

**PROCEDURES**Discrimination

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The Wyandotte Board of Education and the District follow the laws of the United States and the State of Michigan and do not unlawfully discriminate on the basis of age, sex, race, color, national origin, religion, height, weight, marital status, disability or genetic information.

Questions or concerns about these Procedures, or its application, may be directed to:

Human Resource Director  
Wyandotte Public Schools  
639 Oak Street  
Wyandotte, MI 48192  
(734) 759-6022

**Investigative Procedures**

Any District employee, applicant, parent or student who believes s/he has suffered illegal discrimination, shall report the incident(s) to one of the following individuals:

- District Superintendent
- Human Resources Director
- School Board President
- Immediate Supervisor/Principal
- Classroom Teacher

The District's Superintendent, or his/her designee, will investigate and resolve any such complaint. The District will appoint a non-District employee to investigate complaints of illegal discrimination against the Superintendent or Board of Education members. The District will not retaliate against any person because s/he made a good faith complaint of illegal discrimination.

The person conducting the investigation will ascertain the basis of the complaint, including permitting the complainant to identify witnesses and potentially relevant documents. In the same fashion, the investigator will ascertain the position of the person about whom the complaint has been made. This part of the investigation should be completed within ten (10) school days, absent unusual circumstances.

The investigator will, based on his/her investigation, determine whether illegal discrimination occurred. This determination will be based on the totality of the circumstance(s) including, but not limited to, factors such as:

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- The relationship between the parties;
  - Surrounding circumstances;
  - The nature of the behavior;
  - How often the conduct occurred;
  - The identity of the alleged perpetrator in relation to the alleged victim;
  - The location of the alleged discrimination;
  - The ages of the parties;
  - The context in which the alleged incidents occurred; and
  - Past incidents or past or continuing patterns of behavior involving the parties.

The investigator will also dispose of the complaint. The disposition may include:

- Actions to prevent the recurrence of illegal discrimination or the facts and circumstances that led to the complaint;
- Reasonable and appropriate sanctions or discipline against any person the investigator concludes committed illegal discrimination; and
- A reasonable and appropriate remedy for any victim of illegal discrimination.

The investigator may also make an interim disposition pending the completion of the investigation and final disposition. The investigator should dispose of the complaint within twenty (20) school days from the date it was presented, absent unusual circumstances.

The investigator will communicate the disposition of the complaint to the complainant and other involved parties on a need to know basis. The investigator's disposition will be final. However, any affected party dissatisfied with the investigator's disposition may pursue available legal remedies.

Complaints concerning illegal discrimination based on race, color, national origin, religion, sex, age, disability, or genetic information may be filed with:

The Office for Civil Rights  
United States Department of Education  
600 Superior Avenue East  
Bank One Center, Suite 750  
Cleveland, Ohio 44114