

## SECTION 504 - GRIEVANCE PROCEDURE

New Lothrop Area Public Schools has adopted the following Grievance Procedure for addressing complaints alleging discrimination carried out by employees, other students, or third parties under Section 504. 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, 1350 Euclid, Suite 325, Cleveland, Ohio 44115:

### **A. Step 1:**

A person who believes that s/he has been discriminated against by the New Lothrop Area Public Schools 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.

1. If the building principal or immediate supervisor is the subject of the complaint, or grievant is not a student or employee, the grievant may, instead, contact the New Lothrop Area Public Schools Section 504 Coordinator.
2. 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 ten (10) business days.

### **B. 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 New Lothrop Area Public Schools Section 504 coordinator who will investigate the complaint.

1. 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.

# policy

**BOARD OF EDUCATION  
NEW LOTHROP AREA PUBLIC SCHOOLS**

**PROGRAM  
2260.03/page 2 of 3**

2. 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.

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

3. An investigation of the complaint will be conducted within ten (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.
4. A written disposition of the complaint shall be issued within ten (10) business days of completion of the investigation, unless a specific written extension of a 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. The District will take steps to prevent recurrence of any disability discrimination, including disability harassment, found to have occurred and to correct discriminatory effects on the complainant and other, if appropriate.

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**BOARD OF EDUCATION  
NEW LOTHROP AREA PUBLIC SCHOOLS**

**PROGRAM  
2260.03/page 3 of 3**

**C. Step 3:**

If the grievant wishes to appeal the decision in Step 2 above, s/he may submit a signed, written appeal to the Superintendent of Schools within ten (10) business days after the receipt of the written disposition. The Superintendent or his/her designee shall respond to the complaint, in writing, within ten (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 New Lothrop Area Public Schools 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 any questions regarding these procedures or want to file a complaint, please contact the New Lothrop Area Public Schools Section 504 coordinator:

Anthony Berthiaume, Superintendent  
New Lothrop Area Public Schools  
9285 Easton Rd.  
New Lothrop, MI 48460  
Phone: 810-638-5091

Adopted 12/17/12  
Revised 3/2/15  
T.C. 5/4/15