STUDENT NAME

ADDRESS

EMAIL ADDRESS

November 5, 2015

PRINCIPAL NAME

SCHOOL NAME

SCHOOL ADDRESS

 RE: Title IX Compliance and Sexual Harassment and Discrimination

Dear PRINCIPAL NAME,

 As a student, I am concerned about sexual harassment and discrimination as it is a part of everyday life for many students. It doesn’t just occur in the classroom, but in and around campus, online, and in our neighborhoods. Many students do not understand that Title IX offers protections and rights to them if they are the victim of sexual harassment or discrimination, including unwelcome sexual contact. Title IX empowers a school, and places a duty upon a school, to ensure that every student is able to obtain an education free from sexual harassment and discrimination. Thus, I write this letter to inquire about my school’s compliance with Title IX.

* Does the school have a policy prohibiting sexual harassment and discrimination? If so, please provide me with a copy of the policy. If not, why has the school chosen not to have a policy prohibiting sexual harassment and discrimination?
* Does the school have a policy prohibiting sexual harassment and discrimination ***both online and off-campus***? If so, please provide me with a copy of the policy. If not, why has the school chosen not to have a policy prohibiting ***online and off-campus*** sexual harassment and discrimination?
* Does the school have procedures in place for students to report sexual harassment and discrimination? If so, where and how are these procedures publicized to students and parents? If so, please provide me with a copy of the policy.
* Does the school provide comprehensive training on the non-discrimination policies as well as training specific to Title IX? If so, which faculty and administrators are trained and how often are these employees trained? If so, please provide me with a copy of the training materials.
* Does the school educate its students about the sexual harassment and discrimination policies and procedures, as well as Title IX, beyond simply providing the policy itself? If so, what additional education is provided to students regarding the policies and procedures?
* Does the school have support groups for students that have been the victim of sexual assault or other unwelcome sexual conduct? If so, please provide information about those groups.
* Please identify the Title IX Coordinator for the school. Is the position of the Title IX Coordinator the primary function of this employee?
* Who may receive Title IX complaints at the school? Who is responsible for assessing the school’s Title IX compliance? How are the school’s policies, procedures, and implementation thereof reviewed to ensure systemic problems of sexual harassment and discrimination are found and remedied?
* How are the school’s Title IX policies and procedures reviewed to ensure that they are nondiscriminatory, effective, and in compliance with Title IX?
* Are there counseling services on and off campus for victims of unwelcome sexual contact?
* Does the school keep track of the number of sexual harassment and discrimination complaints made each year? If so, please provide that data to me.
* What steps has the school taken in the last 12 months to prevent incidents of sexual harassment and discrimination, unwelcome sexual contact, and incidents of sexual assault?

I am hopeful that you are able to address all of the questions above related to the school’s Title IX compliance. As you know, it is important for students to understand these issues and know what the school is doing to ensure every student has access to an education free from sexual harassment and discrimination. I look forward to your prompt reply.

 SIGNATURE

 PRINT NAME