

TITLE IX Grievance Procedures for Student Reports or Complaints of Sexual Harassment

When a Morehouse Parish School Board staff member or employee has actual knowledge of sexual harassment as defined below involving a student, the response by the administration is required to be prompt and, in a manner, not deliberately indifferent. The response must treat the complainant and respondent equitably and offer supportive measures to both. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) must be free of any a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the report or complaint. Different treatment on the basis of sex during a sexual harassment investigation constitutes sex discrimination and is specifically prohibited.

DEFINITIONS

1. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment as defined below to Title IX Coordinator or to any employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Actual knowledge does not exist if the only person with actual knowledge is the “respondent” as defined below.
2. “Administrative leave” means placing an employee respondent on administrative leave during the pendency of a grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.
3. “Advisor” is an individual who either the complainant or the respondent may have to support that party during the course of the complaint process. The advisor need not be an attorney. The advisor is at the party’s sole expense, if any. The advisor may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
- 4.. “Complainant” means a student who is alleged to be the victim of conduct that could constitute sexual harassment as defined below.
5. “Consent” for sexual activity may be manifest in the voluntary words or actions of a student over the age of 12 to someone not greater than three (3) years older than the student, conveying a willingness to engage in a sexual act. Consent does not include the following: (a) a student’s words or actions conveyed to a school district employee; (b) words or actions of a student who is incapable of resisting or of understanding the nature of the act by reason of a stupor or abnormal condition of mind produced by an intoxicating agent or any cause and the offender knew or should have known of the student’s incapacity, and (c) words or actions of a student who has mental or physical infirmities which the offender knew or should have known to be significant.

6. "Decision-Maker" is someone other than the Title IX Coordinator or Investigator. For the Morehouse Parish School Board, the Decision-Maker is a district supervisor. The Decision-Maker issues a written determination regarding responsibility based on the complaint investigative report.
7. "Education program or activity" includes any school, administrative building and any Morehouse Parish School Board location, event, or circumstance over which the Morehouse Parish School Board and its employees and staff have or exhibit substantial control over students and the context in which harassment occurred. Use of Morehouse Parish School Board resources such as e-mail, the Internet, postal mail, handwritten, or other communications are possible methods of sexual harassment as defined below.
8. "Emergency removal" means removing a respondent student from Morehouse Parish School Board's education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Title IX Coordinator also provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
9. "Formal complaint" means a document filed by a complainant (victim) or signed by the Title IX Coordinator alleging sexual harassment (as defined below) against a respondent and requesting an investigation of an allegation of sexual harassment. The complaint may be filed with the Title IX Coordinator in person, by mail, and/or by electronic means. "Document filed by complainant" means a document or electronic submission, such as by electronic mail or through an online portal, and contains the complaint's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.
10. "Investigator" is the person designated by the Title IX Coordinator to investigate allegations which may constitute "sexual harassment" (as defined below) and to produce an investigate report. The Investigator may be the Title IX Coordinator, but in no instance can the Investigator also be the "Decision-Maker" (as defined above).
11. "Notice" results whenever any Morehouse Parish School Board employee, Title IX Coordinator, or any official with authority witnesses sexual harassment (as defined below); hears about sexual harassment or sexual allegations from a victim or a third party (e.g., the victim's parent or guardian, friend, or peer); receives a written or verbal report about sexual harassment or allegations of sexual harassment; or by any other means.
12. "Remedies" are what the Morehouse Parish School Board provides to the complainant and to the respondent, after the Morehouse Parish School Board has made a determination of

responsibility for sexual harassment against the respondent via the grievance process. Remedies may include supportive measures (as defined below) designed to restore or preserve equal access to Morehouse Parish School Board's education program or activity and may be disciplinary and/or punitive in nature with respect to the respondent. Remedies also include disciplinary sanctions which, for employees may include all available disciplinary action up to and including termination and, for students, all available disciplinary action up to and including expulsion.

13. "Respondent" means a student or employee who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined below).
14. "Sex discrimination" is treatment of or denial of a benefit to a person on the basis of their sex.
15. "Sexual harassment" means, for the purpose of only this grievance procedure, conduct on the basis of sex that satisfies one or more of the following:
 - An employee of Morehouse Parish School Board conditioning the provision of an aid, benefit, or service for a student on an individual's participation in unwelcome sexual conduct (i.e., *quid pro quo* sexual harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Morehouse Parish School Board's education program or activity;
 - "Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (20 U.S.C. 1092(f)(6)(A)(v)) involving an attempted or actual sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent such as:
 - (1) attempted or actual rape as defined in La. R.S. 14:41, 42-43 or
 - (2) attempted or actual sexual battery as defined in La. R.S. 14:43.1-43.3;
 - "Dating violence" means violence committed by a person--
 - (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship;
 - (ii) The type of relationship; and
 - (iii) The frequency of interaction between the persons involved in the relationship, (34 U.S.C. 12291(a) (10)); or
 - (3) commits a battery of a dating partner as defined in La. R.S 14:34.9 or 14:34.9.1;

- "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Louisiana (34 U.S.C. 12291(a)(8)); or

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to--

- (1) fear for his or her safety or the safety of others; or
- (2) suffer substantial emotional distress (34 U.S.C. 12291(a) (30)); or
- (3) may include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted (La. R.S 14:40.2).

16. "Standard of evidence" is a preponderance of evidence which means a finding that is more likely than not that the sexual harassment occurred. The standard is met when a finder of fact has determined with 50.1% certainty that the sexual harassment occurred.
17. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Morehouse Parish School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the Morehouse Parish School Board's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
18. "Title IX Coordinator" is the person designated by the Morehouse Parish School Board School Board and who may designate an Investigator, as appropriate. The Title IX

Coordinator is authorized to coordinate all compliance efforts regarding Title IX including employment, athletic participation, and housing for Morehouse Parish School Board for this grievance procedure regarding sexual harassment (as defined above), the Title IX Coordinator is the initial contact and responsible for its overall compliance. The Title IX Coordinator's name, office and email addresses, and phone number, must be posted on the Morehouse Parish School Board's website and in each handbook or catalog that it makes available to applicants for admission and employment, students, parents or legal guardians of students, and employees.

19. "Title IX" refers to Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*) and the regulations promulgated thereunder. Title IX prohibits discrimination on the basis of sex in education programs and activities that receive Federal financial assistance, including the Morehouse Parish School Board.

REPORT PROCEDURE – See Exhibit Table of Contents for specific forms

1. Any student who believes he or she has been the victim of sexual harassment as a result of conduct defined above as sexual harassment by another student or by any Morehouse Parish School Board employee or staff member is encouraged to report the matter to the Title IX Coordinator or Morehouse Parish School Board employee.
2. Any person, such as parent/guardian, principal, school administrator, teacher, friend, or bystander, may report sexual discrimination, including sexual harassment whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination or sexual harassment. The report should be made to the Title IX Coordinator.
3. Reports may be made by mail, telephone or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
4. Reports may be made at any time, including non-business hours, by using the telephone or electronic mail address to the Title IX Coordinator's office.
5. Upon actual knowledge or notice of alleged sexual harassment (as defined above) of a student, the Title IX Coordinator must promptly within 72 hours contact the complainant student and, as appropriate, parent/guardian to determine the available facts involving the report and to discuss all options, including the availability of supportive measures and consider the complainant's wishes with respect to supportive measures. Supportive measures (as defined above) are available with or without the filing of a formal complaint.
6. The report of an alleged sexual harassment (as defined above) must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual harassment or retaliation. A report must, at a minimum, include: (a) a description of an alleged act of sexual harassment, including the date(s), time(s), and place(s) it is

alleged to have occurred; (b) identity of the alleged victim; (c) identity of the alleged harasser; and (d) identity of the reporting person.

7. During that initial contact following receipt of the report the Title IX Coordinator must notify the complainant student and as appropriate parent/guardian of the right to file a formal complaint.
8. The Title IX Coordinator must explain to the complainant student and as appropriate parent/guardian how to file a complaint.
9. In the event the complainant student decides not to file a complaint, the Title IX Coordinator has two options to be determined based upon the circumstances, as follows:
 - a. The Title IX Coordinator may close the report without further action if there is insufficient information to warrant opening an investigation despite the complainant's wishes. If the report is closed, the Title IX Coordinator must:
 - i. provide supportive measures as appropriate, which must remain confidential;
 - ii. document reasons why closure of the report was not deliberately indifferent
 - iii. document measures taken to preserve and restore equal access to programs or activities;
 - iv. if no supportive measures are provided, document the reasons why the response was not clearly unreasonable, and
 - v. maintain the confidential report for seven (7) years.
 - b. The Title IX Coordinator may sign and file a formal complaint even where the complainant does not wish to move forward. The Title IX Coordinator will open an investigation despite the complainant's wishes if the report is sufficient to impart knowledge that any person is sexually harassing or assaulting students or implies a pattern of sexual harassment by a person in a position of authority.

COMPLAINT PROCEDURE

Upon receipt of a formal written complaint filed by a complainant student or signed by the Title IX Coordinator, the Title IX Coordinator must immediately provide written notice to the known parties, containing a copy of these grievance procedures, including the informal resolution process and appeals processes. Such written notice must contain the following elements:

1. Notice of the allegations of sexual harassment potentially constituting "sexual harassment" (as defined above) to include sufficient details known at the time and allowing time to prepare a response before any initial interview or other proceeding. Sufficient details include the identities of the known parties involved in the incident, the

conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

2. A statement that the complainant and respondent will be treated equitably by providing remedies for a complaint when the determination of responsibility for sexual harassment has been made against the respondent and by following this grievance process before imposing against a respondent any disciplinary sanctions or other actions that are not supportive measures. Remedies must be designed to restore or preserve equal access to the Morehouse Parish School Board's education program or activities and include individual services such as "supportive measures"; however, remedies can be disciplinary or punitive and need not avoid burdening the respondent.
3. A statement that the respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process by another person as the Decision-Maker.
4. Notice informing each party that they may have an advisor of their choice, who may be, but is not required to be, an attorney and who may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
5. Notice of any provision in the Morehouse Parish School Board's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the complaint process.
6. A statement that, if, in the course of an investigation, the Title IX Coordinator or designated Investigator decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to this section, the Title IX Coordinator must provide written notice of the additional allegations to the parties whose identities are known.
7. Notice that the Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a complaint process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
8. Notice that, if the respondent is a Morehouse Parish School Board employee, such employee may be placed on administrative leave during the pendency of a grievance process.
9. Notice that, if the respondent is a Morehouse Parish School Board student, such student may be subject to emergency removal if, after a safety and risk analysis it is determined that the student is an immediate threat. Before any such removal the

student must be provided with notice and an opportunity to challenge the decision. Additionally, students with disabilities must be afforded all procedural safeguards as may be available.

10. Notice that retaliation, including but not necessarily limited to, intimidation, threats, coercion, or discrimination of any individual with a purpose of interfering with any right or privilege secured by Title IX is strictly prohibited and subject to disciplinary action.

INVESTIGATION OF A FORMAL COMPLAINT

When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator and Investigator will:

1. Initiate the investigative process within five (5) working days of receipt of the formal complaint and ensure that the investigation process is completed within 30 working days of initiation of the investigation. Temporary delays and limited extensions of time are permissible for good cause. Complainant and Respondent must be notified in writing of any temporary delays and/or limited extensions of time with the reasons therefor.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the Title IX Coordinator and Investigator and not on the parties. However, the Title IX Coordinator and Investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to a party, unless the Title IX Coordinator obtains that party's parent/guardian voluntary, written consent to do so for a complaint process under this section. If the party is of age of majority, then such individual may provide the written consent.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, to submit written questions for the other party/witness to answer provided the Title IX Coordinator determines the questions to be relevant, and other inculpatory and exculpatory evidence to the Title IX Coordinator or Investigator.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence to the Title IX Coordinator or Investigator.
5. Not allow as relevant evidence questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The Title IX Coordinator

or Investigator must explain to the party proposing the questions any decision to exclude a question or evidence as not relevant.

6. Provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings or proceedings, with sufficient time for the party to prepare to participate. The party may be accompanied by an advisor. The notice is to include information if the interview or other meetings will be conducted in a virtual manner using ZOOM, Microsoft Team, Skype, or similar digital platforms. The Title IX Coordinator will create an audio or audiovisual recording, or transcript, of any live interview or meeting and make it available to the parties for inspection and review.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. This includes the evidence upon which the Title IX Coordinator or Investigator does not intend to rely on to reach a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The purpose is so each party can meaningfully respond to the evidence prior to conclusion of the investigation.
8. Prior to completion of the investigative report, the Title IX Coordinator or Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties have ten (10) calendar days to submit a written response, which the Title IX Coordinator or Investigator will consider prior to completion of the investigative report. The Title IX Coordinator must make all such evidence subject to the parties' inspection and review, to give each party equal opportunity to review.
9. After the 10-day response period and considering responses and any additional evidence as may have been submitted by the parties, create an investigative report resulting from an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence with credibility determinations without regard to a person's status as a complainant, respondent, or witness. The report is to fairly summarize relevant evidence and to be sent to each party and the party's advisor, if any, in an electronic format or a hard copy.

DETERMINATION REGARDING RESPONSIBILITY

After the Title IX Coordinator sends the investigative report to the parties and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker(s) must afford each party seven (7) calendar days for the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The Decision-Maker(s), who cannot be the same person(s) as the Title IX Coordinator or the Investigator(s), must issue a written determination regarding responsibility within ten (15) working days of completion of the question and answer period to both parties,

simultaneously. To reach this determination, the Decision-Maker must apply the standard of evidence described in the Definitions section of this procedure. The written determination must include—

1. Identification of the allegations potentially constituting sexual harassment (“sexual harassment” as defined in the Definitions section of this procedures);
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and interviews or other proceedings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the Morehouse Parish School Board’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on a respondent, and whether the remedies are designed to restore or preserve equal access to the Morehouse Parish School Board’s education program or activity will be provided by the Decision-Maker to the complainant; and
6. The Morehouse Parish School Board procedures and permissible bases for the complainant or respondent to appeal.
7. The Decision-Maker must provide the written determination to the parties simultaneously.
8. The determination regarding responsibility becomes final either on the date that the Decision-Maker provides the parties with the written determination of the result of an appeal, if an appeal is filed, or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely.
9. The Title IX Coordinator is responsible for effective implementation of any remedies.

APPEALS

1. Both parties or either party may appeal within seven (7) calendar days from a determination regarding responsibility, or from the Title IX Coordinator or the Decision-Maker’s dismissal of a formal complaint or any allegations therein, on the following bases:
 - a) Procedural irregularity that affected the outcome of the matter;

- b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
 - c) The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
2. For all appeals, the Superintendent of Schools or designee must:
- a) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b) Ensure that any Superintendent's designee for the appeal is not the same person as the Decision-Maker(s) who reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator;
 - c) Give both parties ten (10) calendar days and an equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - d) Issue a written decision describing the result of the appeal and the rationale for the result; and
 - e) Provide the written decision simultaneously to both parties.

DISMISSAL OF A FORMAL COMPLAINT

1. The Title IX Coordinator must review the allegations made in a formal complaint. If the conduct alleged in the formal complaint would not constitute "sexual harassment" (as defined above) even if proved; did not occur in the Morehouse Parish School Board's education program or activity; or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the formal complaint. Such a dismissal does not preclude action under another provision of the Morehouse Parish School Board's code of conduct.
2. The Title IX Coordinator may dismiss the formal complaint or any allegations therein, if at any time during the investigation a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Morehouse Parish School Board; or specific circumstances prevent the Title IX Coordinator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Upon a dismissal required or permitted pursuant to paragraphs 1 or 2 of this section, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

RECORDKEEPING

The Title IX Coordinator must maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Title IX Coordinator must document the basis for the conclusion that any response was not deliberately indifferent, and must document the measures taken and designed to restore or preserve equal access to the Morehouse Parish School Board's education program or activity. If a complainant was not provided with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Title IX Coordinator in the future from providing additional explanations or detailing additional measures taken. In addition, the following must also be maintained:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Morehouse Parish School Board's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train the Title IX Coordinator(s), Investigator(s), Decision- Maker(s), and any person who facilitates an informal resolution process. All training materials must be publicly available on the Morehouse Parish School Board website.

RETALIATION IS PROHIBITED

1. Retaliation of any nature against any student or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of the Morehouse Parish School Board's sex discrimination policy. Such retaliation is considered an act of sexual harassment itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. All references to "sexual harassment" in this policy and the related procedures shall also include retaliation. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or meeting under this procedure. Intimidation, threats, coercion, or discrimination constitute retaliation. These prohibited actions include

charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or 34 CFR Part 106 (the Title IX regulations).

The Title IX Coordinator must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness (except as may be permitted by the FERPA statute (20 U.S.C. 1232g), FERPA regulations (34 CFR Part 99), or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, or judicial proceeding arising thereunder). Complaints alleging retaliation may be filed according to these procedures.

2 Specific circumstances.

(a) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under paragraph 1 of this section.

(b) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a proceeding under these procedures does not constitute retaliation prohibited under paragraph 1 of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

SPECIAL SITUATIONS

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found in Board's policy regarding Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to any procedures for handling sexual harassment or any other complaints.

Any Morehouse Parish School Board employee who has reason to believe that a sexual offense has occurred under Louisiana law or that constitutes prohibited sexual conduct between an educator and a student must immediately report such information to the Title IX Coordinator who will file a report with the appropriate local or state law enforcement agency. Failure to make such report may result in disciplinary action against the employee, up to and including possible termination.

TRAINING

The Title IX Coordinator, Investigator(s), Decision-Maker(s), and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment as stated in this procedure, the scope of the Morehouse Parish School Board's education program or activity, how to conduct an investigation and grievance process including interviews, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. All Decision-Makers must receive training on any technology to be used on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

POLICE AND MEDICAL RESOURCES

A student who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Students may undergo a medical exam to properly collect and preserve physical evidence of any sexual assault with or without police involvement. For a medical emergency and/or to make a report to law enforcement call 911.

EXHIBIT
TABLE OF CONTENTS

1. Formal Complaint Title IX Form
 - 1A. Title IX Complaint
2. MPSB Reporting Form
3. MPSB Documentation of District Response
4. Notice of Investigation to Complainant
 - 4A. Notice of Investigation to Respondent
5. MPSB Witness Disclosure Form
 - 5A. MPSB Notice of Interview
6. MPSB Informal Resolution
7. MPSB Investigation Report
8. MPSB Decision on Formal Complaint
 - 8A. Appeal Form
9. MPSB Notice of Dismissal
 - 9A. MPSB Notice of Appeal
10. MPSB Determination on Appeal

MPSB Formal Complaint of Sexual Harassment

Name: _____

Date: _____

Name of individual(s) who engaged in the conduct
alleged below:

Describe the conduct that led to this complaint (attach additional pages if needed):

Date(s) of each incident:

Location(s) of each incident:

Names of possible witnesses:

I agree that all of the information on this form is accurate and true to the best of
my knowledge.

Signature: _____ Date: _____

COMPLAINT OF TITLE IX VIOLATION

Complaint No. _____

Name of Alleged Victim _____

Complaint Filed by (check one) _____ Alleged Victim/Student
_____ Parent/Guardian/name: _____
_____ Title IX Coordinator/name: _____

Name(s) of Other Alleged Victim(s) if any _____

Name(s) of Alleged Harasser(s) _____

Name(s) of Alleged Witness(es) _____

Date of Alleged Title IX Sexual Harassment/Retaliation _____

(If complaint not filed by alleged victim, state date of discovery of alleged conduct by filing party) _____

Description of alleged Title IX Sexual Harassment/Retaliation (Must include specific act(s), circumstances, date/time, other details supporting complaint. Separate statement may be attached.)

Additional Information (Should include all other information known which may assist in investigation, such as how and when complainant learned of reported facts, names of other persons who may have related information, etc. Separate statement may be attached.)

By signing below this Complaint, I acknowledge receipt of the Title IX Grievance Procedures and my right to file this Complaint. Further, I understand that the information I have provided will be shared with the person I have identified as the harasser. I will cooperate with the Title IX Coordinator regarding the investigation of this Complaint. I have been offered supportive measures.

Signature of Complainant_____Phone No._____

Printed Name of Complainant_____Email _____

Signature of Title IX Coordinator_____Date/Time Received_____

MPSB Reporting Form for Individuals to Report Sexual Harassment

Name of individual filing this report: _____

Date: _____

Were you the target of the conduct alleged in this report?

If no, who was the target of the conduct alleged in this report?

Name of individual who engaged in the conduct alleged below:

Describe the conduct that led to this complaint (attach additional pages if needed):

Date(s) of each incident:

Location(s) of each incident:

Names of possible witnesses:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

MPSB Documentation of District Response

[to be completed and maintained by Title IX Coordinator for 7 years for record-keeping purposes] [date]

Complaint Information:

Complainant name:

Respondent name:

Was a formal complaint

filed? If so, on what date?

District Response:

Were supportive measures provided to Complainant? If so, list all supportive measures that were provided.

If not, please explain why it was not clearly unreasonable for the District not to provide Complainant with supportive measures.

What other steps were taken in response to the report or formal complaint? E.g., resolved through informal resolution, resolved through formal grievance process (indicate whether founded or unfounded).

What sanctions were issued as a result of the report or formal complaint, if any?

What remedies were issued as a result of the report or formal complaint, if any?

In light of the above, do you believe the District's response was not deliberately indifferent? Briefly explain.

[Name], Title IX Coordinator Date

MPSB Notice of Investigation to Complainant

[To be provided by Title IX Coordinator to Complainant at the initiation of an
investigation] [Date]

Dear [Complainant's Name],

The Morehouse Parish School District received your complaint alleging that [Respondent's name] (the "Respondent") engaged in conduct that may constitute sexual misconduct under District Policy.

Specifically, you submitted a complaint alleging that the Respondent [description of alleged conduct in complaint including time, date, location, and specific acts of respondent alleged in complaint].

The policy Respondent is alleged to have violated is [insert all applicable policy names/numbers – including Title IX and others as applicable], and specifically its prohibition on [specific type of sexual harassment alleged – e.g., hostile environment, stalking, etc.]. A complete copy of the District's Title IX procedures is [insert link or attach to this letter]. Please review these procedures carefully and let me know if you have any questions.

The District must investigate formal complaints of potential sexual misconduct as required by policy and law, to the extent of the information available. We have assigned [NAME(s)] as the Investigator(s) who will gather information and make factual findings in this case. If you have any concerns about the impartiality of the Investigator(s), please let me know immediately.

The Respondent is entitled to a presumption of innocence, which will be maintained throughout the process until a determination of responsibility is made. The Investigator(s) will be in contact with you to schedule a time to formally interview you for the investigation. You may be accompanied by a support person, advisor, or advocate of your choice to the investigation interview, including a lawyer, at your own expense. This person should not be someone who you will also identify as a witness.

As part of this process, you will have a right to provide evidence and witnesses for the Investigator's consideration, and to review and comment on evidence gathered by the Investigator(s) from the other party and witnesses. The District will objectively evaluate all relevant evidence, including inculpatory (proves a violation) and exculpatory (proves no violation) evidence to reach a determination of responsibility.

Consistent with the Policy, you are hereby directed not to delete any potentially relevant evidence, including electronic files, records, or data in your possession. You are further directed not to sell, give away, destroy, or otherwise surrender possession of any personal or District-issued devices. Do not wipe or reformat any personal or District-issued devices. Do not delete any social media or email accounts that you currently

have or delete any content or data from the same. These directives are effective immediately and remain in effect until further notice. If you have any questions about this directive, please contact me.

The District works to maintain confidentiality in the resolution process, and we ask for your discretion in minimizing the sharing of information to respect the sensitivity of this matter to all parties. You are directed to refrain from contacting the Respondent throughout this process. Additionally, you are reminded about the District's policy against retaliation, either by you or by someone acting on your behalf. Any individual who believes they have been retaliated against for participation in this process should immediately report it to the district superintendent.

You are expected to cooperate in an honest and forthright manner with this investigation. Making false statements or knowingly submitting false information during the grievance process is prohibited by the District and may constitute an independent basis for disciplinary sanctions against any student or employee, up to and including suspension or expulsion of a student or termination of an employee's employment.

I understand this is a lot of information. Please let me know if you have any questions at any point during the process.

Sincerely,

Dr. Dana J. Boockoff
Title IX Coordinator
dboockoff@mpsb.us
318-283-1600
Morehouse Parish Schools

MPSB Notice of Investigation to Respondent

[To be provided simultaneously by Title IX Coordinator to Respondent upon initiation of investigation] [Date]

Dear [Respondent's Name],

The Morehouse Parish School District received a complaint alleging that you engaged in conduct that may constitute sexual misconduct under District Policy. Specifically, [name of complainant] (the "Complainant") submitted a complaint alleging that you [description of alleged conduct in complaint including time, date, location, and specific acts of respondent alleged in complaint].

The policy you are alleged to have violated is [insert all applicable policy names/numbers – including Title IX and others as applicable], and specifically its prohibition on [specific type of sexual harassment alleged – e.g., hostile environment, stalking, etc.]. A complete copy of the District's Title IX procedures is [insert link or attach to this letter]. Please review these procedures carefully and let me know if you have any questions.

The District must investigate formal complaints of potential sexual misconduct as required by policy and law, to the extent of the information available. We have assigned [NAME(s)] as the Investigator(s) who will gather information and make factual findings in this case. If you have any concerns about the impartiality of the Investigator(s), please let me know immediately.

You are entitled to a presumption of innocence, which will be maintained throughout the process until a determination of responsibility is made. The Investigator(s) will be in contact with you to schedule a time to formally interview you for the investigation. You may be accompanied by a support person, advisor, or advocate of your choice to the investigation interview, including a lawyer, at your own expense. This person should not be someone who you will also identify as a witness.

As part of this process, you will have a right to provide evidence and witnesses for the Investigator's consideration, and to review and comment on evidence gathered by the Investigator(s) from the other party and witnesses. The District will objectively evaluate all relevant evidence, including inculpatory (proves a violation) and exculpatory (proves no violation) evidence to reach a determination of responsibility.

Consistent with the Policy, you are hereby directed not to delete any potentially relevant evidence, including electronic files, records, or data in your possession. You are further directed not to sell, give away, destroy, or otherwise surrender possession of any personal or District-issued devices. Do not wipe or reformat any personal or District-

issued devices. Do not delete any social media or email accounts that you currently have or delete any content or data from the same. These directives are effective immediately and remain in effect until further notice. If you have any questions about this directive, please contact me.

The District works to maintain confidentiality in the resolution process, and we ask for your discretion in minimizing the sharing of information to respect the sensitivity of this matter to all parties. You are directed to refrain from contacting the Complainant throughout this process. Additionally, you are reminded about the District's policy against retaliation, either by you or by someone acting on your behalf. Any individual who believes they have been retaliated against for participation in this process should immediately report it to the district superintendent.

You are expected to cooperate in an honest and forthright manner with this investigation. Making false statements or knowingly submitting false information during the grievance process is prohibited by the District and may constitute an independent basis for disciplinary sanctions against any student or employee, up to and including suspension or expulsion of a student or termination of an employee's employment.

I understand this is a lot of information. Please let me know if you have any questions at any point during the process.

Sincerely,

Dr. Dana J. Boockoff
Title IX Coordinator
dboockoff@mpsb.us
318-283-1600
Morehouse Parish Schools

MPSB Witness Disclosure Form

Introductory Overview

A complaint has been made and an investigation is being conducted pursuant to District policy and practice. You have been identified as a potential witness. The purpose of the interview today is for the designated investigator to ask you questions and gather information. This document provides you with a summary of the District's expectations for you in this process.

Duty to Cooperate and be Honest

The District fully expects all students and employees to be cooperative, honest, and forthright to help the District reach a fair and reasonable outcome. Failure to honestly cooperate in an investigation may result in disciplinary action.

Confidentiality

Confidentiality is an important part of the complaint process. Any individual participating in the complaint process as a witness is expected to respect the confidentiality of the process. The District expects you to keep confidential everything discussed during your interview.

If, after your interview, you recall or learn of more information that you think may be helpful to the investigation, contact_____.

The District cannot promise you confidentiality, but we will only disclose information on a need to know basis consistent with federal and state law and District policy and procedures.

No Retaliation

Retaliation against persons filing conduct complaints and/or witnesses participating in the investigation of conduct complaints is strictly prohibited by District policy and federal and state law. Retaliation occurs when an individual who participated in the District's process is subjected to any conduct or action because of their participation that would make a reasonable person unwilling to participate in the District's process in the future. Please immediately inform the district superintendent if you feel retaliation has occurred.

I acknowledge that I have received and read the above disclosures and that I understand the District's expectations of me:

Witness Signature

Witness Name

Date

MPSB Notice of Interview

[to be provided to complainant(s) and respondent(s) prior to any interview or other meeting with sufficient time to prepare for the interview/meeting]

[Date]

Dear [name of party]:

As you know from the Notice of Investigation, the District is conducting an investigation into a complaint of sexual harassment in which you are named as a party.

You will be interviewed by the District's Investigator(s), [insert investigator(s) names] at [location], on [date] at [time]. The purpose of this interview is to ask you questions about what you know or may know about the allegations in the complaint, including identifying and producing any relevant evidence and witness names for the Investigator's consideration.

The individuals present at this interview will be yourself, the Investigator, [include any other names of anticipated attendees, if any]. You are entitled to be accompanied by a support person, advocate, or attorney, at your own expense. However, any person accompanying you may not participate in the interview, answer questions on your behalf, or question the Investigator about any matter.

If you have any questions, please let me know.

Sincerely,

[name and title of Title IX Coordinator or Investigator] [contact information]

MPSB Informal Resolution

[to be provided to Complainant and Respondent by Title IX

Coordinator] [date]

Re: Informal resolution of complaint involving [complainant's name] and

[respondent's name] Dear [party name]:

This letter sets forth information about the District's informal resolution process. If both parties consent, this process may help you reach a mutually acceptable resolution to the formal complaint.

The formal complaint made by [complainant's name] alleges that [respondent's name] [include the allegations in the formal complaint].

To resolve this complaint, the Title IX Coordinator will meet separately with each party to gather information relevant to the complaint and discuss possible ways to resolve the complaint. If the parties agree to a resolution, the Title IX Coordinator will draft a resolution agreement to be reviewed by both parties. Each party may sign the resolution agreement if they voluntarily agree to the terms. Once the agreement is signed by each party, it is final and is not subject to appeal.

Either party may withdraw from informal resolution at any point prior to signing the resolution agreement. The Complainant may then decide whether to proceed with the formal grievance process under District policy (including investigation and determination of responsibility) or to withdraw the formal complaint. Supportive measures may be provided during informal resolution, during a formal grievance, and/or after the formal complaints are resolved, dismissed, or withdrawn.

The Title IX Coordinator will retain a copy of the formal complaint and any resolution agreement for a period of seven (7) years following the closure of the complaint. In order to promote honest, direct, communication, information disclosed during informal resolution will remain confidential, except where disclosure may be required by law or authorized in connection with duties on behalf of the District.

If you have any questions, please let me know. Otherwise, if you voluntarily agree to participate in the informal resolution process, please sign below.

Sincerely,

[name], Title IX Coordinator

By signing below, I, [party name], hereby knowingly and voluntarily agree to participate in informal resolution to the complaint identified above.

Signature

Date

MPSB Title IX Investigation Report Form

[to be completed by Title IX Investigator(s)]

Name of Investigator:

Date of report:

Scope of investigation: This investigation considered claims made by [Complainant name and role (student, employee, etc.)] (the "Complainant") as to whether or not [Respondent name and role] (the "Respondent") has violated District policy no. [insert name and title of Title IX and other applicable policies].

This report will only provide a summary of the facts as determined by the investigator and is not a final determination of the allegations.

Jurisdiction: [state whether the evidence shows that the District exercises substantial control over both the Respondent and the circumstances under which the alleged sexual harassment occurred – if not, then the complaint must be dismissed from the Title IX process, and can be handled under any other applicable District policy or procedure].

Parties (list all):

Complainant- NAME

Respondent – NAME

Nature of Alleged Conduct Constituting Sexual Harassment:

Procedural history:

- A report was made to the District by _____ on [date]. A formal complaint was provided by the Complainant to the Title IX Coordinator on [date].
- The Title IX Coordinator assigned this Investigator on [date] to conduct an investigation into the formal complaint. Notices of Investigation were provided to both parties on [date].
- This Investigator interviewed the following individuals:
 - Complainant – name and date of interview
 - Respondent – name and date of interview
 - Any witnesses – names and dates of interview
- This Investigator also reviewed the following evidence:
 - List of any documents, videos, photos, or other evidence provided by any party or witness
- On [date not less than 10 days before the date of this report], this Investigator provided Complainant and Respondent with copies of all evidence obtained by this Investigator. Complainant and Respondent had an opportunity to provide a written response to this evidence, prior to the Investigator completing this Investigation Report. [Indicate whether each party did or did not provide a written response].
- [include any other procedural steps, including if there have been significant delays in the process or other unexpected events]

Summary of Interviews:

Complainant Interview:

Witness A interview:

Witness B interview:

Respondent Interview:

Summary of Other Evidence Received:

Feedback from Parties following Receipt of Evidence Directly Relating to Complaint: Investigator's

Observations Regarding Credibility of Parties and Witnesses:

Note: Investigator's Observations Regarding Credibility of Parties and Witnesses is optional but not required. Ultimately the decision-maker's job, but the investigator has the ability to observe firsthand so might be helpful to decision-maker. REMOVE this note once a decision has been made, prior to publishing.

This report will be provided to the Title IX Coordinator, Complainant and Respondent (and any advocate or attorney for each), and _____, who has been designed as the Decision-Maker for this Complaint.

Sincerely,

[Name, title], Investigator

MPSB Decision on Formal Complaint

[to be completed by decision-maker]

Name of Decision-Maker(s):

Date of Determination:

Names of Parties to the Complaint: [Complainant(s) and Respondent(s)]

List the allegations in the complaint:

Procedural history: [A description of the procedural steps taken from the receipt of the formal complaint through the determination of responsibility – can use what is in the investigation report as a starting point in addition to the following:]

- The parties were provided the investigation report on [date – at least 10 days prior to date of this determination]. The parties had an opportunity to submit a written response to the investigation report for consideration prior to this decision-maker reaching a determination regarding responsibility. [indicate whether each party did or did not submit a written response].
- The parties had an opportunity to submit written questions to be asked of the other party and any witnesses. The decision-maker asked all relevant questions and provided the responses to those questions to the parties. The parties had a limited opportunity for follow-up questions [if applicable].
- The decision-maker considered all available, relevant evidence prior to reaching the determination(s) contained in this report.

Findings of fact for each allegation:

Statement of undisputed material facts:

Findings on disputed material facts:

Conclusions: [Conclusions for each allegation regarding the application of this Policy and any other relevant District policy, procedure, handbook provision, or rule to the facts. Include a statement of whether each allegation is founded or unfounded, and rationale for this determination]

Sanctions: [Include any sanctions that will be imposed (or recommended if outside the authority of the decision-maker) on respondent, if any, and a rationale therefor]

Remedies: [include any remedies the District will provide to restore or preserve Complainant's access to the District's educational program or activity, if applicable, and a rationale therefor]

Appeal Procedures: Within five (5) calendar days of delivery of the written decision to them, either party may appeal this decision and/or any sanction imposed herein to _____ or _____ her/his designee. Such appeals will be in writing and will be delivered to the _____ or her/his designee. The _____

or her/his designee will determine if the written decision will be stayed pending the outcome of the appellate decision. Appeals will be limited to any of the following bases:

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the written decision was issued that could affect the outcome of the matter; or
- The Title IX Coordinator, Investigator(s), or Decision-Maker had a conflict of interest or bias that affected the outcome of the matter.

The _____ or her/his designee will notify both parties in writing if an appeal is received alleging one of the basis for appeal above. Both parties will be given an opportunity to submit a written statement in support of, or challenging, the written decision. The parties' written statements must be submitted within five (5) calendar days of notice of the appeal.

Retaliation: Retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator, Dr. Dana J. Boockoff, dboockoff@mpsb.us or 318-283-1600.

Sincerely,

[name(s) and title(s) of decision-maker(s)]

Date

MPSB Appeal Form

[to be filled out by a party wishing to appeal the initial determination/sanction]

Name of Appealing Party:

Role in complaint: [Complainant or Respondent]

Date:

I, _____, hereby appeal the written decision on the grounds that (check at least one):

A procedural irregularity affected the outcome of the matter. The facts supporting this appeal are (attach additional pages if needed):

New evidence was not reasonably available at the time the written decision was issued that could affect the outcome of the matter. The facts supporting this appeal are (attach additional pages if needed):

The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias that affected the outcome of the matter. The facts supporting this appeal are (attach additional pages if needed):

I hereby affirm that the foregoing is true and correct to the best of my knowledge.

Signature of appealing party

MPSB Notice of Dismissal

[to be provided simultaneously to Complainant and Respondent upon dismissal of a formal complaint] [date]

Dear [party name]:

This letter hereby notifies you that the sexual harassment complaint filed on [date] is being dismissed by the District for the following reason [check one]:

- The conduct alleged in the complaint would not constitute sexual harassment as defined in Section II of this policy, even if proved;
- The conduct alleged not occur in the District's education program or activity; or
- The conduct did not occur in the United States.
- The Complainant notified the Title IX Coordinator in writing that the Complainant wished to withdraw the formal complaint or any allegations;
- The Respondent is no longer enrolled or employed by the District; or
- Specific circumstances exist that prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations. These circumstances are:
_____.

This dismissal may be appealed by submitting a written appeal to [name, title, contact information of designated appeal decision-maker] within five (5) calendar days of the date of this Notice of Dismissal. Appeals are limited to the following grounds:

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time this dismissal was issued that could affect the outcome of the matter; or
- The Title IX Coordinator, Investigator(s), or Decision-Maker had a conflict of interest or bias that affected the outcome of the matter.

Even after dismissal of a formal complaint from the District's Title IX grievance process, the District may still (1) offer supportive measures to either party and/or (2) investigate and resolve the complaint under any other applicable District policy or process. You will be notified if the District intends to take further action on this complaint.

If you have any questions, please let me know.

Sincerely,

[Name, title, contact information for Title IX Coordinator]

MPSB Notice of Appeal

[to be provided simultaneously to both Complainant and
Respondent] [date]

Dear [party name]:

This is a notice that a timely appeal has been filed by [name of appealing party] challenging the decision issued by [name and title of initial decision-maker] in the formal sexual harassment complaint made by [Complainant's name] against [Respondent's name].

This appeal alleges that [state the basis for appeal provided on the appeal form and briefly summarize the allegations of the appealing party].

This appeal will be reviewed by [name and title of appeal decision-maker]. You have the right to provide a written statement to [the appeal decision-maker] in support of, or challenging, the written decision.

Please submit your written statement [indicate whether in-person, email, or other] within five (5) calendar days of the date of this letter.

If you have any questions, please let me know.

Sincerely,

[name, title, contact information]

MPSB Determination on Appeal

[to be delivered simultaneously to both Complainant and
Respondent] [date]

Dear [party name]:

I have carefully considered the appeal filed by [name of appealing party], challenging the written decision on the complaint of sexual harassment made by [complainant's name] against [respondent's name].

Based on my review of this matter, it is my determination that the decision should be [affirmed – OR- reversed – OR – modified as follows... - OR – this matter should be remanded back to the investigator or decision-maker to take the following actions...]. I reached this determination [for the following reason(s) – brief description of rationale]. Pursuant to District policy, this decision is final and is not subject to further appeal.

Retaliation against any individual who files or otherwise participates in bringing a complaint is strictly prohibited under federal and state law, as well as District policy. Founded acts of retaliation will result in disciplinary action up to and including termination. Any individual who believes they have been retaliated against for participation in this process should report any concerns immediately to the Title IX Coordinator.

Sincerely,

[Name and Title of Appeal Decision-Maker]