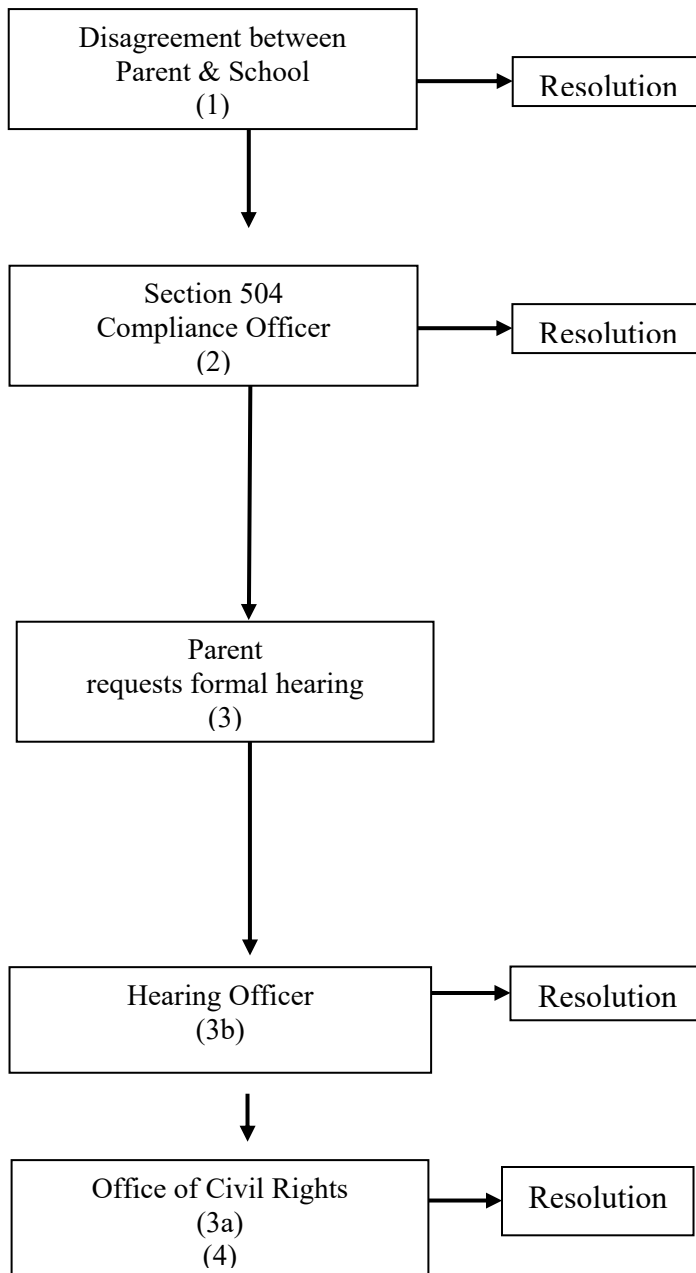


**GRIEVANCE PROCEDURES FOR SECTION 504
OF THE REHABILITATION ACT OF 1973
AND THE AMERICANS WITH DISABILITIES ACT**



(1) Once all options at the school level involving parents, members of the Student Assistance Team and the building administration have been exhausted, then contact the Section 504/ADA Compliance Officer (Carrie Lee Elementary School Principal) at (563) 382-3771

(2) The District's Section 504/ADA Compliance Officer reviews the parent written complaint and assists the school and parents define the Section 504/ADA rules and regulations as they apply to the case. The Compliance Officer acts as a mediator, helps the parents and the school consider and/or develop alternatives to the dispute.

(3, 3a and 3b) If an impasse continues, the parents may contact the Office of Civil Rights (OCR) or request a District level Section 504 Hearing with an impartial hearing officer. The 504/ADA Compliance Officer appoints the hearing officer and gives advance notice of the time and place of the hearing. The parents may be represented by individuals of their choice. The hearing officer will normally issue a decision within 15 days of the hearing.

(4) If the impasse continues after receipt of the District level Section 504 Hearing decision from an impartial hearing officer, the parent may contact the Office of Civil Rights (OCR) or state administrative agency.

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Students with disabilities and their parents or guardians have the right to file a complaint alleging discrimination under Section 504 of the Rehabilitation Act of 1973.

Step One: The student or parent/guardian (“Complainant”) will first attempt to work out a resolution with the staff member(s) directly involved.

Step Two: If the matter cannot be informally resolved, the Complainant may file a written complaint with the Compliance Officer (Carrie Lee Elementary School Principal) identifying all involved persons, the nature of the problem, and the requested remedy. The Compliance Officer shall investigate the complaint and provide a written response to the Complainant within fifteen (15) school days or as soon as reasonably practicable after receipt of the complaint.

Step Three: If the matter has not been resolved at Step Two, the Complainant may, within fifteen (15) school days of receiving the Compliance Officer’s written response, make a written appeal to the Superintendent. The Superintendent shall determine whether additional investigation is necessary and provide a written response to the Complainant within fifteen (15) days or as soon as reasonably practicable after receiving notice of the appeal.

Step Four: If the matter has not been resolved, the Complainant has a right to an impartial hearing with a neutral third-party hearing officer. Complainant must request the impartial hearing within fifteen (15) days of receiving the Superintendent’s written response. Complainant and the school district have the right to participate in the hearing, present evidence, and be represented by counsel. The decision of the impartial hearing officer is final.

This procedure in no way denies the right of the Complainant to file a formal complaint with the Iowa Civil Rights Commission or the U.S. Department of Education Office of Civil Rights.

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