

# NOVI COMMUNITY SCHOOLS

## Rules and Procedures - Personnel

### **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION**

#### Grievance Procedure for:

Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Title II of the Americans with Disability Act of 1990

#### Section I

Any person believing that the Novi Community Schools or any part of the school organization has violated the laws or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975 and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Assistant Superintendent, Administrative Services  
Novi Community Schools  
25345 Taft Road  
Novi, Michigan 48374  
248-449-1200

#### Section II

The person who believes a valid basis for a grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent of Administrative Services, who shall in turn investigate the complaint and reply with an answer within ten (10) business days. If the complainant feels the grievance is not satisfactorily resolved, they may 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 Assistant Superintendent of Administrative Services within ten (10) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance if he/she believes further investigation is warranted and reply in writing to the complainant within ten (10) business days.

##### Step 2

A complainant wishing to appeal the decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education with ten (10) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) 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) days of this meeting.

The days noted above for purposes of this policy are days when the School District's business office is open for business to the general public. The time limits noted above may be extended by the Assistant Superintendent if warranted.

Anyone at any time may contact the U.S. Department of Education/Office of Civil Rights for information and assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U. S. Department of Education, Office for Civil Rights, 600 Superior Ave. East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202.

The Compliance Officer, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Assistant Superintendent's office.

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