

Civil Right Grievance Procedure

A. If any person believes that Dansville Schools 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, Americans with Disabilities Act and Public Act 220 of 1977, or is in some way discriminatory on the basis of sex or handicap, s/he may bring forward a complaint, which shall be referred to as a grievance, to the local grievance coordinator at the following address:

Superintendent
Dansville Schools
1264 Adams Street
Dansville, MI 48819
Telephone: (517) 623-6120 x250

B. The person who believes s/he 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 five (5) business days. If this reply is not acceptable to the complainant, s/he may initiate formal 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 grievance coordinator within five (5) business days of receipt of answers to the formal 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 remains unsatisfied, s/he 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 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 30 (30) 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.

3. Step 3: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C., 20201 or the Michigan Department of Civil Rights, Lansing, Michigan.

6/22/92

reviewed May 20, 1996

reviewed 10/15/01