

Margaretta Local School District

Mr. Edward P. Kurt, Superintendent
Mrs. Diane Keegan, Treasurer



[Date]

[Name]
[Address]
[Address]

Re: Notice of Formal Complaint of Sexual Harassment

Dear [Name]:

On [Date], the District's Title IX Coordinator received a formal complaint in which it is alleged that [Respondent's Name] (hereinafter "Respondent") sexually harassed [Complainant's Name] (hereinafter "Complainant"). The alleged conduct constituting sexual harassment set forth in the complaint is as follows:

Date/Time of incident: _____

Location of incident: _____

Description of incident: _____

A copy of the District's Board Policy on sexual harassment is included with this letter. The Board Policy outlines the grievance process, including the informal resolution process.

The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility shall be made at the conclusion of the grievance process.

Both the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney. Such advisor may be present during any grievance proceeding or related meeting, and may inspect and review evidence. If you choose to have an advisor, please provide his/her name and contact information to the Title IX Coordinator as soon as possible.

Please be advised that Paragraph/Section ____ of the Code of Student Conduct prohibits knowingly making false statements, including knowingly submitting false information during the grievance process.

You will be contacted in the near future by an individual who has been designated by the District to conduct an investigation of the complaint.

If you have any questions, please contact me immediately.

Sincerely,

Rod Smith
Title IX Coordinator