

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-5 Declining to File Complaint

In some cases, a Complainant may choose, after being advised of his or her rights, not to pursue a complaint. In that case, the applicable coordinator must review the allegations to determine if the District has an independent obligation to investigate, regardless of complainant's request. If the applicable coordinator determines that initiating the grievance procedure is not necessary, a letter substantially similar to this should be sent to the complainant.

To be sent on District letterhead

[Date]

[Name]

[Address]

[City, State, Zip Code]

Re: Declining to File Complaint

Dear [Name]:

On [date], the District received a report alleging that [insert the allegations with specificity].

On [date], we discussed the allegations and you advised that you would not like to file a Complaint or proceed with an investigation. When we spoke, I: (1) offered you the opportunity to file a Complaint, (2) explained the Grievance Process, and (3) offered you supportive measures. I also informed you that you are entitled to Supportive Measures regardless of whether a 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 Unlawful Discrimination.

This letter confirms that you declined to file a Complaint. [Option 1: You also declined any Supportive Measures from the District.] [Option 2: You, 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 Complaint, or have other questions, please contact me at [insert contact information].



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Please be reminded that retaliation against any person who makes a report or files a complaint of Unlawful Discrimination, including harassment, or cooperates in the investigation of such a complaint is strictly prohibited. District Policies 3115-3115H further describe the District's prohibition against Unlawful Discrimination and are available at: [Insert Link].

Sincerely,

[Applicable Coordinator]