

GRIEVANCE PROCEDURE
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 1

Any person believing that the Davison Community 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) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator
Matthew Lobban, Assistant Superintendent
Davison Community Schools
1490 N Oak Rd
Davison, MI 48423
(810) 591-0808

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the 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.

Step 2

A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the 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.

Step 3

If still 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 2. 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. The decision of the Board of Education shall be final.

Section III

If the complaint is against the Superintendent, it should be reported to:

Vice-President of the Board of Education
Davison Community Schools
1490 N Oak Rd
Davison, MI 48423
810-591-0801

COMPLAINT RECORD FORM

COMPLAINT

Title VI

Title IX

Section 504

Title II

Name: _____

Date _____

Address: _____

(Street)

(City)

(Zip)

Telephone: _____

(Home)

(School or Work Location)

Status of person filing complaint: _____

Student

Employee

Parent/Guardian

Other

Statement of Complaint (include type of discrimination charged and the specific incidents in which it occurred):

Signature of Complainant: _____

Date Complaint Filed: _____