

**INGHAM ACADEMY FAMILY CENTER
CIVIL RIGHTS
GRIEVANCE PROCEDURE**

You and your family have the right to lodge a grievance with Michigan Department of Civil Rights for an alleged violation of specific or civil rights, or allegations of sexual abuse, or sexual harassment mandated under the Prison Rape Elimination Act (PREA) of 2003, without fear of retaliation.

If you feel that your rights have been violated the following steps should be taken:

- 1.) Complete a complaint form. These are available to you from the Supervisor. Students with limited written communication skills should inform the supervisor. They will ensure you receive assistance to complete the form.
- 2.) Submit your completed complaint form to the Supervisor.

He/she will investigate your concerns and respond to you in writing within twenty-four (24) hours. The response will include an explanation as to what measures have already been taken and what will occur.

3.) The Director of Ingham Academy Family Center or his/her designee will further review and investigate the complaint and respond in writing within forty-eight (48) hours (except holidays and weekends) with a decision.

4.) If you are not satisfied with the decision concerning your complaint, an appeal can be made to the 30th Judicial Circuit Court Administrator. Within seventy-two (72) hours of receipt of your complaint, the Circuit Court Administrator or his designee will contact your attorney, public defender, or any other legal representative of your choice to intervene on your behalf.

We will also assist you in submitting a complaint to Department of Civil Rights online @ <https://taxinfo.unemployment.state.mi.us/MDCR.Civil.Rights/CMSWebPortal/ComplaintRequest.aspx>

**YOU HAVE THE RIGHT AT ANY TIME TO SHARE YOUR CONCERNS WITH PARENTS, ATTORNEYS,
CHILD ADVOCATES, PUBLIC DEFENDERS, OR ANY OTHER PERSON YOU CHOOSE TO.**

I, _____, acknowledge having received a copy
(Resident Print Name)

of the IAFC rules; Prison Rape Elimination Act (PREA) Student Information Brochure; Student Handbook, and the Student Rights / Grievance Procedure. I have reviewed with Ingham Academy staff and understand all materials. I also understand that my parent(s) and/or legal guardian will receive a copy of this material.

(Resident Signature)

(Staff Signature)

Date ____ / ____ / ____