

GRIEVANCE PROCEDURE

SECTION I

If any person believes that the Harrisburg School District or any of the District's staff has inadequately applied the regulations of 1) Title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendment Act of 1972, 3) Section 504 of the Rehabilitation Act of 1973, or 4) Title II of the Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School Districts ADA/504 Coordinator. It should be understood by the individual(s) involved that a complaint can be made to the Office of Civil Rights without going through the School District's Grievance Procedures. The Grievance Procedures are to provide for a prompt and equitable resolution of a complaint.

SECTION II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's ADA/504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

- **Step 1** A written statement of the grievance signed by complainant shall be submitted to the District's ADA/504 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 day.
- **Step 2** If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) 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 3** The person can file a complain with the Office for Civil Rights at any time before or during the Grievance Procedures: Office for Civil Rights, U.S. Department of Education, 8930 Ward Pkwy, Suite 2037, Kansas City, MO 64114- 3302; phone -(816)-268-0550; TDD 877-521-2172.

The School Coordinator, on request, will provide a copy of the District's Grievance Procedure and 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 coordinator's office.

Contact Information

The ADA/504 Coordinator the Harrisburg School District is:

Name: Mrs. Kristin Hamman, Special Education Director

200 Willow Street, PO Box 187

Harrisburg, SD 57032 (605) 743-2567

This document is available in alternate formats upon a 72 hour request. Examples of alternate formats may include: large print, Braille, audio tape, etc. Please contact: Local 504 coordinator at (605) 743-2567.

Adoption Date: March 8, 1993

Reviewed Date: July 27, 2011