[TO BE REPRODUCED ON DISTRICT LETTERHEAD]

**CONFIDENTIAL**

[INSERT DATE]

[INSERT DELIVERY METHOD: **Via Hand Delivery or E-Mail:** [**INSERT EMAIL ADDRESS**]

[RESPONDENT] –OR– [PARENT/GUARDIAN OF RESPONDENT AND RESPONDENT]

[INSERT ADDRESS]

Re: Notice of Determination of Emergency Removal

Dear [RESPONDENT] –OR– [PARENT/GUARDIAN OF RESPONDENT AND RESPONDENT]:

This correspondence follows Sacramento City Unified School District ‘s (“District”) Notice of Title IX Complaint (“Complaint”), dated [INSERT DATE], whereby you were notified that [NAME OF COMPLAINANT –OR– the District’s Title IX Coordinator] filed a Title IX complaint against [you –OR – NAME OF RESPONDENT *if sent to parent*].

Under Title IX of the Educational Amendments of 1972 (“Title IX”) and District policy, the District must promptly respond when allegations of potential sexual harassment are raised. As part of the Title IX complaint process, the District performed an individualized health and safety risk analysis and determined that [your -OR – [NAME OF RESPONDENT]’s]continued participation in the educational program at [INSERT NAME OF SCHOOL] poses an immediate threat to the physical health/safety of student(s) and/or other individuals, and therefore has decided to immediately remove [you –OR– [NAME OF RESPONDENT] from the educational program at [INSERT NAME OF SCHOOL]. This removal is done in order to protect the safety of all parties involved, and will in no way prejudice the due process rights of [you –OR– [NAME OF RESPONDENT]] throughout the remainder of the investigation.

This correspondence contains important information regarding the opportunity to challenge this removal decision. Please be advised that under Title IX and District policy, [you are –OR– [NAME OF RESPONDENT] is] presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the grievance process.

Scope and Conditions of Emergency Removal

Until further notice, [you are –OR– [NAME OF RESPONDENT] is] prohibited from attending the following education programs and/or activities:

1. [INSERT]

The District will take reasonable steps to accommodate students who have been removed on an emergency basis with alternative means to continue academic coursework during the period of their removal.

Notice of Opportunity to Challenge Decision

Should you have comments, questions, or concerns related to this notice, or wish to challenge the removal, please contact [NAME], by emailing them at [INSERT EMAIL ADDRESS].

Lastly, we remind you that the District prohibits retaliation against complainants and other participants in the investigation process, and that you have been directed to refrain from engaging in any such conduct.

If you have any questions, please feel free to contact me at (916) 643-7446 [melinda-iremonger@scusd.edu.](mailto:melinda-iremonger@scusd.edu.%20)

Sincerely,

Melinda Iremonger

Title IX Coordinator