

## **Compliance with section 504 of the Rehabilitation Act of 1973**

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Corporation's Civil Rights Coordinator.

Mary Harper, Assistant Superintendent  
Shelbyville Central Schools  
803 St. Joseph Street  
Shelbyville, IN 46176  
(317) 392-2505

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois, 60605-1202.

### **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

#### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### **Step 2**

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) 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, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representatives within twenty (20) business days of the 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.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The Corporation Coordinator will provide a copy of the Corporation's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Any person who believes s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Corporation's Civil Rights Coordinator.

Mary Harper, Shelbyville Central Schools Assistant Superintendent

803 St. Joseph Street

Shelbyville, IN 46176

317-392-2505

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, ILL 60605-1202