

GRIEVANCE PROCEDURE

1. Any qualified handicapped person or persons who feel subject to discrimination with respect to Section 504 of the Rehabilitation Act of 1973 shall have the right to file a formal grievance.
2. Any qualified handicapped person, or persons having a grievance shall discuss it first with the building principal in an attempt to resolve the matter informally.
3. If, as a result of 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 principal. The principal shall communicate his or her decision to the aggrieved party in writing within five (5) days of receipt of the written grievance.
4. The aggrieved party, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the principal and the aggrieved party's dissatisfaction with decisions previously 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 decision in writing to the aggrieved party and the principal no later than five (5) school days after the meeting.
5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision, may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. 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.
6. 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 shall be cancelled.
7. The decision of the local school board is final pending any further legal recourse as described in current local district, state, or federal statutes pertaining to Section 405 of the Rehabilitation Act of 1973.

Law Reference:

Appendix Reference:

Date Adopted: July 2, 1998

Revision Dates: December 14, 2004

Last Review Date: December 14, 2004