

**GRIEVANCE PROCEDURE (SECTION 504)**

1. Any identified handicapped person, protected under the provisions of Section 504 of the Rehabilitation Act of 1973, has the right to file a formal grievance after having first failed to resolve the matter in dispute through an informal discussion with the building Principal.
2. 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/her decision to the aggrieved party in writing within five (5) school days of receipt of the written grievance.
3. 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/her decision in writing to the aggrieved party and the principal not later than five (5) school days after the meeting.
4. 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 School Board regarding the alleged discrimination through the Superintendent. 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 10 (10) calendar days after the hearing.
5. Between the date the aggrieved party request the hearing and the date the hearing is held, the aggrieved party and the District may continue to negotiate. If the District and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing will be canceled.
6. The decision of the School Board is final pending any further legal recourse as may be described in current local district, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

**Adopted:** **DATE:** December 18, 2008  
**Reviewed:**  
**Revised:**  
**Cancellation:**