



Forest Hills Public Schools

All Learners Achieving Individual Potential

Section 504: Grievance Procedure

The District has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act of 1990. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114-2611;

Step 1

A person (an employee, student, or third party) who believes that he/she has been discriminated against by the District is encouraged, but is not required, to discuss the matter informally with the appropriate building principal (when the person is a student) or with his/her immediate supervisor (when the person is an employee). [NOTE: If the building principal or the immediate supervisor is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the District Section 504 Coordinator.] The person receiving the complaint shall investigate and then verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2

If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the District Section 504 Coordinator who will investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent who will appoint another administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator and the Superintendent have involvement with the complaint, the written complaint may be submitted to the Board President, who will appoint a person to investigate the complaint.] The complaint shall be signed by the grievant and include:

1. the grievant's name and contact information;
2. the facts of the incident or action complained about;
3. the date of the incident or action giving rise to the complaint;
4. the type of discrimination alleged to have occurred;
5. and the specific relief sought.

Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will begin within 10 business days following the submission of the

written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the District will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3

If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed, written appeal to the Superintendent (or the Board, in the event the complaint was made to the Board President) within 10 business days after receipt of the written disposition. The Superintendent or his designee (or the Board) shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The District hereby provides assurance that strictly prohibits any form of retaliation against persons who utilize this Grievance Guideline. If you have questions regarding these procedures or desire to file a complaint, please contact the District Section 504 Coordinator:

Director of Student Services
Forest Hills Public Schools
3787 Leonard NE
Grand Rapids, MI 49525
616-493-8660 (phone)
616-493-8663 (fax)

Additional Contact Information

Superintendent
Forest Hills Public Schools
6590 Cascade Road, SE
Grand Rapids, MI 49546
616-493-8800 (phone)
616-493-8552 (fax)

Building Section 504 Coordinators:

- Elementary and Middle School- Counselors (generally)
- High Schools- Assistant Principal (generally)

Contact your building principal for name and contact information.