

## **AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY**

### **KED – FACILITIES OR SERVICES - GRIEVANCE PROCEDURE (SECTION 504)**

Any qualified handicapped person, or persons, who feels subject to discrimination with respect to Section 504 of the Rehabilitation Act has the right to file a formal grievance.

Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal (or Superintendent in the case of SAU facilities) in an attempt to resolve the matter informally at that level.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within five (5) school days, the aggrieved party shall set forth the grievance in writing to the Principal or Superintendent (for SAU facilities). The recipient shall communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the written grievance.

The aggrieved party, no later than five (5) school days after receipt of the decision, may appeal the decision to the Section 504 Coordinator (See Policy AC-E). The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal or Superintendent and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal or Superintendent not later than five (5) school days after the meeting.

If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision, may submit a written request for a hearing with the School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.

Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the District or SAU may continue to negotiate. If the District or SAU and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.

The decision of the Board is final pending any further legal recourse as may be described in current, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

Revised: November 30, 2020 (Souhegan)

Adopted: September 2, 2010 (Souhegan)