

## EQUAL OPPORTUNITY AND NONDISCRIMINATION REGULATION

The procedures set forth in this regulation do not supersede any protection complainants are provided under existing state or federal law.

### *Definitions*

1. *Complainant* shall mean an applicant, employee, student or vendor who alleges that they have been subjected to discrimination, which may be a violation of this policy, as well as a violation of federal or state law or associated regulations, which has affected him/her.
2. *Complaint* shall mean any alleged act of discrimination which may be a violation of this policy, which may also violate federal and state civil rights laws or associated regulations.
3. *Compliance Officer* shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, Title IX of the Education Amendments, the Americans with Disabilities Act (ADA), and the Age Discrimination Act. The District's designated Compliance Officer is: Dr. Rodney Gilmore. The Compliance Officer can be contacted at 185 Peninsula Boulevard, Hempstead, New York 11550, Phone (516) 434-4020; email: [rgilmore@hempsteadschools.org](mailto:rgilmore@hempsteadschools.org).

### *Prohibited Discrimination*

Discrimination prohibited under this policy, includes, but is not limited to, discrimination on the basis of actual or perceived race, color, weight, national origin, creed, religion, religious practice, marital status, sex, age, sexual orientation, gender (including gender identity and expression), disability, or to deny equal access to Boy Scouts and other designated youth groups.

### *Investigation / Resolution*

The investigation and resolution of any complaints alleging an action prohibited by the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act, the ADA, or the Age Discrimination Act shall be dealt with in the following prompt, equitable and impartial manner:

#### *A. Stage I--Compliance Officer*

1. As soon as practicable, if possible within thirty (30) days after the events giving rise to the allegation, the complainant shall file a complaint, preferably in writing using the district's complaint form, with the Compliance Officer. The Compliance Officer may informally discuss the complaint with the complainant. He/She shall promptly and thoroughly

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investigate the matter. All employees and students of the school district shall cooperate with the Compliance Officer in such investigation.

2. Within thirty (30) working days of receipt of the complaint, the Compliance Officer shall make a finding in writing that there has or has not been a violation of the Civil Rights Act, Section 504 of the Rehabilitation Act or the ADA. Such finding will be submitted to the complainant and the respondent. If additional time is needed to make a finding, a written status report shall be submitted to all parties, including the complainant and respondent, indicating the need for additional time. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the complainant or respondent is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the complaint, the aggrieved party may, within ten (10) days after he/she has received the report of the Compliance Officer, file a written request for review by the Superintendent of Schools.

*B. Stage II--Superintendent of Schools*

1. The Superintendent may request that the complainant, respondent, the Compliance Officer, student, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the complaint and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case.
3. The Superintendent shall render a determination in writing within thirty (30) working days of receipt of the request. Such determination shall include a finding that there has or has not been a violation of the Civil Rights Act, Section 504 of the Rehabilitation Act or the ADA, and if applicable, a proposal for equitably resolving the complaint. If additional time is needed to render a determination, a written status report shall be submitted to all parties, including the complainant and respondent, indicating the need for additional time.
4. If the complainant or respondent is not satisfied with the determination of the Superintendent or the proposed resolution, the aggrieved party may, within ten (10) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

*C. Stage III--Board of Education*

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall notify all parties concerned, including complainant and respondent, of the time and place when a hearing will be held.
3. The Board shall render a decision in writing within thirty (30) working days of receipt of the request. If additional time is needed to render a decision, a written status report shall be submitted to all parties, including the complainant and respondent, indicating the need for additional time.

Adoption date: June 16, 2016