



**GRIEVANCE PROCEDURES  
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  
AGE DISCRIMINATION ACT OF 1975  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990**

Any person believing that Grand Ledge Public Schools or any part of the school organization has inadequately applied the principals 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, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

*Inquiries related to discrimination on the basis of disability should be directed to:*

[Executive Director of Student Services](#)

Section 504 Coordinator  
Grand Ledge Public Schools  
Central Office, Room 105  
220 Lamson  
Grand Ledge, MI 48837  
(517) 925-5410

*Direct all other inquiries related to discrimination to:*

[Executive Director of Human Resources](#)

Grand Ledge Public Schools  
Central Office, Room 110  
220 Lamson  
Grand Ledge, MI 48837  
(517) 925-5406

**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 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.

**Step 2**

A complainant wishing to appeal the 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 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.

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Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance or for inquiries concerning the nondiscrimination policy:

U.S. Department of Education  
[Office for Civil Rights](#)  
Lyndon Baines Johnson  
Department of Education Building  
400 Maryland Avenue., SW  
Washington, DC 20202-1100  
Web: <https://www.ed.gov/about/ed-offices/ocr>  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

The local Coordinator, on request, will provide the complainant with 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 either of the Civil Rights Coordinator's Offices.