the additional questions be asked. We have done so and received the following responses:

[List the questions, followed by the responses]

If you have additional, limited follow-up questions you would like us to ask, you must submit them to us within 7 days of the date of this letter. We reserve the right not to ask any question that we deem to be irrelevant or in violation of the law.

Sincerely,  
[Title IX Coordinator]

## Attachment G

### Notice of Written Determination of Responsibility and Right to Appeal

send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Title IX Formal Complaint –Determination of Responsibility and Right to Appeal

Dear [parent name]:

The decision maker has reached a decision regarding the allegations in the Title IX Formal Complaint. I have attached the Determination of Responsibility, which includes a statement of and rationale for the result as to each allegation. It also includes any disciplinary sanctions and/or remedies to restore or preserve equal access to the School's educational program and activities.

If you would like to appeal this Determination of Responsibility, please submit your request to appeal in writing to me at [email address] within 10 business days of receipt of this letter. You may base your appeal on any of the following:

1. Procedural irregularity that affected the outcome
2. Newly discovered evidence that could affect the outcome
3. Title IX personnel had a conflict of interest or bias that affected the outcome

This Determination will be final as of the date of this letter if I do not receive a request to appeal within 10 business days. If either party appeals the decision, the matter will be submitted to an impartial appeal decision maker. The appeal decision maker will render a final decision within 20 business days. The appeal decision will be final.

Sincerely,  
[Title IX Coordinator]

**Attachment: Determination of Responsibility**



## Attachment H

### Notice of Appeal

send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Title IX Formal Complaint – Appeal

Dear [parent name]:

The [Complainant] [Respondent] has appealed the Determination of Responsibility regarding the Title IX Complaint on [Date]. You have 5 business days to submit a written statement regarding the Determination. Please submit your written statement to me at [email address].

The appeal decision maker will reach a decision on the appeal by [Date]. We will notify you of the outcome.

Sincerely,  
[Title IX Coordinator]

**Attachment: Appeal**

## **Attachment I**

### **Notice of Appeal Decision**

send to both parties as separate letters or emails

**NOTE: If either party has retained legal counsel or another advisor, this notice must go to them as well.**

Parent Name  
Parent Address

Re: Title IX Formal Complaint – Appeal Decision

Dear [parent name]:

We have attached the final written decision regarding the Appeal of the Title IX Determination of Responsibility. The decision explains the rationale for the decision and is final.

Sincerely,  
[Title IX Coordinator]

**Attachment: Appeal Decision**