

# JEFF TECH

576 VO TECH ROAD  
REYNOLDSVILLE, PENNSYLVANIA 15851-6368  
(814) 653-8265  
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[ADDRESSED TO: Alleged Victims' Parents/Guardians]

RE: Report of discrimination made on [DATE] on behalf of [STUDENT]

Dear \_\_\_\_\_:

On [DATE] you met with [NAME OF: ADMINISTRATOR, COMPLIANCE OFFICER, **TITLE IX COORDINATOR**] to discuss an alleged violation of Jeff Tech Policy No. 103, prohibiting Title IX sexual harassment and other discrimination affecting students. The allegations involved *[VERY BRIEF DESCRIPTION OF INCIDENT OR GENERAL INCIDENTS WITHOUT NAMING NAMES, e.g. that a fellow student reported a teacher inappropriately texted your child suggesting they have dinner together; that your student reported a classmate in his math class has been touching their thigh every day and talking about how cute they are, making them uncomfortable; that a custodian reported hearing an identified group of students use racial slurs against your child; that your child reported to you that a teacher criticized your family's religion as being terroristic, etc.]*.

In this discussion, you stated that you wish to maintain confidentiality and do not consent to [STUDENT'S] participation in an investigation. Because the school has a legal obligation to address potential violations of Policy 103, the school will conduct an investigation and maintain confidentiality to the extent this is consistent with the school's obligations to address and prevent violations of this policy. Any violations of policy which may be uncovered through this investigation will be addressed. Jeff Tech prohibits retaliation against any individual who has made a complaint, and alleged victims or individuals who participate in related investigations. If at any time you wish to withdraw your request for confidentiality and have your child participate in the investigation, please notify me immediately. If at any time your child believes there have been additional violations of Policy 103, including any retaliatory behavior, please contact me at your earliest convenience to permit the school to properly address such matters. This will be treated as a new complaint with a new opportunity to determine your child's participation.

Feel free to contact me with any questions. My contact information is: [mkmowrey@jefftech.edu](mailto:mkmowrey@jefftech.edu) (814)-653-8265 ext. 129.

Sincerely,

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**Melissa Mowrey**  
**Title IX Coordinator**

THE SCHOOL OF CHOICE

Jeff Tech is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator at 814-653-8265 ext. 129 or [mkmowrey@jefftech.us](mailto:mkmowrey@jefftech.us). Additional information can be found at the Title IX page of the Jeff Tech website at [www.JeffTech.info](http://www.JeffTech.info).