STUDENT NAME

ADDRESS

EMAIL ADDRESS

September 21, 2015

PRINCIPAL NAME

SCHOOL NAME

SCHOOL ADDRESS

 RE: Title IX Compliance and Sexual Harassment and Discrimination

Dear PRINCIPAL NAME,

 I have received the school’s response to my letter inquiring into the Title IX compliance by the school. Based on the school’s response, it seems that the school is deficient in the following areas when it comes to basic Title IX compliance:

[ ]  The school does not have a Title IX Coordinator or provide contact information

[ ]  The school does not have a sexual harassment and discrimination policy

[ ]  School policy does not define sexual harassment and discrimination or include “unwelcome sexual contact in its definition

[ ]  School policy does not prohibit harassment and discrimination based on gender identity

[ ]  School policy does not outline procedures for investigation of sexual harassment and discrimination complaints

[ ]  School policy does not outline timeframes for investigation of sexual harassment and discrimination complaints

[ ]  School policy does not inform students of their right to file complaints with the Office of Civil Rights

[ ]  School policy does not reference Title IX

[ ]  The school does not train or otherwise educate students about the school’s sexual harassment and discrimination policy

[ ]  School policy does not clearly define the penalties for sexual harassment and discrimination

[ ]  School policy is not a strict “no tolerance” policy against sexual harassment and discrimination

[ ]  School policy does not strictly prohibit retaliation against a student for reporting sexual harassment and discrimination

[ ]  School policy does not clearly define the penalties for retaliation

[ ]  School policy is not clear and easy to understand

[ ]  The school does not train teachers and administrators on the sexual harassment and discrimination policy

[ ]  The school does not train teachers and administrators on Title IX

[ ]  The school does not provide regular training to teachers and administrators on Title IX and the sexual harassment and discrimination policy

[ ]  The school does not provide teachers and administrators with training on sexual assault or gender identity and other gender related issues

[ ]  The school does not provide or track data regarding incidents of sexual harassment and discrimination complaints

[ ]  The school does not provide or track data regarding incidents of unwelcome sexual contact

[ ]  The school does not provide or track data regarding incidents of assault complaints

[ ]  The school does not have a process for reviewing its policies to discover and remedy systemic problems of sexual harassment and discrimination

[ ]  The school does not have counseling resources available for victims of unwelcome sexual contact

With the above in mind, ***what does the school intend to do to ensure compliance with Title IX in regards to the above?*** If the school intends to remedy or otherwise begin compliance with Title IX in regards to any of the above points, ***please let me know the time frame in which the school intends to do so.***  I look forward to your prompt reply.

 SIGNATURE

 PRINT NAME