



SECTION 504 OF THE REHABILITATION ACT

GRIEVANCE PROCEDURE

Cedar Springs Public Schools has, consistent with Board Policy po2260.01, adopted the following Grievance Procedure for addressing complaints alleging disability discrimination or harassment under Section 504 perpetrated by employees, students, or third parties. A person is not required to use this procedure and may instead file a complaint directly with the U.S Department of Education's Office for Civil Rights, 400 Maryland Avenue, SW Washington DC, 20202

Step 1

A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of the decision.

Step 2

If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of their decision within ten (10) days of receiving the appeal.

Witness names and other evidence, as deemed appropriate by the grievant, may also be submitted. An investigation of the complaint will be initiated consistent with Board Policy po2260.01. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint

A written disposition of the complaint shall be issued consistent with Board Policy po2260.01. Copies of the disposition will be given both to the grievant and the person who is the subject of the complaint.

Step 3

If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District Compliance Officers must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.



CEDAR SPRINGS PUBLIC SCHOOL DISTRICT

Special Education

204 E Muskegon Street, Cedar Springs, MI 49319
csredhawks.org/student-services

If you have questions regarding these procedures or want to file a complaint, please contact:

Section 504 Coordinator:

Daniel Brant
Director of Student Services
Cedar Springs Public Schools
204 E. Muskegon Street
Cedar Springs, MI 49319

Additional Contact Information:

Scott Smith, Superintendent
Cedar Springs Public Schools
204 E. Muskegon Street
Cedar Springs, MI 49319

Building Section 504 Coordinators:

- Elementary and Middle School Counselors
- High School Assistant Principals and/or Counselors