



# Hempstead Public Schools Grievance Procedure Under ADA



This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA) of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Hempstead Public Schools.

A grievant or designee who believes that the District has failed to comply with the requirements of ADA must file a written complaint as soon as possible but no later than 90 days after the alleged violation occurred. The complaint should be sent in writing to:

Office of Human Resources  
185 Peninsula Boulevard  
Hempstead, NY 11550  
(516) 292-7111 ext. 1142

The complaint at a minimum must contain (1) name, address, telephone number and signature of the grievant or designee; (2) the name and location of the program/school that you believe discriminated against with a detailed description of what and when it happened, including a list of all witnesses; (3) a desired resolution of the complaint.

An investigation process shall follow the filing of a complaint where all interested persons and/or their representatives, if any, have an opportunity to submit information relevant to the complaint. The investigation may include individual interviews with the parties involved.

Upon completion of the investigation, both the complainant and the accused will be given written notice, and, where appropriate, in a format accessible to the complainant, of the results of the investigation. If a party to this complaint does not agree with its resolution that party may appeal to the Superintendent of Schools within 10 working days of receiving the results of the investigation.

Within 15 days after receipt of the appeal, the Superintendent or designee will meet the grievant to discuss the complaint and possible resolutions. Within 15 days after the meeting the Superintendent or designee will respond in writing to

the grievant.

All written complaints received by the Office of Human Resources, Superintendent or designee will be kept in the Hempstead Public Schools for at least three years.

Complaints to the U.S. Department of Education, Office of Civil Rights must be filed within 180 days of discrimination or within 60 days after the district has provided communication to you regarding the resolution of your complaint.

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-1100  
1-800-421-3481  
<http://www.ed.gov/ocr>  
[ocr@ed.gov](mailto:ocr@ed.gov)

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**Questions about this regulation should be addressed to the office of Human Resources at 185 Peninsula Boulevard, Hempstead, NY 11550 or at (516) 292-7111 Ext. 1142**