

**GRIEVANCE PROCEDURES FOR SECTION 504
OF THE REHABILITATION ACT OF 1973**

The Maquoketa Valley Community School District does not discriminate on the basis of disability with regard to admission to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504 of the Rehabilitation Act of 1973 should be addressed through the grievance procedure which follows:

STEP 1 The person who believes s/he has a valid basis for grievance under Section 504 of the Rehabilitation Act of 1973 shall informally discuss the complaint with the appropriate District 504 Coordinator (the building principal of the building where the alleged discrimination has occurred.) The District 504 Coordinator will investigate and document the complaint (including dates of meetings, disposition and dates of disposition), and give written reply to the complainant and the Superintendent of Schools within ten working days of meeting with the complainant.

STEP 2 If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the appropriate District 504 Coordinator within five working days of disposition at Step 1. The appropriate District 504 Coordinator will forward a copy of the written complaint to the Superintendent of Schools. The appropriate District 504 Coordinator will also appoint a hearing officer within ten working days of receipt of the written complaint. The hearing officer will conduct a hearing regarding the alleged grievance within 15 working days of appointment. The hearing officer shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present his/her written decision to the appropriate district 504 Coordinator, the Superintendent of Schools and complainant within ten working days of the hearing.

STEP 3 If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the school district's Board of Directors through the Superintendent of Schools. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the Superintendent of Schools' Office within five working days of disposition at Step 2. The Board of Directors will address the complaint at its next regularly scheduled meeting provided the written complaint is received in the Superintendent's Office at least one week prior to the next scheduled meeting of the Board of Directors. Within 15 working days of addressing the complaint, the Board of Directors will issue a written disposition of the alleged grievance through the office of the Superintendent of Schools.

STEP 4 If the complaint is not satisfactorily resolved following Step 3, the complainant may make a further appeal to the United States Office of Civil Rights, Department of Education, Washington, DC 20201.

LEGAL REFERENCE: Iowa Admin. Code, 3.5(5), (6)
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