

DISTRICT LETTERHEAD

****This letter may be sent to adult students or parents of minor students or employee complainants after initial verbal contact by school officials about a report of alleged sexual harassment when no Formal Complaint is filed.***

DATE

Via email: _____

Original via First Class Mail or Certified Mail/Return Receipt Requested

Name of Complainant/Parents/Guardian

Address

City State Zip Code

Re: Title IX Complaint – Response to Sexual Harassment Report Supportive Measures

Dear _____:

This letter is to confirm receipt of a report of alleged sexual harassment involving you/your child. It is our understanding that, at this time, you do not wish to file a Formal Complaint and pursue this matter further. If you change your mind, please contact my office immediately.

Even though you have not filed a Formal Complaint, the District is implementing the following supportive measures, because school board policy DIA/FFH prohibits discrimination on the basis of sex, including sexual harassment and other prohibited conduct, in all of its educational programs. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge to the parties when a report of alleged sexual harassment is made.

Supportive Measures: ***(Select only those that apply and provide details. Delete the options below that will not be implemented.)***

- Counseling of students regarding appropriate behavior expectations
- Review of district and code of conduct expectations with students by administrator
- Change of class schedule/lunch schedule/locker location
- Campus/class escort
- Increased school monitoring of [location] for [time period e.g., next 9 weeks]
- School counseling
- Stay away agreement/No contact directives
- Limitation on extracurricular activities
- Training
- Other: _____
- Change of work schedule/location

The District's goal is for you/your child to feel safe and comfortable on campus. If you have questions about the District's Title IX grievance process or supportive measures, please contact the Title IX Coordinator's Office at **(XXX) XXX-XXXX** or **[email]**.

Sincerely,

[Name]

Title IX Coordinator/designee

Enclosure: FFH(LOCAL) & FFH (Regulation 2)