

## **G-1005 TROY SCHOOL DISTRICT NONDISCRIMINATION POLICY**

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, and the Americans with Disabilities Act of 1990, it is the policy of the Troy 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, or service or in employment.

In accordance with Federal regulations, Troy School District has appointed the Assistant Superintendent, 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:

Assistant Superintendent, Human Resources  
Title VI, Title IX, Section 504/ADA and Age  
Discrimination Act Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48098-4799  
Voice 248.823.4000

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### **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 handicap shall file a written grievance with Assistant Superintendent, 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 Assistant Superintendent, 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 Assistant Superintendent, Human Resources.
- (5) Within 10 work days of receipt of appeal - Assistant Superintendent, Human Resources (or Deputy Superintendent, if appropriate) meets with grievant.
- (6) Within 5 work days of meeting - Assistant Superintendent, Human Resources or Deputy Superintendent gives 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 gives written answer. This decision is final and binding on all parties.

#### **Additional Provisions**

The Superintendent, Deputy Superintendent, and Assistant Superintendent, 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 personnel 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's file.