



METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP
8550 WOODFIELD CROSSING BLVD., INDIANAPOLIS, IN 46240

NOTICE OF DECISION-MAKER'S DECISION ON THE TITLE IX COMPLAINT

My name is [insert name], and the School District assigned me as the decision-maker over this Title IX complaint. This decision sets forth a summary of the sexual harassment allegations made by the complainant, a summary of the procedural steps taken to investigate and resolve the complaint, the findings of fact found as determined by the evidence presented, and a determination of responsibility, disciplinary sanctions, and any remedies to be utilized.

I. Sexual Harassment Allegations

II. Summary of Procedural Steps

The Title IX Coordinator contacted the complainant on [insert date], upon learning of the complainant's allegations. The Title IX Coordinator provided information about the process for making a formal complaint and discussed potential supportive measures available to the complainant.

The complainant filed a formal complaint on [insert date], and the School District assigned [insert name], as the investigator of the complaint. On [insert date], the investigator sent the Initial Notice to Parties Regarding Title IX Complaint, which summarized the allegations of the complaint and the grievance procedures available to the parties and provided additional information and notices of rights regarding the process. The investigator then contacted the parties to schedule an initial meeting and to set forth the discovery schedule and timeline for completing the investigation into the complaint.

Next, the investigator oversaw and facilitated opportunities for the parties and their respective representatives to exchange evidence and then respond to all of the relevant evidence in writing once it had been compiled, exchanged, and reviewed. After receiving such written responses, the investigator issued an investigative report to the parties and set forth a timeframe for the parties to respond to that report in writing and to engage in any other relevant witness or party questioning.

At the conclusion of those exchanges and submissions and the completion of the investigation, the investigator submitted the investigative report, the parties' written responses thereto, the parties' questions and answers of all witnesses, and the underlying evidence gathered in the investigation to me the decision-maker for consideration and a determination of responsibility.

III. Findings of Fact

IV. Conclusions

[provide conclusions and a rationale for the result of each allegation (including whether there is responsibility found, what disciplinary sanctions will be imposed on the respondent, and whether any remedies will be utilized to restore or preserve the complainant's equal access to the school's program or activity)]

V. Procedure for Appealing this Decision

If a party wants to appeal this decision, the party must submit, in writing to the Title IX Coordinator (at [insert address and/or email address]), notice of his or her intent to appeal and a brief summary of the basis for the appeal within 10 days of this decision. If an appeal is not timely, the initial decision-maker's determination is final.

Either party may submit an appeal, but appeals may only be brought for one or more of the following reasons: (1) a procedural irregularity affected the outcome, (2) new evidence that was not reasonably available at the time of the determination is now available and could affect the outcome, or (3) the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter.

Upon receipt of a timely notice of appeal, the school will assign an "appeal decision-maker." Upon assignment, the appeal decision-maker will contact all parties to provide notice of the appeal and the alleged basis for the appeal and to establish a deadline for the parties to submit in writing a response to the appeal, which either supports or challenges the initial decision-maker's determination of responsibility.