



SCHOOL DISTRICT OF BARABOO

423 Linn Street
Baraboo, WI 53913
(608) 355-3950 · Fax (608) 355-3919



WRITTEN NOTICE OF ALLEGATIONS UNDER TITLE IX AND NOTIFICATION OF GRIEVANCE PROCESS UNDER TITLE IX

TO: (Recipient) _____

(Parent/Guardian if Recipient is a Minor) _____

(Recipient's Advisor) _____

Date: _____

SENT CERTIFIED MAIL and REGULAR U.S. FIRST CLASS MAIL

The District has received a formal complaint of sexual harassment under Title IX ([20 U.S.C. §§ 1681–1688](#)), Title IX Regulations ([34 C.F.R. part 106](#)), and Board Policy:

- [Policy 411 Equal Educational Opportunities](#)
- [Policy 411-Rule, Student Discrimination, Harassment and Bullying Complaint Procedures](#)
- [Policy 411-Exhibit\(1\), Complaint Form, Student Discrimination or Harassment](#)
- [Policy 411-Exhibit\(2\), Formal Complaint of Sexual Harassment](#)
- [Policy 511 Equal Opportunity Employment](#)
- [Policy 511-Rule, Staff Discrimination, Harassment and Bullying Complaint Procedures](#)
- [Policy 512 Student and Staff Harassment and Bullying](#)
- [Policy 512.1 Student and Staff Sexual Assault and Harassment](#)

According to the law and applicable regulations the District must provide a detailed written notification to the parties that are involved in the complaint. This letter constitutes that required notification of the allegations of sexual harassment and notification of the District's grievance process as required by Title IX.

The District's Title IX sexual harassment grievance process is located [here](#) and is attached to this letter.

The following is a summary of the allegations of sexual harassment contained in the complaint:

Please note that by law the District's receipt of the complaint and the District's inclusion in this letter of the above statement regarding the allegations of sexual harassment does not imply that a decision by the District has been made regarding the complaint.

By law the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the grievance process.

As a party in this matter you have the right to an advisor of your choice. That advisor may be an attorney and that advisor may inspect and review evidence. The District, however, does not supply an advisor for you in this process.

We have scheduled a meeting to meet with you and your adviser (if any) on _____.

Please note that if other allegations are identified for investigation after the initial written notice has been issued, notice of the additional allegations must be provided to the parties whose identities are known.

Please note that all written notices, reports and other materials provided to parties throughout the Title IX grievance process for formal complaints are also provided to a party's advisor if any, and normally also to parents or guardians if any party is a minor.

My contact information is as follows:

Michele Yates-Wickus
Director of Student Services
423 Linn Street
Baraboo, WI 53913
(608) 355-3950 Ext 1530
<mailto:myates-wickus@barabooschools.net>

Please feel free to contact me with any questions or comments.

Sincerely,

Michele Yates-Wickus
School District of Baraboo
Title IX Coordinator