

[Place on District Letterhead]

[Date]

[Complainant's Name and Address]

Re: ***Dismissal of Formal Complaint of Sexual Harassment***

Dear [Name]:

I am writing to inform you that the formal complaint of sexual harassment you filed against [insert name of respondent] was dismissed. After investigating the allegations in your complaint, the district determined that [Insert one or more of the following reasons for dismissing the complaint here: (1) the conduct alleged in the formal complaint would not constitute sexual harassment as defined by federal law and board policy even if proved; (2) the conduct alleged did not occur in the district's education program or activity; (3) the conduct alleged did not occur against a person in the United States; (4) you, the complainant, notified the Title IX Coordinator in writing that you would like to withdraw the formal complaint or allegations therein; (5) the respondent is no longer enrolled or employed by the district; or (6) specific circumstances, including \_\_\_\_\_, prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Please note, reasons 1 through 3 are mandatory grounds for dismissal. Reasons 4 through 6 are permissive grounds for dismissal.]

Pursuant to board policy, you have the right to appeal the dismissal of your complaint on any of the following grounds:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination regarding dismissal was made that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of this matter.

Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within 10 [Note to be deleted: check to see this is consistent with your district's policy] calendar days of the date of this dismissal. The Notice of Appeal must include each of the following:

- The name of the party or parties making the appeal.

- The determination, dismissal, or portion thereof being appealed.
- A concise statement of the specific grounds upon which the appeal is based.

The failure to timely submit a Notice of Appeal will be deemed a waiver of your right to appeal under board policy, 34 C.F.R. part, 106, and Title IX. For your convenience, I've attached a copy of the school district's Title IX policy and grievance procedures.

Sincerely,

---

[Signature Block]