

Grievance Procedures to address alleged violations of: Title VI of the Civil Rights Act of 1964; Title II of the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975. (Grievance Procedures to address alleged violations of Title IX of the Education Amendments of 1972 are set forth in School District Policy ACA).

### Part One

Any person believing that the School or any part of the school organization has inadequately applied the above-referenced regulations shall bring forth a complaint to the designated person assigned by each School Leader for their respective building (hereinafter Designee). The Designee will be the School Leader. Any complainant has the right to file a complaint directly with the Civil Rights Coordinator should they not wish to pursue process outlined in Part One for any reason. The School's Civil Rights Coordinator is the Chief Education Officer. Otherwise, the following procedures will be used:

Any person, or persons, who has a grievance can verbally discuss it first with the appropriate building Designee in an attempt to resolve the matter informally at that level.

If the matter is not resolved to the satisfaction of the complainant or the complainant chooses not to resolve the matter informally, within five (5) school days, the complainant shall set forth the grievance verbally or in writing to the Designee. If the complaint is made verbally, the Designee shall transfer the information onto the Grievance Complaint Form and provide a copy of it to the complainant. If appropriate, and if the complainant is amenable to attempting mediation, the Designee can attempt to mediate the complaint. The timelines for the completion of the investigation will be stayed during the mediation process. If mediation is not appropriate, or the complainant does not wish to attempt mediation, the Designee shall investigate the matters of grievance and communicate his/her decision to the complainant in writing within ten (10) school days of notice of the grievance. At all stages of the investigation, the complainant has the opportunity to present witnesses and other evidence, which the School will consider.

Potential consequences for any violation of the above-referenced regulations may include written warning to the offender(s), suspension, expulsion, or termination of the offender(s), or any other remedial steps necessary to assure compliance with these regulations. These steps may include remedies for the complainant(s)/victim(s), when appropriate. The School will take steps to prevent recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate. The School will also take steps to prevent retaliation against the person who made the

provided information as witnesses.

#### Part Two

The complainant, no later than ten (10) school days after receipt of the Designee's decision, may appeal the Designee's decision to the Civil Rights Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Designee and the complainant's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the complainant to attempt to resolve the matter as quickly as possible, but within a period not to exceed (5) school days. The Coordinator shall communicate his/her decision in writing to the complainant and the Designee not later than ten (10) school days after the meeting.

#### Part Three

The decision of the Civil Rights Coordinator is final, pending any further legal recourse as may be described in current local district, state or federal statutes pertaining to Title VI of the Civil Rights Act of 1964; Title II of the Americans With Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975; A complainant has the right to file a complaint at any time alleging discrimination under the above referenced regulations directly with the: *U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, Suite 900, 8<sup>th</sup> Floor, Boston, MA 02109-3921.*

#### Part Four

Dissemination of Grievance Procedures: To effectively inform all concerned persons about the process of grieving a complaint, the adopted grievance procedures are to be disseminated to students, parents/guardians, employees, and other interested parties. This information must be provided on a continuing basis. The grievance procedure shall be disseminated through the following:

- a. Making Community Connections Charter School web site: [www.mc2school.org](http://www.mc2school.org)
- b. Available in the School Building office

A Grievance Complaint Form is attached to the Policy

#### **Legal References:**

*Section 504 of the Rehabilitation Act of 1973 34 C.F.R § 104.7(b), Adoption of Grievance Procedures Title VI of the Civil Rights Act of 1964; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975*

Appendix Reference:

Date Adopted: July 8, 2013

Revision Dates:

Last Review Date:

Revision Dates:

Last Review Date:

Making Community Connections Charter School Policy KED – Grievance Procedure for  
Alleged Discrimination

**Grievance Complaint Form**

*If you require assistance with filling out this form, please contact your building School Leader or Designee.*

Type of Complaint – Check one \_\_\_\_\_ Title VI (race, color, or national origin) \_\_\_\_\_  
Section 504/Title II (disability) \_\_\_\_\_ Age Discrimination Act (age) \_\_\_\_\_

Complainant's Name:

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Address:

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Complainant's Status: \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Employee \_\_\_\_\_ Other

Statement of Complaint: (Please specify the type of discrimination, offender's name and specific incident)

Complainant's Signature Date Filed

Signature of Person Receiving Complaint Date Received

Action(s) Taken:

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