

**Midland County Educational Service Agency
Grievance Notice to the Public**

Any person believing that the Midland County Educational Service Agency or any part of the school organization has inadequately applied the principals 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, and (5) Title II of the American's with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator
Supervisor of Business & Human Resources
Midland County Educational Service Agency
3917 Jefferson Ave.
Midland, MI 48640
989-631-5890 (phone) or 989-631-4361 (fax)

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, 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 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 written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools 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 still 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 representatives within forty (40) days of the receipt of such an appeal.

The Civil Rights Coordinator, on request, will provide complainant with a copy of the district's grievance procedure and investigate all complaints in accordance to 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.

Students and parents and representatives of education institutions may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the Office of Civil Rights (OCR) headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

Civil Rights Office for Michigan

Cleveland Office
Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611

Phone: (216) 522-4970
Fax: (216) 522.7573
TDD: (877) 521-2172
Email: OCR.Cleveland@ed.gov

National Headquarters

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, DC 20202-1100

Phone: (800) 421-3481
Fax: (202) 246-6840
TDD: (877) 521-2172
Email: OCR@ed.gov