

SECTION 504 NON-DISCRIMINATION POLICY GRIEVANCE PROCEDURE

The Special Education Director is designated as Section 504 and the Americans with Disabilities Act Compliance Officer. School Principals will serve as compliance facilitators for their buildings and will file all complaints with the Special Education Director. A complaint regarding a violation of law, policy, and regulations of the Mascoma Valley Regional School District with regard to either Section 504 and/or the Americans with Disabilities Act shall be subject to a grievance procedure that provides for prompt and equitable resolution of disputes.

Upon request, the Compliance Officer will provide a copy of the school district's grievance procedure. The person initiating the grievance shall first attempt to resolve the matter informally by discussing the issue with the building principal. The building principal shall in turn investigate the complaint and respond to the complainant within five (5) calendar days. If the complainant is not satisfied with the response, he/she may file a formal grievance utilizing the following procedure(s):

Step One:

The complainant shall complete the Nondiscrimination Grievance Form (ACE-FA) within five (5) calendar days of the receipt of the formal response to the complaint and return the form to the building principal. The principal shall send copies of the grievance to the Compliance Officer and the Superintendent of Schools. The building principal shall respond in writing (ACE-FA) to the complaint within five (5) calendar days.

Step Two:

The complainant may appeal the principal's written decision to the Compliance Officer no later than five (5) days after receiving the principal's decision. The appeal to the Compliance Officer must be made in writing utilizing form (ACE-FB). The Compliance Officer will meet with the complainant within five (5) calendar days to review the complaint or grievance. The Compliance Officer will then respond in writing to the complainant within ten (10) calendar days. Copies of the decision shall be forwarded to the building principal and the Superintendent of Schools.

Step Three:

If the complaint or grievance is not resolved by the decision of the Compliance Officer, the complainant may file an appeal to the Mascoma Valley Regional School Board within five (5) calendar days on form (ACE-FC). The form shall be forwarded to the Superintendent Schools, who shall schedule a hearing before the school board within thirty (30) days of the written appeal. The school board shall provide the complainant with a written decision on the appeal within ten (10) calendar days after the hearing.

Step Four:

At any time during this process, the complainant may file a complaint with the:
Office for Civil Rights
Region 1
U. S. Department of Education
John W. McCormack Post Office and Courthouse Square
Room 701
Boston, Massachusetts 02109-4557

Adopted by the Board on: 5/9/94

Revisions Adopted by Board: 3/30/04