

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-6 Title IX Discretionary Dismissal Letter

The Title IX regulations permit, but do not require, dismissal of a Formal Complaint in the situations outlined below. Discretionary dismissal under the regulations does not prohibit the District from investigating whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of a misconduct investigation. Such an investigation is advisable in some circumstances – particularly where the Complainant is a student and the Respondent is an employee. Letters substantially similar to the following should be sent to the Complainant(s) and the Respondent(s).

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Dismissal of Title IX Formal Complaint

Dear [Name]:

On [Date], the District received a Formal Complaint alleging a violation of the District's Title IX Sexual Harassment Policy. Upon further review, the Title IX Formal Complaint should be dismissed because [select all that apply]:

- ☐ The Complainant notified the Title IX Coordinator in writing on [Date] that the Complainant wishes to withdraw the complaint, in whole or in part.
- ☐ The Respondent's [enrollment/employment] at the District has ended.
- ☐ The following circumstances prevent the District from gathering evidence sufficient to reach a determination: [describe specific circumstances, which may include, but are not limited to, situations where: (1) the Complainant refuses to participate in the Grievance Process but has not sent written notice withdrawing the complaint; or (2) the Respondent is not under the authority of the District and the District is unable to collect sufficient evidence to make a determination of responsibility.]

A determination that the Title IX Formal Complaint should be dismissed does not prohibit the District from investigating the complaint to determine whether another school policy, rule, or law may have been violated or from issuing appropriate discipline based on the results of the misconduct investigation.

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You may appeal this dismissal by following the procedures outlined in the Appeals section of the District's Title IX Sexual Harassment Policy. That Policy is available at: [\[Insert link to policy\]](#).

The District strictly prohibits retaliation against an individual who filed a Title IX complaint or who cooperated in a Title IX investigation. If you believe that you were subject to retaliation, please promptly contact the District's Title IX Coordinator.

Sincerely,

[\[Title IX Coordinator Name\]](#)

[\[Title IX Coordinator Contact Information\]](#)