WRITTEN NOTICE TO KNOWN PARTIES

REGARDING ALLEGATIONS OF SEXUAL HARASSMENT

On the ____ day of ______, 20___, the district received formal notification of an allegation of sexual harassment. The respondent is presumed not responsible for the conduct. Responsibility will be determined at the conclusion of the grievance process. Both parties are entitled to have an advisor and to review and inspect evidence. The district's student discipline policies prohibit making false statements or providing false information in the grievance process. Both parties will be treated equally during the investigation and process to resolve the allegations. The district's grievance procedure is attached to this correspondence and includes the following steps:

1. Informal resolution. If the parties consent, informal resolution procedures may be utilized to resolve the allegation.
2. Notice and Summary of Allegations. (Sufficient details must be included here to allow the respondent to prepare a response).
3. Investigation of Allegation. The school has designated the Executive Director, Cecilia Robinson-Woods, to act in the role of the investigator. Contact information is as follows: Cecilia Robinson-Woods, 1425 N Kelham Unit B, OKC, OK 73117
4. Interviews. Interviews may be scheduled in accordance with school district policy.
5. Evidence. Both parties will have the right to review all evidence that is directly related to the allegations in the complaint.
6. Report. A written investigation report will be provided to both parties at least 10 days before a hearing or determination of responsibility.
7. Hearing. The Title IX Coordinator will determine on a case-by-case basis whether the hearing will be a live hearing or whether it will be a written hearing.
8. Determination of Responsibility. A decision-maker, who is not the Title IX Coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility and will issue a written determination.
9. Appeals. An appeal may be filed by either party in accordance with district policy.

Records of this allegation will be maintained for a minimum of seven (7) years.

At this time, the respondent may prepare a written response before an initial interview. The interview is tentatively scheduled for _____, and will be held at P3 Urban Montessori conference room. If you have any questions, please contact me at _____.

Sincerely,

_____
Title IX Coordinator