

CLINTONDALE COMMUNITY SCHOOLS

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

BOARD POLICY

Series 3000: Operations, Finance, and Property

3100 General Operations

3115-F-2 Complaint Notice Letter

Upon initiation of the Grievance Procedure, 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 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 conduct that may constitute unlawful discrimination, harassment, or retaliation, as defined by District Policy 3115-3115H, against [Complainant's Name]. Specifically, [Describe Alleged Conduct - Include Identity of Parties Involved]. Allegedly, [Respondent's Name]'s conduct occurred at [Location, if known] on or around [Date/Time, if known].

If additional allegations arise during the course of this investigation, you will receive an additional notice letter.

A detailed description of the District's policy and grievance process can be found at: [Insert link to Policy].

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

District Policy 3115D also details the District's informal resolution process. If you are interested in pursuing informal resolution, please contact me.

The District prohibits retaliation against any person who reports or files a complaint of unlawful discrimination 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 applicable Coordinator.

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

Sincerely,

[Coordinator]