



DISCOVERY PUBLIC SCHOOL OF FARIBAULT

126 EIGHTH STREET NW, FARIBAULT, MN 55021

PH: 507-331-5423 FX: 507-331-2618

Email: discovery@isd4081.org

Website: www.isd4081.org

DISCOVERY PUBLIC SCHOOL SECTION 504 GRIEVANCE PROCESS

The following is an overview of how Discovery Public School processes Grievances filed by individuals who have experienced disability discrimination under the law called Sections 504. Section 504 of the Rehabilitation Act protects you from discrimination in federally funded programs for which you qualify, and is commonly called "Section 504."

What is a Grievance?

A Grievance is a complaint on the basis of disability and in some way asking for Discovery Public School's assistance in resolving the problem. It may be submitted in writing. The Grievance should contain:

1. Complainant's name and address;
2. Name and address of the individual, department or organization alleged to have discriminated; and
3. Description of the discriminatory actions and the date of those actions.
4. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
5. If desired, a complainant may propose a solution or remedy to the problem.

The Grievance may be amended at any time to clarify or amplify the allegation. Although a Grievance will contain the name of the complainant, Discovery Public School will keep that identity confidential unless it has written authorization from the complainant to release it or except as necessary to carry out the purpose of the Section 504 regulations, including enforcement provisions.

When Must a Grievance be Filed?

Under Section 504, a Grievance should be filed within a reasonable time after the complainant becomes aware of the action alleged to be prohibited. All Grievances must be filed within 180 days of the alleged act of discrimination unless Discovery Public School waives this time limit for good cause shown. The Grievance is deemed received on the date Discovery Public School actually receives it or, if mailed, on the date it is postmarked.

Who May File a Grievance?

Any individual who believes he or she has been discriminated against on the basis of disability by a recipient of Federal financial assistance, his or her representative, or a member of a class of person so situated, or the authorized representative of a member of that class.

Who is an Individual with Disabilities?

An individual with disabilities is any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.



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Where May a Grievance be Filed?

A Grievance may be filed by mail to Discovery Public School, Attention Delica Caldwell, Section 504 Coordinator, 126 Eighth Street NW, Faribault, MN 55021. You may contact Sharon Hansen at 507-331-5423.

Notification to Parties

Within ten (10) days of receipt, Discovery Public School will notify the complainant and the recipient that it has received the Grievance.

Notification of the Parties and the Recipient's Opportunity to Respond

Once the Grievance has been accepted, the Section 504 Coordinator for Discovery Public School will notify the complainant and the recipient of its acceptance. The Section 504 Coordinator will also notify the recipient of the allegations and provide an opportunity for a written response to the allegations within thirty (30) days of receiving the notice. Like the Grievance, the recipient's response may be amended for good cause at any time.

Voluntary Resolution of the Issues

During investigation of the Grievance, the Section 504 Coordinator will make every effort to define all of the issues contained in the Grievance. Throughout the Grievance process, the Section 504 Coordinator will encourage a voluntary resolution of the matter, and will assist the parties in resolving the Grievance through informal resolution. A matter may be resolved by informal means at any time.

The Investigation and Determination

Within ninety (90) calendar days after receiving the Grievance, the Section 504 Coordinator must investigate the incident and issue a finding of whether or not discrimination was found. The Section 504 Coordinator will request all of the information that the Discovery Public School believes is necessary in order to fully investigate the issues in the Grievance. The Grievance investigation will involve interviews and meetings with the parties, including any witnesses or other persons identified as having some involvement in the issues of the Grievance. The Section 504 Coordinator may also conduct on-site reviews of facilities that are under the recipient's oversight, if these facilities are a part of the Grievance. Once the Grievance investigation is completed, the Section 504 Coordinator will compile all of its findings and shall issue a written determination.

Appeal Procedure

The grievant is not precluded from filing formal complaints at any time during or after the grievance process with any community, state or federal agencies.

Minnesota Department of Human Rights

190 East 5th Street, St. Paul, MN 55101

Phone: 651-296-5663

1-800-657-3704

TTY: 651-296-1283



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DISCOVERY PUBLIC SCHOOL SECTION 504 GRIEVANCE FORM

Grievance Information

Your Name: _____

Your Address: _____

Daytime Phone: _____ Evening Phone: _____

Other Contact Information

Who else can we call if we cannot reach you? _____

Contact's Daytime Phone: _____ Evening Phone: _____

Grievance

1. **What** happened to you? How were you discriminated against?

2. **Why** do you believe you are being discriminated against?

3. **Who** do you believe discriminated against you?

Name: _____

Address: _____

Phone: _____

4. **Where** did the alleged act of discrimination occur?

Address: _____

5. **When** did the last act of discrimination occur?

Enter the date (mm/dd/yyyy): _____

Is the alleged discrimination continuous or ongoing? _____ Yes _____ No

6. Is there any solution you believe may remedy the problem?

Signature

Date

Send this form to: Discovery Public School, Attention: Delica Caldwell
126 Eighth Street NW, Faribault, MN 55021