



## Watersmeet Township School District Nondiscrimination Complaint Procedures

The Watersmeet Township School District will not discriminate against any person and the Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs may file a complaint under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990.

To file a complaint (which may be referred to as a grievance) with the District's Civil Rights Coordinators contact:

### **All Complaints**

George R. Peterson, III, Administrator  
Watersmeet Township School District  
N4720 Hwy 45 – P.O. Box 217  
Watersmeet, MI 49969  
(906) 358-4555 (ext. 2)  
[gpeterson3@watersmeet.k12.mi.us](mailto:gpeterson3@watersmeet.k12.mi.us)

### **Gender Sensitive and/or Administrator Cannot Be reached**

Kathleen McGrath, Head Teacher  
Watersmeet Township School District  
N4720 Hwy 45 – P.O. Box 217  
Watersmeet, MI 49969  
(906) 358-4555  
[kmcgrath@watersmeet.k12.mi.us](mailto:kmcgrath@watersmeet.k12.mi.us)

Should the complaint be against the Administrator, the incident shall be reported to:

President of the Board of Education  
Watersmeet Township School District  
N4720 Hwy 45 – P.O. Box 217  
Watersmeet, MI 49969  
Cell: (906) 284-2872

Any individual may also, at any time contact:

U.S. Department of Education, Office for Civil Rights  
Cleveland Office  
600 Superior Avenue East, Suite 750  
Cleveland, Ohio 44114-2611  
Telephone: (216) 522-4970  
Fax: (216) 522-2573  
TDD: (216) 522-4944  
[ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>

A person, who believes s/he has a valid basis for a complaint, may discuss the matter informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. A complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

**Investigation by the District Civil Rights Coordinator:**

- I. Any person may initiate a formal investigation by filing a written complaint with the District Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall interview any witnesses and review other evidence provided by the complainant. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.
  
- II. If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. The District recognizes that it may be improper for a student who complains of harassment to be required to work out the problem directly with the alleged perpetrator, and certainly not without appropriate involvement by the school (e.g., trained counselor, mediator, etc.). In cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis. The District recognizes that mediation will not be used to resolve sexual assault complaints. 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 complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office of Civil Rights, the filing of a police report or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. The Board reserves the right to contact outside investigators for sensitive and/or extensive complaints of harassment.

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

### **Prohibition Against Retaliation**

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

### **Remedies and Enforcement**

The Watersmeet Township School District requires immediate action to eliminate hostile environment situations, prevent its recurrence, and address its effects. In addition to counseling or taking disciplinary actions, corrective action may require remedies for the complainant, others as appropriate, as well as changes to the school's overall services or policies.

### **School Investigations and Reports**

All actions, complaints and investigations will be documented and a record placed in the offender's personnel file, student CA-60 file and a separate confidential file. The District will periodically review the confidential file for school leaders to conduct a school "climate check" to assess the effectiveness of efforts to ensure that the school is free from discrimination and harassment and using the resulting information to initiate future proactive steps to be taken by the school.



# WATERSMEET TOWNSHIP SCHOOL DISTRICT

## Nondiscrimination Grievance Form

This form provides the opportunity for an individual to report violation(s) of Board policy and to secure an equitable, prompt and satisfactory solution. This procedure shall be implemented in compliance with Board policy and regulation. A copy of this form is to be filed with the District nondiscrimination compliance coordinator.

| Grievant Information   |  |
|--|--|
| Name _____ / _____ / _____   |  |
| Address _____  |  |
| Phone number _____   | Date of birth _____ Age _____                            |
| If the grievant is a <i>student</i> , please complete the following: |  |
| Age _____  | Date of birth _____ Grade _____ Homeroom/Classroom _____ |
| School _____   |  |
| Name of parent/guardian _____  | Daytime phone _____                                      |
| Signature of parent/guardian _____                                   | Date _____   |
| If the grievant is an employee, please complete the following:       |  |
| Work location _____  | Title _____  |

### Confidentiality

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

**Harassment/Discrimination Grievance** (Use additional sheet(s) if necessary) Identify the harassment/discrimination that you allege has occurred. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

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List any names of any witnesses to the alleged misconduct:

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What results are you seeking by filing this form? (Use additional sheet(s) if necessary.)

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I have read the policy and regulations including the time limits and other provisions governing the grievance process.

\_\_\_\_\_  
Signature of grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian (*if minor is issuing grievance*)

\_\_\_\_\_  
Date