

Equal Opp. Nondiscrimination Titles VI & IX Section 504 ADA Age Discrimination

Nondiscrimination Policy

Nondiscrimination Policy - Students, Parents and Citizens of the School District

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the Elliott-Larsen Civil Rights Act of 1976, and the Persons with Disabilities Civil Rights Act of 1976, it is the policy of the School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

In accordance with Federal regulations, the School District has appointed the Director, Human Resources, as the Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints regarding a possible or perceived violation of this policy of nondiscrimination should be directed to this administrator, who is responsible for administering the nondiscrimination grievance procedure:

Director, Human Resources
Title VI, Title IX, Section 504/ADA and Age
Discrimination Act Coordinator
33466 Garfield Road, Fraser, MI 48026; 586.439.7000.

Antidiscrimination Grievance Procedure

Any student or employee of the District who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any District educational program or activity on the basis of sex (including sexual harassment), race, color, religion, national origin, age (employees only), height, weight, marital status, or disability shall file a written grievance with Director, Human Resources, who is the designated compliance administrator. Grievance forms may be obtained in the Human Resources Department. Individuals are encouraged to discuss their concern informally with the staff member involved before a formal grievance form is filed. The compliance administrator can often help in attempting to resolve the grievance and will, if the individual desires, accompany him or her at all meetings with staff members.

Formal Grievance Procedure

Step 1: If a grievance is not resolved informally, the individual shall submit a written grievance form to the immediate supervisor or administrator within 10 work days of the incident. The procedure will then be as follows:

- (1) Not later than next work day – administrator or supervisor must send copy of grievance to Director, Human Resources.
- (2) Within 5 work days of grievance filing date – supervisor or administrator meets with grievant.
- (3) Within 3 work days of meeting – supervisor or administrator gives written answer to grievant on grievance form.

Step 2:

- (4) Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Director, Human Resources.
- (5) Within 10 work days of receipt of appeal – Director, Human Resources (or Designee, if appropriate) meets with grievant.
- (6) Within 5 work days of meeting – Director, Human Resources or Designee provides written answer.

Step 3:

- (7) Within 3 work days of receipt of answer – grievant (if not satisfied) must appeal to the Superintendent.
- (8) Within 10 work days of receipt of appeal – Superintendent meets with grievant.
- (9) Within 5 work days of meeting – Superintendent provides written answer. This decision is final and binding on all parties.

Additional Provisions

The Superintendent, Assistant Superintendent or Director, Human Resources may designate representatives to act for them in their functions as described above.

A grievance not filed or appealed within the specified time limits will be conclusively deemed abandoned. Failure of any administrator or supervisor to hold a meeting or render a decision allows automatic appeal to the next level. Time limits may be extended only by mutual written agreement.

All records concerning a grievance will be treated confidentially. No record of a grievance will be kept in a

staff member's HR file if the final decision is that there was no reasonable basis for the grievance. No record of a grievance will be kept in the grievant file.

Equal Employment Opportunity

Fraser Public Schools are an Equal Opportunity Employer

The objective of the Board of Education is to attract and retain the most qualified individuals for the positions within the District. The Board does not discriminate against any employee or applicant because of race, religion, color, handicap, sex, national origin, age, height, weight, or marital status. Consistent with this policy of equal employment opportunity, harassment in the workplace based upon a person's race, religion, color, handicap, sex, national origin, age, height, weight, or marital status is strictly prohibited. The Board will take affirmative action to insure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.