

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-11 Declining to File Title IX Formal Complaint

If a Complainant declines to file a Formal Complaint after the initial “triage” meeting and the Title IX Coordinator determines not sign a Formal Complaint, the Title IX Coordinator should document that refusal by sending the Complainant this letter.

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Declining to File Title IX Formal Complaint

Dear [Name]: I am the Title IX Coordinator for [insert District]. On [date], the District received a report alleging that [insert the allegations with specificity].

Pursuant to Title IX regulations and Policy 3118, the District must conduct a prompt and fair investigation of any Formal Complaint of sexual harassment. Sexual harassment may include, among other things, the creation of a hostile sexual environment, sexual assault, dating violence, and domestic violence.

On [insert date], I met with you to: (1) offer you the opportunity to file a Formal Title IX Complaint, (2) explain the Title IX grievance process, and (3) offer you supportive measures. I further informed you that if you chose not to file a Formal Title IX Complaint, the District would still investigate and address these allegations to the best of its ability under other applicable laws, policies, or codes of conduct, and to the extent permitted by law.

Finally, I informed you that you are entitled to supportive measures regardless of whether a Formal Title IX Complaint is filed. Supportive measures are provided at no cost to you and are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the District's educational environment or to deter sexual harassment.

This letter confirms that you declined to file a Title IX Formal Complaint. [Option 1: You also declined any supportive measures from the District.] [Option 2: You,

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however, did accept the District's offer of supportive measures, which includes [insert supportive measures.]

If you have additional information to share about these allegations, would like to discuss supportive measures or filing a Formal Complaint, or have other questions, please contact me at [insert contact information].

As noted in Board Policy 3118, please be reminded that retaliation against any person who makes a report or files a complaint of sexual harassment or cooperates in the investigation of such a complaint is strictly prohibited.

Sincerely,

Title IX Coordinator