

GRIEVANCE AND HEARING PROCEDURE FOR 504

If any person believes that this school system or any staff member has inadequately applied the principles and regulations of Section 504 of the Rehabilitation Act of 1973, he/she may bring a grievance to the Central Office where it will be reviewed by the System 504 Officer through the following stages:

Stage 1: An informal discussion may occur with the 504 Officer. The 504 Officer will investigate the grievance and reply with an answer to the grievant.

Stage 2: If the informal process above is unsuccessful, a written, formal grievance will then be submitted within five working days. Further investigation will occur and a formal written reply will be provided by the 504 Officer.

Stage 3: If Stage 2 is unsuccessful, the grievant may appeal to the Superintendent of Schools. The superintendent will meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten working days.

Stage 4: If Stage 3 is unsuccessful, the grievant may appeal to the Board of education. The Board will attempt to solve the grievance by meeting with the concerned parties within forty working days. Written reply will be given to the grievant within ten working days after the hearing.

Stage 5: The grievant may always appeal any decision to the Department of Education, Section 504 Office, Washington, DC.