

Michigan School for the Deaf

Grievance Procedures for Civil Rights

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GRIEVANCE PROCEDURES

For

TITLE VI of the Civil Rights Acts 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 American with Disabilities Act of 1990

Section 1

Any person believing that the Michigan School for the Deaf or any part of the school organization has inadequately applied the principles and/or regulations of (1) TITLE VI of the Civil Rights Acts of 1964, (2) TITLE IX of the Education Amendment Act of 1972, (3) SECTION 504 of the Rehabilitation Act of 1973, (4) AGE DISCRIMINATION ACT of 1975, (5) TITLE II of the American with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Sonia D. Breed

Human Resources Liaison

Michigan School for the Deaf

1235 W. Court Street

Flint, Michigan 48503

(810) 257-1449

Section 2

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal/signed basis with Sonia D. Breed the Human Resources Liaison who is the designated Civil Rights Coordinator for the MSD Campus. She will investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance was 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 Sonia D. Breed, the local Human Resources Coordinator for MSD within five (5) business days of receipt of answers to the informal complaint. She shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

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Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement to Mark Bouvy, the MSD Administrative Manager within five (5) business days after the receipt of the Coordinator's response. Mr. Bouvy 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 Office of Special Education, within five (5) days of receiving Mr. Bouvy's response in Step 2. In an attempt to resolve the grievance, The Office of Special Education, Human Resources department shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of MDE HR's disposition shall be sent to each concerned party within ten (10) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank one Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

The local coordinator, on request, will provide the complainant with a copy of the Michigan School for the Deaf's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations of which this notice is based may be found in the Human Resources (Civil Right) Coordinator's office

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