

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-3 Complaint Dismissal Letter

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Complaint Dismissal

Dear [Name]:

On [Date], the District received a Complaint alleging a violation of the District's Non-Discrimination Policy. Upon further review, the Complaint should be dismissed because [select all that apply]:

- ☐ The District is unable to identify the Respondent after taking reasonable steps to do so.
- ☐ The Respondent is not participating in the District's programs or activities and is not employed by the District.
- ☐ The Complainant voluntarily withdrew the Complaint. [Note: Ensure that, if a Complainant withdraws a complaint, the applicable Coordinator reviews the allegations and determines not to initiate a complaint. This District must also determine that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute unlawful discrimination even if proven.]
- ☐ The District has determined the conduct alleged in the Complaint, even if proven, would not constitute unlawful discrimination.

The District strictly prohibits retaliation against an individual who files a complaint or who cooperates in an investigation. If you believe that you were subject to retaliation, please promptly contact [Coordinator Name].

Sincerely,

[Coordinator Name]

[Coordinator Contact Information]

