

FRANKLIN COUNTY PUBLIC SCHOOLS ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR SECTION 504

September 2011



**ADMINISTRATIVE GUIDELINES AND PROCEDURES
GOVERNING THE IMPLEMENTATION
OF SECTION 504
OF THE REHABILITATION ACT OF 1973**

For further information regarding these guidelines and procedures, please contact:

Shelia Fields, Section 504 Division Coordinator
Franklin County Public Schools
25 School Service Road, Annex
Rocky Mount, VA 24151
Phone: (540) 483-0280
Fax: (540) 483-4204

Notice of Non-Discrimination

Franklin County Public Schools takes continuing steps to notify students, parents, and the public that it does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission or access to, or treatment in, its programs or activities and provides equal access to the Boy Scouts and to other designated youth groups. Persons having questions about equal opportunity and the division's nondiscrimination policies should contact the school division's Section 504 Coordinator.

GRIEVANCE PROCEDURE

Persons who believe that the school division has discriminated against them because of their disability and thus violated Section 504 or Title II of the ADA can file a written grievance (complaint) with the school division's Section 504 Coordinator. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

A grievance may be filed by a student, the student's parent or parents, or a school division employee. A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain (1) the nature of the grievance; (2) the facts upon which the grievance is based, including a list of all witnesses; (3) the remedy requested; and (4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with the school division's Section 504 Coordinator ("coordinator") at the following address:

Section 504 Division Coordinator
Franklin County Public Schools
25 School Service Road, Annex
Rocky Mount, VA 24151
Phone: (540) 483-0280
Fax: (540) 483-4204

The grievance should be reported as soon as possible and within thirty (30) school days of the occurrence. This time frame may be lengthened for extraordinary circumstances as determined by the Section 504 Coordinator.

The complainant must have the opportunity to present verbal and written evidence and identify witnesses.

The coordinator or designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation to the complainant within thirty (30) school days of receipt of the complaint. The report should include the following information:

- A statement of the complainant's allegations and the remedy sought;
- A statement of facts as contended by each party;
- A narrative describing attempts to resolve the grievance;
- A list of the witnesses interviewed and the documents reviewed during the investigation;
- A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;
- The coordinator or designee's conclusion as to whether the allegations are valid; and
- If the coordinator or designee does determine that the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the school division's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

The school division or its employees may not harass, coerce, intimidate or discriminate against an individual because that individual filed a grievance or participated in the grievance process.

Under the Freedom of Information Act, it may be necessary to release documents related to the grievance procedure and an individual grievance. If such information is requested, the school division will seek to protect and keep confidential, to the extent provided by law, information that, if released could reasonably be expected to constitute an unwarranted invasion of personal privacy.

For additional information about the grievance procedure, please contact the school division's Section 504 Coordinator.