

FACILITIES OR SERVICES GRIEVANCE PROCEDURE FOR SECTION 504

Any qualified person with a disability, who feels subject to discrimination in regards to facilities or services, with respect to Section 504 of the Rehabilitation Act of 1973, has the right to file a formal grievance.

The individual with a grievance shall first discuss their issue with the building administrator in an attempt to resolve the matter informally.

If after the discussion, the matter is not resolved to the satisfaction of the aggrieved party, within five (5) school days the aggrieved party shall set forth the grievance in writing to the building administrator. The building administrator shall communicate his/her decision to the aggrieved party in writing, within five (5) school days of receipt of the written grievance.

The aggrieved party, no later than five (5) school days after receipt of the building administrators' decision, may appeal the building administrator's decision to the Section 504 Coordinator. The appeal to the coordinator must be made in writing reciting the matter previously submitted to the building administrator and the aggrieved party's dissatisfaction with the decision rendered. The coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The coordinator shall communicate his/her decision in writing to the aggrieved party and the building administrator not later than five (5) school days after the meeting.

If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after the receipt to the coordinator's decision, may submit a written request to the superintendent for a hearing with the School Board regarding the alleged discrimination. The hearing will be held within thirty (30) calendar days of the written request. The school board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.

Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the school district may continue to negotiate. If the school district and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.

The decision of the school board is final pending any further legal recourse as may be described in current local, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

Legal References:

Section 504 of the Rehabilitation Act of 1973

Adopted 2001

Revised 2019

