

MARION SCHOOL DISTRICT 60-3	NEPN Code: ACE
FOUNDATIONS AND BASIC COMMITMENTS	

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AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

PROCEDURE ONE: WRITTEN ASSURANCE

The Marion School District assures that it does not discriminate on the basis of race, sex, color, national origin, age, or disability by signing assurance forms. Section 504 defines a person with a disability as anyone who...

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under section 504 to avoid discrimination against any person with a disability shall knowingly be permitted in any program or practice in school.

PROCEDURE TWO: SECTION 504 COORDINATOR

The Marion School Board has designated the Superintendent as the Section 504 Coordinator. Responsibilities and activities include some or all of the following responsibilities:

- Ensure nondiscriminatory educational practices
- Establish and monitor a Section 504 referral/identification/review process
- Maintain data on Section 504 referrals
- Conduct staff and parent awareness and training activities concerning Section 504 requirements
- Implement Section 504 grievance procedures for the school
- Monitor the local Section 504 budget
- Serve as a liaison with the State Section 504 Coordinator
- Serve as the liaison with the regional Office for Civil Rights

PROCEDURE THREE: GRIEVANCE PROCEDURES

GENERAL INFORMATION

If any person who believes he/she has been discriminated against based on disability shall discuss the grievance with, and give the completed grievance form to, the Section 504 Coordinator who shall, in turn, investigate and reply to the complainant.

PROCESS/TIMELINE

Step 1. A written grievance for signed by the complainant shall be submitted to the Section 504 Coordinator. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) business days.

Step 2. If the complainant wishes to appeal the decision of the Section 504 Coordinator, he/she may submit signed statement of appeal to the Superintendent of Schools within ten (10) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed written statement of the District School Board within ten (10) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the board shall meet with the concerned parties and their representative within forty (40) days of receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

FEDERAL COMPLAINT PROCEDURES

The complainant may file a complaint with the Office for Civil Rights (OCR) at any time before, during, or after the local grievance procedures. The contact information for the regional office is as follows:

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481, TTD (877) 521-2172

REFERENCE: Section 504 Guidelines for Educators and Administrators for Implementing Section 504 of the Rehabilitation Act of 1973 – Subpart D
2450, 4150, 4250 – Grievance Procedures
2450.1, 4117, 4216.1, 5450.1 – Title IX Grievance Procedure
2450.2, 4117.1, 4216.2, 5450.2 – Sexual Harassment

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