

KLC

PUBLIC COMPLAINTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

(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 have the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who have a grievance shall discuss it first with the appropriate building principal in an attempt to resolve the matter informally at that level.
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/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 Director of Pupil Services. The appeal to the Director of Pupil Services must be made in writing, reciting the matter submitted to the principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Director of Pupil Services 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 Director of Pupil Services shall communicate his/her decision in writing to the aggrieved party and the principal not 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 Director of Pupil Services' decision may submit a written request for a hearing with the School Board, through the Superintendent's Office, 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.
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 the aggrieved party agree on a mutual solution to the alleged discrimination, the hearing will be canceled.
7. The decision of the local 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.

Adoption Date: April 8, 1993