

## **SECTION 504 GRIEVANCE PROCEDURES**

This is a voluntary process, which we hope you will follow in order to resolve disputes.

### **A. Definition**

The term "grievance" means a complaint that there has been an improper application, interpretation or violation of the 504 policy or procedures affecting a student.

### **B. Procedure**

1. A student or a parent/guardian on behalf of a student may file a grievance. Any grievance must be lodged in writing. The grievance should contain at least the following details:

- Name and grade of the student
- Identify the child's disability and how it impacts the child's ability to perform
- Explanation of the nature of the grievance
- Describe the relief you are seeking

2. Level One - Building Principal. The grievance shall be filed with the Building Principal in the school building in which the student attends school. The Building Principal may convene the school 504 Team in an attempt to resolve the complaint(s) outlined in the grievance. The Building Principal shall render a decision/response in writing within ten (10) working days to the grievant. If the grievant is not satisfied with the resolution, he/she may appeal the decision to the District 504 Coordinator.

3. Level Two – District 504 Officer. The grievant may appeal the Level One decision to the District 504 Officer. The appeal to the District 504 Officer must be in writing reciting the matter submitted to the Building Principal as specified in Level One and his/her dissatisfaction with the decisions previously rendered. The District 504 Officer shall attempt to resolve the matter as quickly as possible. The District 504 Officer shall communicate his/her decision in writing to the grievant and the Building Principal.

4. Level Three – (Superintendent / BOE). If the grievance is not resolved to the grievant's satisfaction, he/she may request a review by the Superintendent. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and may at the option of the Board, hold a hearing with the grievant and shall render a decision in writing.

5. Level Four – Filing a Complaint with the Office of Civil Rights. If the grievance is not resolved to the grievant's satisfaction, he/she may file a complaint with the Office of Civil Rights.

**Section 504 Grievance Form**

Name of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Job Title/Position (if employee) \_\_\_\_\_

**If the grievant is a non-adult pupil, the parents must file this form on behalf of the child. If that is the case, please list the student's name and grade level here:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

1. List the disability and how it impacts major life activity:

2. Describe your grievance including all alleged discriminatory acts:

3. Describe the relief you are seeking: