



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]

[Send two separate letters: One to each complainant and parents/guardians, if any, and another to each respondent and parents/guardians, if any]

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

[Address]

[Email address]

Re: Title IX Complaint – Notice of delay or extension of time frames

Dear [Insert]:

I write in connection with the currently pending grievance pertaining to allegations of sexual harassment. Under the School District's "Discrimination Complaint Procedures" (copy enclosed) and applicable regulations, reasonably prompt timeframes have been established for the conclusion of the grievance process. It has become apparent that some established timeframes included in these procedures require adjustment, and good cause exists to allow for a temporary delay or a limited extension of time.

A delay or extension of time is required because [insert discussion of factors indicating why good cause exists for the delay or extension of time. Under the regulations, "good cause" for a delay **may include, but is not limited to**, considerations such as: (1) the absence of a party, a party's advisor or a witness; (2) concurrent law enforcement activity; or (3) the need for language assistance or the accommodation of disabilities.] In light of the [insert the relevant factors], I conclude that good cause exists for a delay or extension of time of the required timeframes.

[Include a brief discussion of what will happen next and what the next deadlines will be, if they can be determined. For example, maybe you will need an extra 7 days to accommodate disabilities. There, you can determine the deadline for next steps. But if there are concurrent law enforcement activities, you may not know when those activities will end and when you will be able to proceed with the grievance. If so, specify a date by which you will follow up.]

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 again 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