



BELLOWS FREE ACADEMY/NCTC
FAIRFIELD CENTER SCHOOL
ST. ALBANS CITY SCHOOL
ST. ALBANS TOWN EDUCATIONAL CENTER



Policy

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POLICY: SECTION 504 & ADA GRIEVANCE PROTOCOL FOR STUDENTS & STAFF

CODE: C14

(REQUIRED)

2 It is the policy of Maple Run Unified School District not to discriminate on the basis of disability.
3 The District has adopted this internal protocol for prompt handling and equitable resolution of
4 complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as
5 amended, and the Americans with Disabilities Act of 1990 (ADA). Section 504 and the ADA
6 prohibit discrimination on the basis of disability in any program or activity receiving Federal
7 financial assistance.¹ The District further provides assurance that strictly prohibits any form of
8 retaliation against persons who utilize this Protocol. To the extent possible, confidentiality will
9 be maintained throughout the investigation of a complaint of unlawful discrimination.

10 **Nevertheless, a person is not required to use this protocol and may instead file a complaint**
11 **directly with the U.S. Department of Education's Office for Civil Rights, Office for Civil Rights,**
12 **Boston Office:**

13 U.S. Department of Education
14 8th Floor
15 5 Post Office Square
16 Boston, MA 02109-3921

17 The following protocol is available and shall be distributed to all third parties for their use in
18 filing complaints of discrimination based on disability.

19 **This protocol will be distributed by the Building 504 Coordinators or their designees to all**
20 **employees prior to the start of co-curricular activities every school year, preferably during the**
21 **August In – Service, and again with the recommencement of co-curricular activities**
22 **immediately following the December vacation.²**

23 **It will also be distributed by Building 504 Coordinators, or their designees, to all third parties,**
24 **at the time of their engagement for services.**

25 ¹**Step 1 A person (an employee, student, or third party) who believes that he/she has been**
26 **discriminated against by the District is encouraged, but is not required, to discuss the matter**
27 **informally with the appropriate building principal (when the person is a student) or with**
28 **his/her immediate supervisor (when the person is an employee). NOTE: If the building**

¹ 29 U.S.C. § 794; 42 U.S.C. § 12132; 34 C.F.R. § 104.4; 28 C.F.R. § 35.101

² 28 C.F.R. § 35.107(b); 34 C.F.R. §§ 100.6(d), 104.7(b), 104.61

29 principal or the immediate supervisor is the subject of the complaint, or the grievant is not a
30 student or employee, the grievant may, instead, contact the District Section 504 Coordinator.
31 The person receiving the complaint, or their designee, shall investigate and then verbally
32 convey his/her findings to both the person who alleged the violation and the person who **is the**
33 **subject of the complaint within 10 business days.**

34 **Step 2** If the informal Step 1 process does not resolve the matter, OR if the grievant does not
35 wish to use the informal procedures set forth in Step 1, a written complaint may be submitted
36 to the either the District Section 504 Coordinator, or the appropriate school specific Building
37 504 Coordinator (see list at the end of this document for contact information) who will
38 investigate the complaint. [NOTE: If the Section 504 Coordinator is the subject of the complaint,
39 the complaint should be submitted to the Superintendent who will appoint another
40 administrator (or third party) to conduct the investigation. If both the Section 504 Coordinator
41 and the Superintendent have involvement with the complaint, the written complaint may be
42 submitted to the Director of Human Resources.

43 The complaint shall be in writing and signed by the grievant and include:

- 44 1. the grievant's name and contact information;
- 45 2. the facts of the incident or action complained about;
- 46 3. the date of the incident or action giving rise to the complaint;
- 47 4. the type of discrimination alleged to have occurred;
- 48 5. and the specific relief sought;

49 Or, alternatively, the grievant may use the 504 Complaint Form (attached). Names of witnesses
50 and other evidence as deemed appropriate by the grievant may also be submitted. An
51 investigation of the complaint will begin within 10 business days following the submission of
52 the written complaint.

53 The investigation may be informal, but it must be thorough and shall include an interview of the
54 parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a
55 prompt and thorough investigation of the complaint.

56 **A written disposition of the complaint shall be issued within 10 business days of completion**
57 **of the investigation, unless a specific written extension of time is provided to the parties.**

58 Copies of the disposition, subject to FERPA confidentiality,³ will be given to both the grievant
59 and the person who is the subject of the complaint. If discrimination was found to have
60 occurred, the disposition will include the steps that the District will take to prevent recurrence
61 of any discrimination and to correct its discriminatory effects on the grievant and others, if
62 appropriate.

63 **Step 3** If the grievant wishes to appeal the decision in Step 2, he/she may submit a signed,
64 **written appeal to the Superintendent (or Board if the Superintendent is the subject of the**
65 **complaint) within 15 business days after receipt of the written disposition.** The
66 Superintendent/Board or his/her designee shall respond to the complaint, in writing, within 30

67 business days of the date of the appeal. Copies of the response shall be provided to both the
68 grievant and the person who is the subject of the complaint.

69 The ADA/504 Coordinator(s) will maintain the files and records related to any complaints filed
70 under this protocol.

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72 ³ 20 U.S.C. § 1232f; 34 C.F.R. § 99.1

73 The District hereby provides assurance that it strictly prohibits any form of retaliation against
74 persons who utilize this Protocol. The District will make appropriate arrangements to ensure
75 that disabled persons are provided other accommodations, if needed, to participate in this
76 grievance process. Such arrangements may include but are not limited to, providing
77 interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a
78 barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for
79 such arrangements.

80 If you have questions regarding these procedures or desire to file a complaint, please contact
81 either the District 504 Coordinator or Building Section 504 Coordinator.

Contacts

District 504 Coordinator	Alexis Hoyt	(802) 370-3946	ahoyt@maplerun.org
Bellows Free Academy 504 Coordinator	Sorel Chaput	(802) 752-1059	schaput@maplerun.org
Fairfield Center School 504 Coordinator	Kate Howrigan	(802) 752-2899	khowrigan@maplerun.org
Northwest Career & Tech. Center 504 Coord.	Jennifer Champagne	(802) 752-1056	jchampagne@maplerun.org
St. Albans City School 504 Coordinator	Kristen Hersey	(802) 527-0565	khersey@maplerun.org
St. Albans Town Ed. Center 504 Coordinator	Christina Boissoneault	(802) 752-2605	cboissoneault@maplerun.org
Human Resources Director	Rebecca Greenough	(802) 370-3971	rgreenough@maplerun.org

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84 MRUSD Board

85 1st Reading: 11/16/2022

86 2nd Reading: 12/7/2022

87 Date Warned: 11/18/2022

88 Date Adopted: 12/7/2022

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