

Grievance Procedures

Section I

Any person believing that the Allendale Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following Address:

Human Resources Director
Allendale Public Schools
6561 Lake Michigan Drive
Allendale, MI 49401
616-892-5570

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with The Human Resources Director, local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant 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 local 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

A complainant wishing to appeal the decision of The Human Resources Director, local Civil Rights Coordinator, may submit a signed statement of appeal to Catherine Ceglarek, 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 unsatisfied, the complainant may appeal through a signed, written statement to the Allendale Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Allendale Board of Education shall meet with the concerned parties and their representative within forty (40) 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) days of this meeting.

Step 4

If, at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquires concerning the nondiscrimination policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The Human Resources Director, local Civil Rights Coordinator, on request, will provide a copy of the district's grievance procedure and 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 Human Resources Director, local Civil Rights Coordinator's office.