

Section 504 Compliance Grievance Procedure

Students and their parents/guardians have the right to file a formal complaint alleging noncompliance with regulations implementing Section 504 of the Rehabilitation Act of 1973. A Grievant alleging discrimination on the basis of disability may act according to the following grievance procedure.

LEVEL ONE: Grievant has the option to formally discuss the complaint with the **school principal**. A student grievant may discuss the complaint with a **teacher or counselor**.

LEVEL TWO: Grievant may formalize the complaint by submitting the grievance in writing to the Section 504 Coordinator. A grievance form is available from the Section 504 Coordinator. The Grievant shall state the nature of the grievance and the remedy requested. The filing of the Level Two grievance must occur within fifteen (15) working days from the date of the event-giving rise to the grievance or from the date which Grievant could reasonably become aware of such occurrence. The Grievant may request a meeting with the Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent/guardian. The Section 504 Coordinator shall investigate the complaint and attempt to resolve it. The Section 504 Coordinator will send Grievant a written report regarding the investigation and action taken within fifteen (15) working days after receipt of the written grievance.

LEVEL THREE: Grievant may appeal the Level Two response to the **Superintendent**. Grievant shall present the appeal in writing within ten (10) working days after receipt of the written report from the Section 504 Coordinator. Grievant may request a meeting with the Superintendent or his or her designee. The Superintendent or his or her designee will render a written decision within ten (10) working days after receipt of the written appeal.

LEVEL FOUR: Grievant may appeal the Level Three response to the **Board of Education**. Grievant shall present the appeal in writing to the Chairman of the Board of Education with ten (10) working days after receipt of the decision from the Superintendent or his or her designee. Grievant may request a meeting with the Board of Education to discuss the appeal. The Board of Education will render a decision at their next regularly scheduled meeting. Grievant will receive written notice of the Board's decision within ten (10) working days.

This grievance procedure does not deny or limit the right of Grievant to file formal complaints with the Alabama Department of Education or the U.S. Department of Education Office for Civil Rights or to seek private counsel.

