

### **Formal Grievance Procedure for Section 504**

A parent or guardian of a student may use the following process to file a grievance alleging discrimination on the basis of disability in violation of Section 504.

Minidoka School District urges that all grievances be resolved with the individual closest to the issue, usually the teacher or the building principal. If these attempts have been unsuccessful, the grievance may be filed in writing with the District 504 Coordinator. The Minidoka School District 504 Coordinator is the Director of Special Services.

#### **Step One**

The grievance should be submitted in writing to the school principal as the building 504 representative. They will investigate the circumstances of the alleged violation. The principal will provide a written report of their findings of fact and conclusions to the grievant and District 504 Coordinator within ten (10) working days after receiving the grievances.

#### **Step Two**

If the grievance has not been resolved to the satisfaction of the grievant, he/she may appeal to the District 504 Coordinator within ten (10) days of receiving the report. The District 504 Coordinator will conduct an investigation and within ten (10) working days of receiving the appeal will affirm, reverse, or modify the report of the principal.

#### **Step Three**

If the grievance has not been resolved in Step Two to the satisfaction of the grievant, he/she may appeal the report of the District 504 Coordinator to the Superintendent, in writing within ten (10) working days. The Superintendent shall affirm, reverse, or modify the decision of the District 504 Coordinator.

#### **Step Four**

If the grievant is not satisfied with the Step Three decision, he/she may appeal to the Chairperson of the Board of Education within ten (10) days of receiving the Superintendent's decision. The Board of Education will conduct a hearing within ten (10) working days after receiving the appeal. The Board will affirm, reverse, or modify the decision of the Superintendent.

#### **Step Five**

If the grievance has not been resolved in Step Four to the satisfaction of the grievant, he/she may request an impartial due process hearing. The school district will appoint an impartial hearing officer and follow state and federal rules for due process hearings.

#### **Step Six**

The grievant may file a complaint with community, state, or federal agencies.