

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-4 Determination Letter

These letters notify the parties of the investigation outcome. The letters must be substantially similar in content and sent to the Complainant(s) and Respondent(s) simultaneously once the Decisionmaker has made a determination of responsibility.

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Discrimination Investigation – Notice of Investigation Outcome

Dear [Name]:

The District has completed its investigation into discrimination allegations reported on [Insert date] by [name of reporter or person who filed complaint]. The Complaint alleged that: [Identify allegations, e.g., “John engaged in race-based harassment against Jane on the school bus on June 1”].

The District took the following procedural steps to investigate the allegations [This list is not exhaustive. Modify this list depending on what was done during the investigation, include relevant dates and a description for each procedural step taken]:

- Notice to the parties informing them of the commencement of the investigation and the allegations involved;
- Witness interviews;
- Party interviews;
- Site visits].

Based on a preponderance of the evidence, I make the following findings of fact: [Insert findings of fact relevant to whether the allegations are true and whether they constitute unlawful discrimination, harassment, or retaliation. Include specific dates, times, locations, and quotes. Make necessary credibility decisions and explain basis for those decisions.]

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Based on the foregoing, I determine:

[Insert conclusions about the application of the findings of fact to the Policy, e.g., “I find that, based on a preponderance of the evidence, the conduct created a hostile environment in violation of District Policy.”]

[If applicable, insert conclusions about the application of the findings of fact to other relevant code of conduct, policy, law, or rule, e.g., “Respondent’s behavior also violated other District policies and codes of conduct. Specifically, (identify and describe policy/law/rule/code section and how it was violated.)]

As a result of this determination, the District will take the following actions to restore or preserve equal access to the District’s education programs and activities: [Insert broad description of action.]

The Coordinator will communicate separately with each party about implementation of applicable remedial measures.

[If an appeal is offered, include the process for appealing here. For example: You may appeal this determination of responsibility within 5 days of this correspondence by sending written notice of the basis for your appeal to [Coordinator].].

As a reminder, the District prohibits retaliation against any person who files a sexual harassment complaint or who cooperates in the investigation of such a complaint.

Please do not hesitate to contact me if you have any additional information or questions.

Sincerely,

[Decisionmaker]

C: Coordinator