

GATEWAY REGIONAL SCHOOL DISTRICT

Section 504 Grievance Procedure/Form

Following is the grievance procedure to resolve discrimination complaints:

- An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
- Such claims must be made in writing and filed with the district's Section 504 compliance coordinator: Mrs. Dana DeGeorge
- The Section 504 compliance coordinator will conduct a hearing within 5 working days after the request is received.
- The Section 504 compliance coordinator shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. the parent, student, or employee may, at their own expense, be assisted or represented by individuals of his or her own choice, including an attorney.
- The district's compliance coordinator shall make his/her decision in writing within 3 working days after the hearing.
- If the parent, student, or employee disagrees with the decision of the hearing officer, a written and signed appeal may be filed with the Superintendent of Schools.
- If the parent, student, or employee disagrees with the decision of the Superintendent, a written and signed appeal may be filed with the Board of Education.