



CENTRAL COLUMBIA

4777 OLD BERWICK ROAD
BLOOMSBURG, PENNSYLVANIA 17815-3515

District Administration Office
570-784-2850 Ext. 4000
Fax 570-387-0192

High School & Athletic Office
570-784-2850 Ext. 3000
HS Fax 570-784-3570

Middle School Office
570-784-2850 Ext. 2000
Fax 570-784-4935

Elementary School Office
570-784-2850 Ext. 1000
Fax 570-784-2582

CONFIDENTIAL

[Date]

Via Email [and Regular Mail]

[Name (include names and address of parents/guardians of parties, if known)]

[Address]

[Email address]

Re: Title IX Complaint - Notice of Allegations of Sexual Harassment and of Grievance Process

Dear [Name of Respondent and of Parents/Guardians]:

In my capacity as Title IX Coordinator for the School District, I have [received] [or] [signed] a formal complaint that includes allegations of sexual harassment against you, the "respondent" that were [made by] [or] [pertain] to [Insert Name], the "complainant." This letter constitutes the [Insert] School District's notice to [Insert Name], the respondent, of allegations of sexual harassment and of the School District's grievance process. I am also sending a similar written notice to [Insert Name], the complainant.

Please be advised of the following:

1. The School District has been notified of the following allegations, which are contained in the formal complaint.

- [Include here a summary of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time. Sufficient details include:
 - The identity of the parties involved, if known.
 - The conduct allegedly constituting sexual harassment.
 - The date and location of the alleged incidents, if known.]

2. Enclosed for your reference is a copy of the District's grievance process for formal complaints [and the District's informal resolution process, if any]. Please be sure to review this document as it contains important information about your rights.

3. In connection with the grievance process, you may have an advisor of your choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.

4. I wish to conduct [or Insert Name, a designated investigator, wishes to conduct] an initial interview with you on [Date and Time] at [Location]. [Be sure to provide sufficient time for the recipients of the letter to prepare a response before any initial interview or to otherwise participate in the interview.] If you cannot attend an interview at that time, please contact me [or the designated investigator] promptly to schedule a different time. My contact information is:

4777 Old Berwick Rd., Bloomsburg PA 17815

(570) 784-2850 ext. 4043

cfish@ccsd.cc

[The investigator's contact information is:]

[Address]

[Phone numbers]

[Email]

1. The District is also aware of the following allegations that it will also investigate in connection with the formal complaint. Those allegations are as follows: *[Insert, including "sufficient details" as described above.]*

2. Please be aware that Board policy *[Insert Number]* and the District's Code of Student Conduct *[Insert Section]* prohibit knowingly making false statements or knowingly submitting false information to school officials in connection with reports of misconduct or discrimination complaints.

3. At the conclusion of the grievance process, a written determination regarding responsibility will be made. Until that time, **the respondent is presumed to be not responsible for the alleged conduct.**

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.

In addition, you are directed to maintain confidentiality regarding your status as a party in this matter, the identity of the parties, and the identity of any witnesses, 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; [relevant District policies].* If you have any concerns about confidentiality or whether it has been or will be maintained in this matter, please report them to me *[or the investigator]*.

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

Sincerely,

Christina E. Fish