Memorandum

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Date:

October 30, 2013

Attention:

Caledonia Community Schools

Students, Parents and/or Guardians

Administration and Personnel

From:

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| --- | --- | --- |
|  | Alissa Hofstee, District Compliance Officer |  |
|  | 9755 Duncan Lake Ave,  Caledonia, MI 49316 |  |
|  | 616-891-8185 |  |
|  | hofsteea@calschools.org |  |

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act of 1990, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

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| --- | --- | --- |
|  | U.S. Department of Education Office for Civil Rights Cleveland Office 600 Superior Ave. East, Suite 750 Cleveland, Ohio  44114-2611 (216) 522-4970 FAX:  (216) 522-2573 TDD:  (216) 522-4944 E-mail:  OCR.Cleveland@ed.gov Web:  http://www.ed.gov/ocr |  |
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Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.  
  
Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.