

1428 - GRIEVANCE PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS - FOOD SERVICE PROGRAM.

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services in the District's food service program (including, without limitation, the USDA's Food and Nutrition Service ("FNS") School Meal Programs) may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinators:

Dr. Roy Bishop
Deputy Superintendent for Educational Services
20601 Morningside Drive
Grosse Pointe Woods, Michigan 48236
313-432-3015
bishopr@gpschools.org

Ms. Nicole Pilgrim
Director of Human Resources
20601 Morningside Drive
Grosse Pointe Woods, Michigan 48236
(313) 432-3017
pilgrim@gpschools.org

The District will alert the Michigan Department of Education (MDE) of any complaints made within five school days.

The individual may also, at any time, contact the Michigan Department of Education (Office of School Support Service, School Nutrition Programs, Civil Rights Consultant, PO Box 30008, Lansing, MI 48909), or the U.S. Department of Agriculture (Office of the Assistant Secretary for Civil Rights, 1400 Independent Avenue SW, Washington D.C. 20250-9410, Fax: 202-690-7442, Email: program.intake@usda.gov).

A person who believes s/he has a valid basis for grievance is encouraged to 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 an answer to the complainant. The complainant may at any time 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 the later of five (5) business days of receipt of answers to the informal complaint or five (5) school days after the act(s) complained of. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) school days. Forms are available by contacting the District Civil Rights Coordinator or on the District's website (https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf).

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 within five (5) school days after receipt of the Coordinator's response. The Superintendent or a designee 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) school days of his/her receipt of the Superintendent's or designee's response in step two. In an attempt to resolve the grievance, the Board may meet with the concerned parties and their representatives within twenty (20) school 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) school days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independent Avenue SW, Washington D.C. 20250-9410, Fax: 202-690-7442, Email: program.intake@usda.gov.

The District Coordinator will provide a copy of this grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. The District Coordinator will maintain a log of all complaints.