

CLINTONDALE COMMUNITY SCHOOLS

35100 Little Mack – Clinton Township, Michigan 48035 - 586-791-6300 – www.clintondaleschools.net

BOARD POLICY

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-3 Title IX Formal Complaint Notice Letter

Upon receipt of a Formal Complaint, the District must provide written notice to the Complainant(s) and Respondent(s). The Notice Letter must include all of the information contained in this template letter. Each party must receive a Notice Letter that is substantially similar in content.

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Notice of Title IX Investigation/[Complainant or Respondent]

Dear [Name]:

On [Date], the District received a report that [Respondent's Name], who is a District [Student/Employee/Volunteer/Contractor] allegedly engaged in sexual harassment, as defined by the District's Title IX Sexual Harassment Policy, against [Complainant's Name]. Specifically, [Describe Alleged Sexual Harassment - Include Identity of Parties Involved]. Allegedly, [Respondent's Name]'s conduct occurred at [Location, if known] on or around [Date/Time, if known].

[Choose Option 1 or 2.]

[(Option 1 - If law enforcement has opened its own investigation) The District will cooperate with [Law Enforcement Agency Name] as it conducts an investigation into the allegations. The District will also, in accordance with Title IX, conduct an independent investigation into these allegations and will provide notice of additional allegations if any emerge.]

[(Option 2 - No law enforcement involvement yet.) The District has opened a Title IX investigation into these allegations and will provide notice of additional allegations if any emerge.]

Pursuant to federal law, during the pendency of the investigation, [Respondent's Name] is presumed not responsible for the alleged conduct.

The Complainant and Respondent are permitted, but are not required, to each have an advisor of their choice, such as an attorney or other representative, during the

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Title IX Grievance Process. If you intend to have an advisor assist in this process, please provide me with the advisor's contact information as soon as practicable.

During the investigation, the District will provide the following supportive measures to [Complainant's/Respondent's Name]:

[Describe Supportive Measures directly related to Party to whom Notice Letter is addressed. Supportive Measures must be kept confidential to the extent possible and should only be shared with another party if they directly relate to both parties (i.e., both parties informed of no contact order, but not of counseling to other party).]

[(NOTE: Include only if Supportive Measures were Rejected) The District offered [Identify supportive measures that were rejected] as supportive measures for [Complainant's/Respondent's Name], which were declined.]

The District is also willing to discuss other supportive measures that you believe are necessary. Please contact me to discuss the need for additional supports.

A detailed description of the District's Title IX Grievance Process can be found in the District's Title IX Policy, which is available at: [Insert link to Policy]. A hard copy of the Policy is attached.

The Investigator will reach out to you separately to schedule an interview.

All parties will have an opportunity to inspect and review all evidence before the investigation report is finalized. At the conclusion of the Grievance Process, a Decision-Maker will provide all parties with a written determination of responsibility.

The District's Title IX Policy also details the District's informal resolution process. If you are interested in pursuing informal resolution, please contact me.

[NOTE: If Complainant/Respondent is a student and if the District's Student Code of Conduct includes a prohibition on false statements, then include the following language: As a reminder, the District's Student Code of Conduct prohibits students from making false statements or submitting false statements during this investigation.]

The District prohibits retaliation against any person who reports or files a sexual harassment complaint or who cooperates in the investigation of such a complaint. Retaliation can result in disciplinary action up to and including discharge or expulsion. Retaliation allegations should be reported to the Title IX Coordinator.

If you have any questions about this process, please do not hesitate to contact me.

Sincerely,

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[Title IX Coordinator]

Enclosure: [District's Title IX Sexual Harassment Policy]