

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-6 Notice of Availability of Informal Resolution

Before a determination has been made, Districts may, but are not required to, offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving the complaint without a full investigation and adjudication under the grievance process. The informal resolution process is not available to resolve an allegation that an employee engaged in sex-based harassment of a student. This notice informs the parties of the availability of informal resolution and additional information about the process.

District letterhead

On [date], the District received a complaint alleging that [insert name], the Respondent, engaged in unlawful discrimination, harassment, or retaliation in violation of the District's Unlawful Discrimination, Harassment, and Retaliation Policy against [insert name], the Complainant. The complaint alleges that [insert specific allegations].

Before a determination of responsibility has been made, law and District policy permit the District to offer an informal resolution process to the parties, if appropriate. An informal resolution process is a voluntary, alternative means of resolving alleged Unlawful Discrimination without a full investigation and adjudication under the Grievance Process. The informal resolution process is not available to resolve an allegation that an employee engaged in sex-based harassment against a student.

This notice is to inform you of the availability of informal resolution to address the Complaint in this matter and to provide additional information about the process.

During informal resolution, an Informal Resolution Facilitator will work with the Parties to try to facilitate a mutually acceptable resolution of the Complaint. This may involve the use of mediation, restorative justice practices, facilitated discussions, or similar dispute resolution practices, as determined appropriate by the District. If an agreement is reached during informal resolution, it will be reduced to writing and signed by both Parties. The Parties will be bound by the agreement's terms and precluded from resuming the Grievance Process to address the allegations in the Complaint.

The Complainant and Respondent are not required to participate in informal resolution as a condition of enrollment or employment, continued enrollment or employment, or enjoyment of any other right afforded by the District. The District neither encourages nor discourages the use of informal resolution. Participation in the process is voluntary and all Parties must consent in writing to participate in informal resolution. Likewise, a Party may withdraw consent to participate and initiate or resume the Grievance Process at any time before the parties reach agreement through informal resolution. The decision to participate, not participate, or to terminate an informal

CLINTONDALE COMMUNITY SCHOOLS

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

BOARD POLICY

resolution once it has started will not be a factor in any determination made by the Decisionmaker as to whether a policy violation occurred.

Finally, any informal resolution discussions will be kept confidential to the extent permitted by law and may not be introduced as evidence in the Grievance Process should informal resolution be unsuccessful. The District is required, however, to maintain records on any informal resolution and its results and may share those records as permitted or required by law.

I have read and understand the information above and voluntarily agree to participate in the informal resolution process.

Print Name

Signature of Party

Date