

GRIEVANCE PROCEDURE FOR NONDISCRIMINATION

Section I

Any person who believes he/she has been discriminated against or denied equal opportunity or access to programs or services in the Pinckney Community Schools, on the basis of race, color, national origin, sex, age, disability, religion, height, weight, marital status or familial status, may file a complaint, which shall be referred to as a grievance with the District's Civil Rights Coordinator:

Brian G. Higgins
Assistant Superintendent for Human Resources/Student Services
2130 East M-36
Pinckney, MI 48169
(810) 225-3900

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

[Note: The procedure listed below is not intended for employees whose procedural due process is established within their respective grievance procedures.]

Section II

- Step 1 The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally with the building administrator/program administrator, who shall investigate the grievance and reply with an answer to the grievant. Should no solution be found or the recommended solution be deemed unacceptable to the grievant, the grievant may initiate a formal written grievance outlined in Step 2.
- Step 2 A written statement of the grievance signed by the grievant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers in Step 1. The Coordinator shall further investigate the matters of the grievance and reply in writing to the grievant within five (5) business days.
- Step 3 If the grievant wishes to appeal the Coordinator's decision, he/she may submit a signed statement of appeal to the Superintendent within five (5) business days of receipt of the Coordinator's response. The Superintendent shall review the complaint and investigate as deemed appropriate and shall reply in writing to the grievant within ten (10) business days. If the grievance

is not resolved, the grievant may appeal the Superintendent's decision to the Board of Education.

Step 4 If the grievant wishes to appeal the Superintendent's decision, he/she may submit a signed statement of appeal to the Board of Education within (5) business days of receipt of the Superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the grievant and their representative within twenty (20) business days of the receipt of the appeal. A copy of the Board's decision of the appeal shall be sent to the grievant within ten (10) business days of this meeting.

Approved: 10/6/11