

GRIEVANCE PROCEDURE

The St. Clair County RESA has adopted the following Grievance Procedure for addressing complaints of discrimination under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and Title IX of the Education Amendment Act of 1972. 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, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611.

Step 1: A person who believes that he/she has been discriminated against by the St. Clair County RESA is encouraged, but is not required, to discuss the matter informally with the appropriate building principal in the case of a student or his/her immediate supervisor in the case of an employee.

- A. If the building principal or the immediate supervisor is the subject of the complaint or the grievant is not a student or employee, the grievant may instead contact the St. Clair County RESA Section 504 Coordinator.
- B. The person receiving the complaint shall verbally convey his/her findings to both 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 St. Clair County RESA 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 who will appoint another administrator to conduct the investigation.
- B. The complaint shall be signed by the grievant and include the:
 - (1) grievant's name and contact information;
 - (2) facts of the incident of action complained about;
 - (3) date of the incident or action giving rise to the complaint;
 - (4) type of discrimination alleged to have occurred and
 - (5) specific relief sought.
 - (6) Note: Witness names and other evidence as deemed appropriate by the grievant may also be submitted.
- C. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. 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 within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both 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 within 10 business days after receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint in writing within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The St. Clair County RESA 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 you have questions regarding these procedures or want to file a complaint, please contact the St. Clair County RESA Section 504 Coordinator:

Jean G. Sturtridge
Director of Legal Services
St. Clair County RESA
499 Range Road
PO Box 1500
Marysville, MI 48040
(810) 364-8990

ST. CLAIR COUNTY RESA

COMPLAINT FORM

Name of Injured Party: _____

Address: _____

Phone: _____ **Email:** _____

If the injured party is a student, please provide the following information:

School: _____ **Grade:** _____ **Birthdate:** _____

Complainant's Name: _____

Relationship to Student: _____

Address: _____

Phone: _____ **Email:** _____

1. Describe the alleged discrimination. Please be specific and describe the specific incident(s), as well as identify the individuals involved, dates/times/locations, etc. Attach additional pages if needed.

2. Describe your proposed resolution to address the alleged problem(s)/violation(s).

Date: _____

Complainant's Signature

PLEASE SUBMIT THIS FORM TO:

Jean G. Sturtridge
Director of Legal Services
St. Clair County RESA
499 Range Road
PO Box 1500
Marysville, MI 48040
(810) 364-8990

A person who believes that he/she has been discriminated against by the St. Clair County RESA (RESA) on the basis of race, color, national origin, sex, disability, age, religion, height, weight, or marital status may file a complaint through the RESA's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114. You may file a complaint with OCR at any time. Filing a complaint with the RESA is not a prerequisite to filing with OCR.