

**WATERFORD SCHOOL DISTRICT
NON-DISCRIMINATION ASSURANCE**

The Waterford Board of Education will comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U. S. Department of Education. No person on the basis of race, color, religion, national origin or ancestry, age, sex, disability, height and weight, or marital status shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, activity, or event. Inquiries related to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and Title IX of the Education Amendments of 1973 should be directed to the appropriate compliance officer.

Title IX of the Education Amendments of 1973

Inquiries Regarding Personnel:

Human Resources

Waterford School District
501 N. Cass Lake Road
Waterford, Michigan 48328
Phone (248) 682-7800

Title VI of the Civil Rights Act of 1964

Human Resources

Waterford School District
501 N. Cass Lake Road
Waterford, Michigan 48328
Phone (248) 682-7800

**Inquiries Regarding Programs/Courses/Students-
Elementary:**

Supervisor of Elementary Education
Waterford School District
501 N. Cass Lake Road
Waterford, Michigan 48328
Phone (248) 682-7800

**Title II of Americans with Disabilities Act &
Section 504 of the Rehabilitation Act of 1973**

Executive Director of Student Support Services
Waterford School District
501 N. Cass Lake Road
Waterford, Michigan 48328
Phone (248) 682-3242

**Inquiries Regarding Programs/Courses/Students –
Middle/High School:**

Supervisor of Secondary Education
Waterford School District
501 N. Cass Lake Road
Waterford, Michigan 48328
Phone (248) 682-7800

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION:

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Assistant Superintendent of Business and Human Resources
Waterford School District
501 N. Cass Lake Road
Waterford, MI 48328
248-682-7800

The individual may also, at any time, contact the U. S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

Section II

The person who believes s/he has a valid basis for grievance shall 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. S/He 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 District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

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 of Schools within five (5) business days after receipt of the Coordinator'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 the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business 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) business days.