

REDFORD UNION SCHOOLS, DISTRICT No. 1

SECTION 504 GRIEVANCE PROCEDURES

Redford Union Schools, District No. 1 (the "District") is an Equal Opportunity Educational Institution/Equal Opportunity Employer. It is the policy of the District not to discriminate on the basis of disability. The District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints filed under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 ("ADA"). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

A "grievance" shall mean any written claim filed by a student, District employee, parent or an interested third-Party alleging that there has been a violation, misinterpretation or misapplication of the terms of Section 504.

Grievances should be addressed to:

Student Grievances:

Section 504 Coordinator, Carol La Pointe, or Designee
27100 Bennett
Redford, MI 48240
(313) 242-3501

If the grievance alleges that the Section 504 Coordinator was involved in the discriminatory action(s), the grievance should be submitted in writing to the **Assistant Superintendent of Human Resources/Labor Relations**.

Faculty and Staff Grievances:

Assistant Superintendent of Human Resources/Labor Relations, Jasen Witt, J.D. or Designee
Redford Union Schools
17715 Brady St.
Redford, MI 48240
(313) 242-6010

All other grievances, including grievances alleging that the Executive Director of Human Resources was involved in the discriminatory action(s), should be submitted in writing to the office of the District's **Superintendent**, Jasen Witt, J.D. or Designee.

The District acknowledges that it is desirable to resolve allegations of discrimination through free and informal communications. The District further acknowledges that requests for an informal conference are voluntary. All requests for informal conferences must be made by the grievant within ten (10) calendar days after an alleged violation has occurred. A conference must be convened within seven (7) calendar days after

receipt of the request. If the voluntary informal conference process fails to satisfy the grievant, the grievant may initiate the grievance process.

Grievances may also be filed at the initial stage, thereby eliminating the informal conference step.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within thirty (30) calendar days of the date the grievant becomes aware of the alleged discriminatory action(s).
- All grievances must be in writing and contain the name and address of the person filing it. The grievance must specifically state the action(s) alleged to be discriminatory and the remedy or relief sought. The grievance form is available online and in the office of the Section 504 Coordinator.
- The Section 504 Coordinator (or his/her designee) shall conduct a thorough and impartial investigation of the grievance. This investigation shall include allowing all Parties to identify witnesses and submit evidence relevant to their respective allegations or responses(s).
- Within thirty (30) calendar days after receipt of the grievance, the Coordinator shall provide their decision in writing to all parties. The Coordinator will maintain the files and records relating to the grievances filed.
- If it is determined that an individual's rights were violated, the District will take steps to address the violation(s), to prevent recurrence of any harassment/discrimination, and correct any discriminatory effects on the grievant, and others, if appropriate.
- If any Party wishes to appeal the decision of the Coordinator, they may submit a signed statement of appeal to the Superintendent, **17715 Brady St., Redford, MI 48240** within fifteen (15) calendar days of receipt of the Coordinator's decision. All Parties involved in the grievance shall be provided five (5) calendar days' notice of the date, time and place of the meeting with the Superintendent. The Superintendent shall meet with all Parties involved, where appropriate and necessary. In situations where it may be inappropriate or a hardship for the Parties to meet in person, the Superintendent will work with the Parties to develop an alternate and acceptable means to gather all information necessary to reach a conclusion. After reviewing the information submitted by the Parties, the Superintendent will formulate a conclusion and provide a written response to the Parties within thirty (30) days.
- If any party is unsatisfied with the Superintendent's decision, he/she may appeal through a signed written statement to the Board of Education **Board of**

Education Administrative Offices, 17715 Brady Street Redford, MI 48240]
within ten (10) business days of his/her receipt of the Superintendent's response to their appeal.

- In an attempt to resolve the grievance, the Board shall meet with the concerned Parties and their representative(s) within thirty (30) days of their receipt of the appeal. All Parties involved in the appeal shall be given a five (5) calendar day notice of the date, time and place of the meeting with the Board, as well as the right to be represented by counsel, offer testimony, present evidence and cross examine witnesses. In situations where it may be inappropriate or a hardship for the Parties to meet in person, the Board will work with the Parties to develop an alternate and acceptable means to gather all information necessary to reach a conclusion. A copy of the Board's disposition of the appeal shall be sent to each concerned Party within thirty (30) days of the meeting.
- The availability of this grievance procedure does not prevent a person from filing a complaint with the U.S. Department of Education, Office of Civil Rights ("OCR") at any time before, during or after initiation of the District's grievance procedures.
- To the extent possible, confidentiality will be maintained throughout the investigation and resolution of a grievance alleging unlawful discrimination or harassment.

Time Limitation: When necessary, the District may extend the time limits set forth under the Grievance Procedures after first providing reasonable notice to the grievant.

Withdrawals: A grievant may withdraw their grievance at any time without establishing a precedent.

No Retaliation: Retaliation against anyone who files a grievance or cooperates in the investigation of a grievance is prohibited.

Questions: Questions regarding the District's non-discrimination policy and grievance procedure should be directed to the Assistant Superintendent of Human Resources/Labor Relations.

ADOPTED: 01/13/2020
REVISED: 11/13/2020
Redford Union Schools
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