

**Lewis Cass Intermediate School District  
Career and Technical Education Public Notification**

Each year, the Lewis Cass Intermediate School District offers Career and Technical Education programs at Southwestern Michigan College. These programs are designed to prepare our youth for a broad range of employment and training services and are offered under the guidance of qualified teachers and counselors. The following is a list of academy programs being offered this school year.

Academy Programs

- Agriscience
- Automotive
- Business
- Computer Aided Drafting & Design
- Construction
- Design & Graphic Arts
- Digital Home Technology Integration
- Electronics
- Health Science
- Hospitality
- Manufacturing
- Theater Tech
- Welding

Students must meet course prerequisites as determined by the community college as criteria for admission.

All career and technical education programs follow the Lewis Cass Intermediate School District policies of nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight or marital status in all programs, activities and employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

For general information about these programs, contact:

Mikki Spagnoli, Career Technical Education Coordinator  
Career and Technical Education  
Lewis Cass Intermediate School District  
61682 Dailey Road  
Cassopolis, MI 49031  
(269) 445-6224

The following person has been designated to handle inquiries regarding the non-discrimination policies. Inquiries related to discrimination should be directed to:

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

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.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

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.