

APPENDIX A

FEDERAL PROGRAM COMPLAINT PROCEDURE

Section I

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendment Act of 1972, 3) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, that person may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator. It should be understood by the individual(s) involved that a complaint can be made to the Federal Office of Civil Rights without going through the school's district's grievance procedures. The local grievance procedures are to provide for a prompt and equitable resolution of a complaint.

The Federal Office may be contacted as follows:

Office for Civil Rights

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-1100

(202) 245-6800; 1-800-421-3481

FAX: (202) 245-6840; TDD: (877) 521-2172

E-mail: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Section II

The person who believes there is a valid basis for grievance may discuss the grievance informally and on a verbal basis with the school Section 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. The complaining person may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by complainant shall be submitted to the school Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance if necessary and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the school Section 504 Coordinator, the complainant may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's written response. The Section 504 Coordinator and Superintendent cannot be the same individual. The Superintendent shall meet with all parties involved,

formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, the complainant may appeal through a signed written statement to the Hanson School Board within five (5) business days of receipt of the Superintendent’s response in step two. In an attempt to resolve the grievance, the Hanson School Board may conduct such investigation as it deems necessary and may conduct a formal hearing. The school board shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

The complainant can file a complaint with the Office for Civil Rights at any time before or during the local grievance procedures at the address above.

The School Section 504 Coordinator, on request, will provide a copy of the District’s grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Coordinator’s office.

APPENDIX B

DISCRIMINATION GRIEVANCE

Filing Form

Directions: This grievance form must be completed and given to the District’s Section 504 coordinator.

Date _____

Name of Grievant: _____ Title: _____

School: _____

Place where you may be reached: _____

Address: _____

Phone: _____

SUMMARY OF GRIEVANCE:

If others are affected by the possible violation, please give their names and /or position

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant

Date Completed

Signature of Section 504 Coordinator

Date Received

Summary of action taken: *(Use additional sheets if needed)*

Reviewed and accepted: April 13, 2009; Action 2008-09-89

Reviewed and accepted: September 13, 2010; Action 2010-11-57