

Notice of Decision Maker Appointment:
[name complainant and respondent]
[date]

I am writing to inform you that _____ has been appointed to serve as the Decision Maker in this process, provide you with the Investigation Report, and all evidence relied upon in that report. Please be aware that the report, and all attached evidence, are confidential, and should not be shared beyond you, your family, or your advisor/attorney.

Please note that all of the processes explained here are found in detail in _____ School District [Charter] policy _____ [Link Policy]. This letter summarizes a portion of that policy.

You have the right to object to the appointment of _____ as Decision Maker. All objections to any Decision-Maker must be raised in writing to the Title IX Coordinator no later than _____ days [check your policy] after receiving this Notice. Decision-makers will only be removed if the Title IX Coordinator concludes that their demonstrated bias or conflict of interest precludes a fair and impartial consideration of the evidence [check your policy for exact language].

You have the right to provide a written statement regarding the attached investigation report. **Please submit any desired commentary on the Investigation Report in writing within ten school days to the Decision Maker.**

You also have the right to submit written questions of the parties and witnesses [OR provide for a hearing on this matter]. Please note that policy precludes questions on incidents not directly related (unless evidencing a pattern), character evidence, or evidence of prior sexual behaviors (with limited exceptions). Please review the policies for the limitations.

Please submit written questions within _____ [shorter time frame?] school days of receiving this Notice to the Decision Maker.

Upon receipt of the proposed questions, the Decision Maker will determine which questions will be permitted, disallowed, or rephrased based on whether they are irrelevant, repetitive (and thus irrelevant), or barred by the policy. The exchange of questions and responses by the parties and witnesses shall be concluded within a _____ school day period.

In addition to the right to submit written questions, you also have the right to submit a written impact statement for consideration should there be a sanction stage of the process. If you wish to

submit an impact statement, please do that directly to _____ [Title IX Coordinator] (insert email address). The Coordinator will then provide such to the Decision Maker only if a determination of responsibility is made, but prior to any decision regarding sanctions. **Please submit impact statements within 10 school days of receiving this Notice to the Title IX Coordinator.**

Once the question exchange process is complete, the Decision Maker will then determine whether the respondent is responsible for the policy violation(s) in question using the preponderance of the evidence standard; whether it is more likely than not that the respondent violated Policy _____ as alleged [check your policy - could be clear and convincing].

If there is a finding of responsibility on one or more of the allegations, the Decision Maker will then consider the previously submitted impact statements, and consult with appropriate administrators, in determining an appropriate sanction(s). The Decision Maker will then prepare a written determination of responsibility and deliver it to you and the Title IX Coordinator. [check deadlines - your policy may have a timeline on this]

Please be aware that the District [Charter] prohibits retaliation against individuals involved in the Title IX process. If any party to this complaint, including yourself, witnesses, or the Respondent reports retaliation, immediate steps to remedy the situation will be taken, a separate investigation will be opened, and sanctions may apply. This includes online posts, messages and memes, and any communications about the parties or witnesses to this investigation. If you feel that you or anyone else has been retaliated against in any way, in any forum or medium (including social media), as a result of participation in this process, please contact me immediately.

If you have any questions about the process, please get in touch via email. I may be reached at [insert email address]. You may also reach out to the Decision Maker, _____ [insert name and email address].

Name
Title IX Coordinator