

Nondiscrimination Policy

Nondiscrimination: It is the policy of the Mason Consolidated School 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 Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304.

Complaint Procedure

Section I If any person believes that the Mason Consolidated School District or any of the District's staff has inadequately applied the principles and/or regulations of the nondiscriminatory policy of the Mason School District, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Complaint Officer.

Section II The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District' Complaint Officer, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He 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 District's Complaint Officer within five (5) business days of receipt of answers to the informal complaint. The Complaint Officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2 If the complainant wishes to appeal the decision of the District's Complaint Officer, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Complaint Officer'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 the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the 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) business days of this meeting.

Step 4 If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights, Executive Office, Capitol Tower Bldg., Ste. 800, Lansing, MI 48913, telephone (517) 335-3165 and/or to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Complaint Officer, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's office.