NORTHWEST COMMUNITY SCHOOLS

"The Direction of Greatness"
Jackson, Michigan
517-817-4700

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Series 5000: Students, Curriculum, and Academic Matters

5600 Student Support Services

5603-F-12 Section 504 Grievance Procedure

The District has, consistent with Policies 3115-3115H and 5202, 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, 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582.

Step 1: A person who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal.

A. If the building principal is the subject of the complaint, the grievant may, instead, contact the District's Section 504 Coordinator.
B. The person receiving the complaint shall verbally convey his/her findings both to the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District's Section 504 Coordinator who will investigate the complaint.

A. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent of Schools who will appoint another administrator to conduct the investigation.
B. The complaint shall be signed by the grievant and include the:
    a. grievant's name and contact information;
    b. facts of the incident or action complained about;
    c. date of the incident or action giving rise to the complaint;
    d. type of discrimination alleged to have occurred; and
    e. specific relief sought.

Witness names and other evidence as deemed appropriate by the grievant may also be submitted.

C. An investigation of the complaint will be initiated consistent with Policies 3115-3115H. 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.
D. A written disposition of the complaint shall be issued consistent with Policies 3115-3115H. 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 grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the Superintendent or designee within five (5) days. Copies of the Superintendent or designee's decision shall be provided to both parties. The decision is final.

The District provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. Further, a grievant making a complaint is neither required to prosecute the matter nor confront the alleged discriminator or harasser when that would be inappropriate. If the District determines that disability discrimination or harassment has occurred, the District will take steps to prevent its recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

If you have questions regarding these procedures or want to file a complaint, please contact the District's Section 504 Coordinator:

Designated Section 504 Coordinator

Caitlin Williams, 504/Tier 3/McKinney-Vento Coordinator

6900 Rives Junction Road, Jackson, MI 49201

(517) 817-4921

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