



PHILADELPHIA

E&T

CHARTER HIGH SCHOOL

1420-22 Chestnut Street • Philadelphia, PA 19102 • www.petchs.org • Phone: 267-514-1823 • Fax: 267-514-1834

[Insert Date], 202*

[Insert Name of Student]
[Attention Parent]
Address
Address, __ 10001

(Mutual) No Contact Order

Dear _____:

A complaint has been received by Philadelphia E&T Charter HS that states an allegation of sexual harassment involving contact that alleged occurred between [insert name] and you [if known then insert "on or about [date]"]. As a result and in order to ensure the well-being of you and [insert name], this letter is being issued directing you to have no further contact with [insert name].

You are not to approach [insert name] in school, at a school-based program or event or elsewhere. You are not to call, send e-mails, send text messages, send IMs, send notes, send messages through friends, or otherwise attempt to contact [insert name] in any way. As you may have friends in common, it is important that you do not suggest or ask others to communicate with [insert name] on your behalf. If you see [insert name] in the normal course of your day, you are advised to simply turn and walk away. In the unlikely event that you need to communicate with [insert name] regarding school-related business, please contact me, the Title IX Coordinator, for assistance at [insert email and phone number]. If you receive contact from [insert name], please do not respond and let me know as soon as possible.

Please be advised that failure to follow this directive could result in a possible violation of the student code of conduct and disciplinary action. This directive will remain in place until further notice.

I am available to discuss this no contact order should you need further clarification.

Sincerely,

Title IX Coordinator

cc: _____, School Principal
_____, School Assistant Principal
_____, School Resource Officer
Other party, student or employee

Received by and on:
(if delivered in person; if delivery is by email to parent and student, signature not required)

John Doe

Parent or Legal Guardian of John Doe

Date

SAMPLE