

Athens Area Schools
Section 504 Grievance Procedure

- A. A complaint may be filed alleging a specific violation of Section 504. Within one week of recognition that a problem exists, the parent(s) and/or guardian must notify the District Special Education/Section 504 Coordinator of their concerns. Prior to making this contact and filing a formal written complaint, it is expected that the grievant will have made a direct contact with the person with whom the problem exists.
- B. The grievant is encouraged to contact the District Section 504 Coordinator to discuss their specific concerns orally before putting their concerns in writing.
- C. If the complaint is put into writing, it is to be signed by the grievant (person who filed the written complaint) and also include the full name of the grievant, his/her address and contact (telephone) number. The grievant must also specify what they are in disagreement with and what remedy they are seeking.
- D. The Section 504 Coordinator will meet with the grievant and conduct a reasonable investigation of the facts and circumstances surrounding the complaint. A meeting date with the grievant will be established within five (5) scheduled school days of the receipt of the written complaint unless there are extenuating circumstances.
- E. The grievant is to receive a written response (decision) from the Section 504 Coordinator within ten (10) scheduled school days after the meeting held with the grievant. The written response (decision) will include any action that the District plans to take (if any).
- F. If the written response of the Section 504 Coordinator does not satisfy the grievant, then the decision can be appealed by the grievant in writing to the Superintendent within five (5) scheduled school days from the receipt of the written response from the Section 504 Coordinator. The Superintendent may conduct additional investigation of the facts and circumstances surrounding the complaint.
- G. Upon receipt of a Section 504 complaint appeal, the Superintendent will issue his written decision to the grievant within ten (10) scheduled school days unless extenuating circumstances exist.
- H. If the grievant is not satisfied with the District's final decision as represented by the Superintendent, other recourse is available by filing a complaint with the Regional Office of Civil Rights.