

Section 504 Grievance Procedure

Bentonville Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any student/parent who believes he/she has been subjected to discrimination on the basis of disability may file a grievance complaint under this procedure. Filing a discrimination complaint is a protected activity. Retaliation against any individual because he/she has reported an alleged Section 504 violation or discriminatory act is prohibited.

Procedure:

- If the complaint involves an issue with a teacher, the student/parent must discuss the matter with the teacher before requesting a conference with the principal.
- If the complaint does not involve a teacher, the student/parent must request a conference with the head principal who shall schedule and hold a conference with the student/parent.
- If the outcome of the conference with the principal is not to the student/parent's satisfaction, the student/parent may request a grievance conference with the District 504 Coordinator.
- Grievances must be submitted to the District 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be submitted in writing, containing the name and address of the person filing the grievance. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The District 504 Coordinator/504 Coordinator Designee will conduct an investigation of the complaint. This investigation will be informal but thorough, affording all parties an opportunity to submit evidence relevant to the complaint.
- The District 504 Coordinator will issue a written decision on the grievance no later than 30 days after the filing.
- The student/parent filing the grievance may appeal the decision of the Section 504 Coordinator to the Superintendent/Superintendent Designee.
- An appeal to the Superintendent/Superintendent Designee must be submitted in writing within 15 days of receiving the District 504 Coordinator's decision.
- The Superintendent/Superintendent Designee shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a student/parent from filing a complaint of discrimination on the basis of disability with the Office for Civil Rights.