

**CALHOUN INTERMEDIATE SCHOOL DISTRICT**  
**Notice of Non-Discrimination and Notice of Complaint/Grievance Procedure for**  
**Federal and State Laws**

A. Non-discrimination Notice

It is the policy of the Calhoun Intermediate School District to provide an equal opportunity for all individuals and not to discriminate on the basis of religion, race, color, national origin, ancestry, sex, disability, height, weight, marital status or age in its programs, services, activities or employment. With respect to employment, the District does not discriminate on the basis of genetic information.

The following person has been designated to handle inquiries regarding the district's nondiscrimination policies.

Assistant Superintendent for Human Resources  
Calhoun Intermediate School District  
17111 G Drive North  
Marshall, MI 49068  
Phone: (269)781-5141  
Fax: (269)781-7071

B. Complaint/Grievance Procedure Notice

- I. Any person believing that the Calhoun Intermediate School District or any of the District's staff has inadequately applied the principles and/or regulations of non-discrimination laws or district non-discrimination policies may bring forward a complaint, which shall be referred to as a grievance to the district's Civil Rights Coordinator.

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- 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's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal 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 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

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he 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 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) business 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.

The District's Coordinator, 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.