

GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 • TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990 • SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

Step I. Any person believing that the Center Line School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the Assistant Superintendent for Human Resources at the following address: 26400 Arsenal, Center Line, MI 48015, (586) 510.2000.

Step II. The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent for Human Resources, who shall in turn investigate the complaint and reply with an answer within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step III. A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent for Human Resources within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent for Human Resources shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step IV. A complainant wishing to appeal the decision of the Assistant Superintendent for Human Resources may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step V. If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step IV. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1.800.421.3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U. S. Department of Education, Washington, D.C. 20202. The Assistant Superintendent for Human Resources, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the Assistant Superintendent for Human Resources office.