CRESTWOOD SCHOOL DISTRICT  
1501 N. Beech Daly  
Dearborn Heights, Michigan 48127-3495  
Fax Number (313) 278-4774

Superintendent  
Laurine E. VanValkenburg, Ph.D.  
(313) 278-0903

Director of Curriculum & Instruction  
Richard E. Klee, Ph.D.  
(313) 278-0906

Director of Business  
Brian Aprill  
(313) 278-0904

Director of Special Services  
Ron Misiak  
(313) 278-2916

October 20, 2014

Dear Staff, Parents and Students,

The Crestwood School District would like to inform staff, parents and students that Board Policy 2450 – Non-Discrimination and Complaint Procedure (Cf. 5030, 8015); Board Policy 5035 – Discriminatory Harassment of Employees or Applicants; Board Policy 5035-R – Discriminatory Harassment of Employees or Applicants; Board Policy 5040 – Retaliation and Whistle-Blowing; and Board Policy 5040-R Retaliation and Whistle-Blowing Dispute Resolution Procedures can now be found on the Crestwood School District website, www.csdm.k12.mi.us. They can also be found on each individual school website.

In compliance with title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of Crestwood School District that no person shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, or limited English proficiency be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program, activity, service or in employment to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Inquiries or complaints by staff, students, parents or guardians related to discrimination should be directed to the Special Education Director, Ron Misiak, at 1501 N. Beech Daly Rd., Dearborn Heights, MI 48127, phone number (313) 278-2916, email rmisiak@csdm.k12.mi.us.

Sincerely,

Laurine VanValkenburg, Ph.D.  
Superintendent of Schools
منطقة مدارس كريست وود التعليمية
1501 N. Beech Daly
Dearborn Heights, Michigan 48127-3495
رقم الفاكس: 447-3495

المديرة العامة
د. لورين فان فالكنبرغ
(313) 778-2602

20 تشرين الأول 2014

أعزائي الموظفين وأولياء الأمور والطلاب:

إن منطقة مدارس كريست وود التعليمية ترغب في إبلاغ الموظفين وأولياء الأمور والطلاب بأنه أصبح بإستطاعتهم الآن الإبلاغ على بعض السياسات المتبعة لدى مجلس الإدارة إزاء التمييز في المعايير أو التحصص والإجراءات المتعلقة بكل منها على موقع مقاطعة كريست وود التعليمية الإلكتروني www.csdm.k12.mi.us. كما أنه يمكن أيضاً إيجادها في موقع كل مدرسة على حدى. سياسة المجلس 2450 المتعلقة ب٪ التمتع والإجراءات الشكاوي (نظر 8015, 5030, 5035) صغيرة في الموظفين أو المتقدمين. ورقم-R 5035-الضابطة التمييزية للموظفين أو المتقدمين. ورقم-R 5040-الضابطة التمييزية للموظفين أو المتقدمين. ورقم-R 5050-الانتقام والإبلاغ عن المخالفات، وسياسية المجتمع 4050-الانتقام والإبلاغ عن المخالفات، وإجراءات فض المنازعات.

وفقًا للبند السادس (VI) من قانون الحقوق المدنية لعام 1964، والبند التاسع (IX) من تحديثات التعليم لسنة 1972، المادة 45 من قانون إعادة التأهيل لعام 1973، قانون التعويض على أساس السن لسنة 1975، قانون الأمريكيين ذوي الإعاقة لعام 1990، وقانون التمييز ضد أي شخص على أساس العرق، أو اللون، أو الدين، أو الأصل القومي أو النسب أو العمر أو الجنس أو حالة الاجتماعية أو الإعاقة، أو الإجادة المحدودة للغة الإنجليزية، أو استبعاد من المشاركة في أي برنامج، أو رفض تدريم المعونة أو تعرضه لغير ذلك من التمييز في أي برنامج أو نشاط أو خدمة أو وظيفة تولى مسؤولية أو تلقى مساعدات مالية من وزارة التربية والتعليم.

أية استفسارات أو شكوى من الموظفين والطلاب والآباء أو أولياء الأمور المتعلقة بالتمييز ينبغي أن توجه إلى مدير التعليم الخاص،
1501 N. Beech Daly Rd., Dearborn Heights, MI 48127
Ron Mishak / rmisiak@csdm.k12.mi.us
رقم الهاتف: 447-2602 (3)

خالص الموئلة
د. لورين فان فالكنبرغ
Laurine E. Van Valkenburg, Ph.D.
المديرة العامة لمدارس كريست وود
Employees are encouraged to report suspected illegal activity to appropriate School District administrators, or the Board of Education. The Board of Education will not tolerate any form of reprisal, retaliation, or discrimination against:

1. Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, race, color, national origin, age, religion, heights, weight, marital status, handicap or disability;

2. Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, race, color national origin, age, religion, heights, weights, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or

3. Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation, or discrimination in violation of this policy shall report the incident(s) to the appropriate administrator, or person of authority, to report the incident and to seek resolution or direction for the appropriate action to take to resolve the matter. The Board of Education guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation, or discrimination for making the report.

The Board of Education considers violations of this policy to be a major offense that will result in disciplinary action against the offender, regardless of the offender’s position within the School District.

Board Approved: 10-27-2014
CRESTWOOD SCHOOL DISTRICT

DISPUTE RESOLUTION

PROCEDURES

INCLUDES ALLEGATIONS OF DISCRIMINATION
STUDENT and STAFF DISCIPLINE ISSUES
PROGRAM ISSUES
And
RETAIATION / WHISTLE-BLOWING
CRESTWOOD SCHOOL DISTRICT RESOLUTION PROCESS for ADDRESSING COMPLAINTS of DISCRIMINATION, STUDENT AND STAFF DISCIPLINE ISSUES, SPECIAL PROGRAM ISSUES, and RETALIATION/WHISTLEBLOWING.

Crestwood subscribes to, and supports, the belief that ALL students who enter our schools have the right to a quality education regardless of their race, religion, gender, color, national origin, or handicap. Further, Crestwood enforces, and supports, that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination while working, or attending ANY program or activity in the Crestwood School District. Any person filing a formal complaint shall not be subject to retaliation from the Crestwood School District Administrative staff, or the Crestwood Board of Education for the filing of a formal complaint. If any individual feels that they have been discriminated or retaliated against, OR believes they are being retaliated against, the following procedure will be followed to assure that that individual has the opportunity to have their concerns addressed.

I. The complainant will contact the appropriate administrator, or person of authority, to report the incident and to seek resolution or direction for the appropriate action to take to resolve the matter. The complainant will put the concerns in writing (see attached form), date the document, and give the document to the appropriate administrator or person of authority.

II. Within five (5) working days, the administrator or person of authority will address the concern in writing. If the administrator or person of authority is unable to address the concern within five (5) working days, the complainant will contact the Director of Special Services in central office at 313-278-2916 and ask for assistance in resolving the situation. A written copy of the complaint will be date stamped and provided to the Director of Special Services by the complainant. Within ten (10) working days of the receipt of the complaint, the Director of Special Services will investigate and recommend, in writing, a corrective action and/or a resolution, to the complainant.

III. If the complainant disagrees with the decision of the Director of Special Services, within five (5) working days after receipt of the Director of Special Services response, the complainant may contact the District Superintendent’s office to schedule and appointment in a further attempt to resolve the concerns. The Superintendent or designee shall meet with all parties involved, formulate a conclusion, and respond in writing within ten (10) working days.

IV. If the complainant remains unsatisfied, s/he may appeal in a signed, written statement, to the Crestwood Board of Education at 1501 Beech Daly Road, Dearborn Heights MI 48127, within five (5) working days of receipt of the Superintendent’s or designee’s response. In an attempt to resolve the complainant’s concerns, the Board of Education shall meet with the concerned parties and their representatives, in closed session if requested, within forty (40) working days of the receipt of such an appeal. A written copy of the Board’s disposition shall be sent to each concerned party within ten (10) working days of this meeting.
V. If the complainant is unable to resolve the concerns at the District Board of education office level, the complainant has the right to contact the State of Michigan Title IX coordinator at 517-241-2091 or the Michigan Department of Civil Rights Office as listed below.

Michigan Department of Civil Rights Office
Lansing Executive Office at
Capitol Tower Building
110 W. Michigan Ave. Suite 800
Lansing, MI 48933
Phone: (517) 335-3165
Fax: (517) 241-0546
TTY: (517) 241-1965
Email: MDCR-INFO@michigan.gov
5035 Discriminatory Harassment of Employees or Applicants

Discriminatory harassment of school District elected officials, employees, or applicants for employment by Board of Education members, school District employees, vendors, contractors or other doing business with the school District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment;
2. Submission to, or rejection of, such conduct or communication by an employee/applicant is used as a factor in decisions affecting such employee/applicant's employment; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an employee’s employment, or creating an intimidating, hostile, or offensive employment environment, or otherwise adversely affects an employee’s employment opportunities.

Any employee or applicant who believes that he or she has suffered harassment shall immediately report the incident(s) to:

Superintendent of Schools
1501 N. Beech Daly Road
Dearborn Heights, Michigan 48127
(313) 278-0903

The School District guarantees that an employee or applicant for employment, reporting an incident of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The Administrator in Charge of Personnel and Employee Relations has the responsibility of investigating complaints of discriminatory harassment of employees or applicants. In cases where the alleged harassment involves a member of the Board of Education, the school District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

In the event the complaint is against the Superintendent, the Vice-President of the Board shall be automatically designated as the recipient and investigator for such complaints. The Vice-President of the Board may elect to employ District legal counsel or other qualified, independent investigators to assist him/her in the investigation, at his/her sole discretion. The Vice-President’s findings and determination shall be delivered to the President of the Board.

The school District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board member from an officer position he/she may hold.

Notification

Notice of this policy will be periodically circulated to all school buildings and departments within the District, and incorporated in teacher, student, and parent/guardian handbooks. All new hires of the District will be required to review and sign off on this policy and its related complaint procedure.

Training sessions on this policy and the prevention of sexual harassment shall be held for all Board members, administrators, teachers, and employees of the District. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student sexual harassment.
See Appendix A of this section for examples of sexual harassment.

Approved: August 8, 2005

LEGAL REF: MCL 37.2101 et seq., (Elliott-Larsen Civil Rights Act); 380.11a; 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)
5035-R Discriminatory Harassment of Employees or Applicants

Federal Title Programs

If any person believes the District or an employee of the District has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against, that person may make a complaint to the local Title coordinator at the following address:

District Title Coordinator
1501 N. Beech Daly Rd.
Dearborn Heights, Michigan 48127
(313) 278-0903

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step I:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the Superintendent within five business days after receipt of the local coordinator’s response. The Superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the Board within five business days of receipt of the Superintendent’s response in Step II. The Board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Sexual Harassment and Intimidation

Any person who alleges sexual harassment by a Board member, staff member or student in this District, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly
to his/her immediate supervisor, building Principal, school counselor, District Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual’s status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Grievance Procedure**

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights  
600 Superior Avenue, Suite 750  
Cleveland, OH 44114  
(216) 522-4970 phone  
(216) 522-2573 fax

Any Board member, employee, or student in the District who believes that he/she has been subjected to discriminatory and/or sexual harassment shall report the incident(s), in the case of an employee, to the Superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building Principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a Board member, to the Superintendent, Title IX coordinator, or grievance officer.

Should a building or central office administrator be the subject of the immediate complaint or have an apparent conflict of interest in relation to it, he or she will not participate in any way in the investigation of or the decision regarding the complaint.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem through the following steps:

1. Interview the complainant and document the interview.  
   a. Request that the complaint be put in writing, if possible.  
   b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.

2. Interview the accused and document the interview.  
   a. Re-emphasize the Board’s policy regarding insult, intimidation, and harassment without making judgments at this stage.  
   b. Keep the identity of the complainant confidential, if possible.

3. Interview all witnesses identified by the parties and document the interview.

4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.

5. Make a determination on the merits of the complaint.

If the investigation shows that the complaint is without merit, the following action will be taken:

1. The investigation will be closed.

2. The grievance officer’s findings and reasons for them will be discussed with the complainant.

3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.

4. All references to the complaint will be removed from the accused party’s personnel file.

5. The Board’s policy regarding discriminatory and/or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.

6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file.
in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer will confer with the Board and Superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
   a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a Board member, lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
   b. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender’s permanent personnel file or student discipline records.
6. The Board’s policy regarding discriminatory and/or sexual harassment and the mechanism for complaint resolution will be reiterated to all Board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those Board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

The Board reserves the right to contact outside investigators for sensitive and/or extensive complaints of harassment.

**Sanctions**

a. A substantiated charge against a staff member in the District shall subject that staff member to disciplinary action, up to and including discharge.

b. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

c. A substantiated charge against a Board member in the District shall subject that Board member to any legal and disciplinary action allowed under current law.
2450 Non-Discrimination and Complaint Procedure (Cf. 5030, 8015)


The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, MI 48127-3495
313-278-0903

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

The Superintendent of Schools
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, MI 48127-3495
313-278-0903

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, MI 48127-3495
313-278-0903

All other inquiries related to discrimination should be directed to:

Superintendent of Schools
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, MI 48127-3495
313-278-0903

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who
believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator’s determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator’s determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent. The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator’s decision and, if warranted, implement the Civil Rights Coordinator’s proposed resolution or a modification thereof. The Superintendent or Board President’s decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: August 8, 2005

LEGAL REF: Included in Text
Non-Discrimination and Complaint Procedure (Cf. 2450, 8015)


The administrator in charge of Special Education, or other appropriate administrator named by the Board, is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Superintendent (or his/her designee) is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent (or his/her designee) is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education  
Crestwood Schools  
1501 N. Beech Daly Road  
Dearborn Heights, Michigan 48127  
(313) 278-2916

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

The Superintendent of Schools  
Crestwood Schools  
1501 N. Beech Daly Road  
Dearborn Heights, Michigan 48127  
(313) 278-0903

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education  
Crestwood Schools  
1501 N. Beech Daly Road  
Dearborn Heights, Michigan 48127  
(313) 278-0903

All other inquiries related to discrimination should be directed to:

Superintendent of Schools  
Crestwood Schools  
1501 N. Beech Daly Road  
Dearborn Heights, Michigan 48127  
(313) 278-0903
The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: August 8, 2005

LEGAL REF: Included in Text
Non-Discrimination and Complaint Procedure (Cf. 2450, 5030)


The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs, and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, Michigan 48127
Phone: (734) 278-2916

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

The Superintendent of Schools
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, Michigan 48127
Phone: (734) 278-0903

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, Michigan 48127
Phone: (734) 278-0903

All other inquiries related to discrimination should be directed to:

Superintendent of Schools
Crestwood School District
1501 N. Beech Daly
Dearborn Heights, Michigan 48127
Phone: (734) 278-0903

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who
believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator’s determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator’s determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator’s decision and, if warranted, implement the Civil Rights Coordinator’s proposed resolution or a modification thereof. The Superintendent or Board President’s decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: August 8, 2005

LEGAL REF: Included in Text