CIVIL RIGHTS GRIEVANCE PROCEDURE

A. If any person believes that Ingham Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX of the Civil Rights Act, or Section 504 of the Rehabilitation Act of 1973, and Public Act 220 of 1977, or is in some way discriminatory on the basis of sex or disability, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local grievance coordinator at the following addresses:

1. Civil Rights
   Assistant Superintendent for Human Resources and Organizational Development
   Ingham Intermediate School District
   2630 West Howell Road
   Mason, Michigan 48854
   Telephone: (517) 244-1289

2. Disabilities
   Executive Director of Student Support Services
   Ingham Intermediate School District
   2630 West Howell Road
   Mason, Michigan 48854
   Telephone: (517) 244-1263

B. The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local grievance coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate informal procedures according to the following steps:
1. **Step 1:** A written statement of the grievance, signed by the complainant, shall be submitted to the local civil rights coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

2. **Step 2:** If the complainant wishes to appeal the decision of the local civil rights coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local coordinator’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.

3. **Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the superintendent’s response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) business days of the receipt of such an appeal. A copy of the Board’s disposition of appeal shall be sent to each concerned party within ten (10) business days of this meeting.

C. Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216) 522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, Ohio 44114-2611.

Inquiries concerning the Nondiscriminatory Policy may be directed to: Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

A copy of each of the Acts and the Regulations on which this notice is based may be found in the civil rights coordinator’s office.

**ADMINISTRATIVE REGULATION**

Approved: March 21, 1978
Amended: February 28, 2008