

FORMAL GRIEVANCE PROCEDURE

No otherwise qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance. The Office for Civil Rights provides monitoring and oversight of this federal law.

Additional information may be accessed at:
ED/Office for Civil Rights (OCR)
<http://www.ed.gov/offices/OCR/>

Any person with a complaint regarding discrimination should forward it in writing (via mail or E-mail) to:

Jodi Duits
Assistant Superintendent of Curriculum, Instruction, Assessment, Innovation, and Programming
223 W. Broadway, Woodland, Michigan 48897

Procedure:

Step 1:

A written statement of the grievance shall be prepared and signed. The complainant shall present it to the appropriate coordinator within five (5) business days of receipt of the written reply to the complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2:

If the complainant wishes to appeal the decision of the 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 to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

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 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 fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent via certified mail, by the Board's secretary to each concerned party within ten (10) business days of this meeting.

Step 4:

If at this point the complainant remains dissatisfied, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.