

Equal Opportunity Employment

Applicants for admission and employment, students, parents, employees, sources of referral for applicants for admission and employment, and all unions and professional organizations holding collective bargaining agreements with LCISD are hereby notified that the Board of Education of the LCISD does not discriminate on the basis or race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education.

In order to investigate complaints, answer inquiries and guide the implementation of compliance efforts the Superintendent or his/her designee shall appoint a Grievance Coordinator, whose name shall be publicized at least annually. Any person having inquiries concerning the LCISD's compliance with the regulations implementing Title VI, Title IX, Age Discrimination Act, Section 504, Title II (ADA), and Sexual Harassment is directed to contact:

Brian Wood
Grievance Coordinator
LCISD
61682 Dailey Road
Cassopolis, Michigan 49031-9648
(269) 445-6223

who has been designated by LCISD to coordinate the ISD's efforts to comply with the regulations implementing Title VI, Title IX, Age Discrimination Act, Section 504, Title II (ADA), and Sexual Harassment. The Grievance Coordinator, on request, will provide a copy of the Grievance Procedure and investigate all complaints in accordance with the procedure.

Individuals with disabilities who require assistance (i.e. Interpreters) or special arrangements to participate in a program or activity sponsored by LCISD, please contact Brian Wood at (269) 445-6223. We request that you provide a 48-hour notice so that the proper arrangements may be made.

This and other written publications of the district are available in alternative accessible format (i.e. enlarged print, braille, audio tapes). Please contact the Director of Special Education, at (269) 445-6286 to request an accessible format.

LEWIS CASS INTERMEDIATE SCHOOL DISTRICT

Administrative Guidelines

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator,

Director of Instructional Services
Lewis Cass Intermediate School District
61682 Dailey Road
Cassopolis, MI 49031
(269)445-6223

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He 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 the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- **Step 2** If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- **Step 3** If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The District Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.