

[DISTRICT LETTERHEAD]

CONFIDENTIAL

[Date]

Via U.S. mail and email to: [email address]

Name of Witness (include name of parents/guardians if known)

Address

Re: Notice of Title IX Complaint, Allegations of Sexual Harassment and Investigation

Dear [Name of Witness and Parents/Guardians]:

I am the Title IX Coordinator for the Aberdeen School District #58. In that capacity, on [date] I [received OR signed] a formal complaint (the "Complaint") that includes allegations of sex discrimination under Title IX of the Education Amendments of 1972 ("Title IX") [made by OR pertain] to [insert name] (the "Complainant") against [insert name] (the "Respondent"). Pursuant to Title IX, sex discrimination may include allegations of sexual harassment or sexual violence. I have been informed that you are a potential witness to the conduct or actions relevant to this matter; accordingly, the purpose of this letter is to provide you with notice of the allegations and the District's grievance process.

In particular, the District has been notified of the following allegations, as contained in the formal complaint: [insert summary of allegations constituting sexual harassment, including identity of parties involved, if known; conduct allegedly constituting sexual harassment; date and location of the alleged incidents, if known].

[I OR name of investigator] will be conducting the investigation of this matter. [My OR The investigator's] contact information is:

Address

Phone number(s)

Email

[I wish OR The investigator wishes] to conduct an initial interview with you on [Date] at [location]. The available interview times are [include at least two options]. If you cannot attend the interview at either of these proposed times, please let [me OR the investigator] know promptly to schedule a different time. If you have any questions about the interview process, please contact me directly at [phone number] or [email]. Please bring any evidence you might have relating to the allegations to the interview. Evidence can include documents, audio or video recordings or other materials.

Please be aware that the District’s grievance process requires an investigation before any determination of responsibility is made. At the conclusion of the investigation, an appointed decision-maker will make a final determination of responsibility, based upon the evidence received during the investigation. Until the final determination of responsibility is made, the Respondent is considered “not responsible” for violating District policy relating to Title IX sexual harassment (Board Policy 296).

In accordance with Board Policy 296P1, the District will conduct this investigation confidentially, except as may be permitted by law or regulations relating to the conduct of any investigation. *See, e.g.,* 20 U.S.C. §1232g; 34 CFR Parts 99, 106; Board Policy 296P1. To that end, you are requested to maintain confidentiality regarding your status as a witness, the identity of the parties, and the identity of any other witnesses.

You are reminded that you are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, including, among other things, making a report or formal complaint of sexual harassment. You are also reminded that Board Policy 296 provides that individuals who knowingly file a false or misleading complaint alleging sexual harassment, discrimination or retaliation are subject to appropriate disciplinary action including, but not limited to, dismissal of the complaint and discipline under applicable Board policy.

Should you need accommodations for the interview due to a disability, please let [*me OR other office, e.g. business office, HR office, etc.*] know prior to your scheduled interview. [If another office: *The contact person is [name], who can be reached at [phone number].*]

Thank you in advance for you anticipated cooperation in this process.

Sincerely,

[*name*]
[*Title IX Coordinator*]
[*Contact Information*]



LEGAL REFERENCE:

ADOPTED:

AMENDED:

**Language in text set forth in italics is optional.*

<p>NOTE: All items in brackets and italics should be filled in with the appropriate information and the brackets removed. The form can be placed on district letterhead and formatting changed to accommodate placement on district or charter school letterhead.</p>
