

Notice of Formal Title IX Complaint

High Point Academy
6655 Pottery Road
Spartanburg, SC 29303



Re: Notice of Formal Title IX Complaint

Dear _____,

Please be aware that a formal complaint of sexual harassment in violation of Title IX of the Education Amendments of 1972 has been filed against **[Respondent]** (“**Respondent**”). The purpose of this correspondence is to provide all parties with notice of the allegations, to provide certain other information as required by law, and to advise you that you may prepare a response to this complaint before any initial review with the investigator.

The allegations are as follows.... **[This must include sufficient detail to permit the respondent to prepare a response. Specifically, include names of the parties, the conduct alleged to be sexual harassment, and the date and location of the conduct].**

These allegations will be the subject of an investigation, which will be conducted in accordance with HPA Board Policy and applicable law. If the parties agree, this complaint may be resolved through the informal resolution process without the need for an investigation. At the conclusion of the investigation, all parties will have the right to appeal any decisions made as a result of the grievance process.

This correspondence is not a conclusion regarding the veracity of the above allegations. The Respondent (against whom the allegations are brought) is presumed not responsible for the conduct until the formal grievance process is completed. A determination regarding responsibility, based on a preponderance of the evidence, will be made at the conclusion of the formal grievance process. All determination related to responsibility for the alleged conduct will be made using a preponderance of the evidence standard.

All parties are entitled to submit evidence and to inspect and review the evidence presented in this matter. You are entitled to an advisor of your choice who may be present at any investigation interviews and may also inspect and review evidence presented. This person may be, but is not required to be, an attorney. Each party will

have an opportunity to ask written questions of the other party before a determination is made.

Please be aware that HPA Board Policy and the **[Student Code of Conduct/Student Handbook/Employee Handbook]** expressly prohibit intentionally making a false claim of a Title IX violation and prohibit retaliation against any person who files a complaint or participates in the Title IX complaint process. A copy of the relevant provisions of these documents is attached to this letter.

Thank you for your time and attention to this matter. Please feel free to reach out to me if you have any questions or concerns.