

**GRIEVANCE PROCEDURES FOR NONDISCRIMINATION**

The South Lyon Community Schools has adopted the following Grievance Procedure for Nondiscrimination. A person is not required to use this procedure and may instead file a complaint directly with the 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 South Lyon Community Schools is encouraged to discuss the matter informally with the building principal, in the case of a student, or the immediate supervisor, in the case of an employee.

NOTE: If it is the building principal or the immediate supervisor who is the subject of the complaint, the student or employee may, instead, contact the applicable School District Civil Rights Coordinator. 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 school days.

**Step 2:** If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the school's principal or employee's immediate supervisor, if the complaint is made by an employee. A complaint may also be filed directly with the applicable School District Civil Rights Coordinator. The complaint shall include 1) the employee's or student's name; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. A Step 2 meeting shall be conducted within 10 school days following the submission of the written complaint. Within the next 10 school days, the principal or immediate supervisor shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

**Step 3:** If the principal or supervisor's reply does not resolve the matter, a written complaint may be submitted to the applicable School District Civil Rights Coordinator within 10 school days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Civil Rights Coordinator shall reply in writing to the complainant and the person who is the subject of the complaint within 10 school days.

**Step 4:** If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, he/she may submit a written appeal to the Superintendent of Schools within 10 school days after receipt of the Civil Rights Coordinator's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 school days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

South Lyon Community Schools hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure.