Personnel

Administrative Procedures

Discrimination Complaints

A complaint may be filed when it is felt that a violation of Policy GBAA has occurred. Such action is defined as a grievance dealing with discrimination on the basis of race, color, creed, religion, age, gender, disability, national origin or ancestry. A complaint relating to Policy GBAA may be filed by a student, parent/guardian, employee or other citizen. Confidentiality will be maintained at each level of the complaint procedure. The complainant is encouraged to attempt to resolve the grievance.

Formal Procedures

The following procedure shall be utilized for any complaint or allegation of unlawful discrimination under federal or state law and regulations. This procedure shall apply to complaints or allegation raised by employees or students against any employee or student.

A. This complaint procedure shall be utilized for allegations of discrimination based upon the following:

1. Title IV of the Education Amendments of 1972, which prohibits race and national origin discrimination in an educational institution receiving federal financial assistance.
2. Title VII of the Civil Rights Act of 1964, which prohibits discrimination based upon sex, race, national origin and religion in employment.
3. Title IX of the Education Amendments of 1972, which prohibits discrimination based upon sex in an educational institution receiving federal financial assistance.
5. Americans with Disabilities Act, which prohibits discrimination based upon disability.
6. Age discrimination in the Employment Act, which prohibits discrimination based upon age.
7. Michigan Handicappers Civil Rights Act, which prohibits discrimination based upon handicap.
8. Michigan Elliott-Larsen Civil Rights Act, which prohibits discrimination based upon sex, race, religion, marital status, height, weight, age and national origin.

This procedure shall also be applicable to allegations of misconduct or other forms of harassment in violation of Board Policy GBAA.

B. A student (complainant) who believes that he/she has been subjected to discrimination as specified above should promptly notify a Monitor (Building Principal, Assistant Principal, Guidance Counselor, Human Resource Manager, or Director of Curriculum). Complainants are encouraged to report any conduct, statements or physical contact that they believe to be discrimination.

C. An employee (complainant) who believes that he/she has been subjected to discrimination as specified above should promptly notify their immediate supervisor/Human Resource Manager.

1. Formal complaints may be filed with the Human Resource Manager or Director of Curriculum/Instruction.
2. A Discrimination Report Form will be completed by the person filing the complaint or the designated administrator. The form includes the following:
   - Complainant’s name and address
   - Date(s) of the incident(s)
   - Description of the incident(s)
- Name(s) of the person(s) involved in the incident(s)
- Name(s) of any witness(es) to the incident(s)
- What action, if any, has been taken
- Requested resolution of the complaint
- Signature of the complainant will be requested, but not required

3. The designated administrator will conduct an investigation to gather data regarding the alleged discrimination, take appropriate action regarding the complaint and render a decision in writing to the complainant within seven (7) working days of receipt of the formal complaint.

4. If the complainant is not satisfied with the decision rendered by the designated administrator/Human Resource Manager, then he/she can appeal the decision to the Superintendent within five (5) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.

5. The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days following the appeal. At the Superintendent’s level, the appeal process may or may not include a conference with the parties involved.

6. If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing to the Superintendent within five (5) working days through the Superintendent’s Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.

7. The School Board will render a decision in writing within ten (10) working days of the hearing.

8. Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two (2) days prior to that step.

9. If the party wishes to appeal the action by the board they should contact the: