



Jackson Public Schools Grievance Procedures

for

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975
Title II of the Americans with Disability Act of 1990
Sexual Harassment Policy

Section 1

Any person believing that Jackson Public Schools District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI 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) Age Discrimination Act of 1975 or (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:

Office for Student Services • Jackson Public Schools • 1401 N. Brown St. • Jackson • MI • 49202 • (517) 841-2167

Any person believing that the Jackson Public Schools District or any part of the school organization has inadequately applied the principles and/or regulations of the Sexual Harassment Policy may bring forward a complaint to the appropriate building principal/district administrator.

Section 2

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Office for Student Services, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they 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 Office for Student Services five (5) days of receipt of answers to the informal complaint. The Office for Student Services 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 by the Office for Student Services may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Office for Student Services 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 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 Board of Education shall meet with the concerned parties and their representative within forty (40) days of 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.

~ Board Policy 5030 ~

It is the policy of the Jackson Public Schools District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Office for Student Services at Jackson Public Schools, 1401 N. Brown Street, Jackson, Michigan 49202 or call (517) 841-2167.