

504 STUDENT/PARENT/GUARDIAN INFORMAL GRIEVANCE PROCEDURES



The purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to a grievance under Section 504. Grievances filed and all communications, both oral and written, shall be confidential unless otherwise agreed by the parties.

A grievance under this Section shall be limited to issues involving a qualifying disability under Section 504, including but not limited to, the identification/misidentification of a qualifying disability under Section 504, placement decisions related to a qualifying disability, intervention decisions related to a qualifying disability, accommodations related to a qualifying disability, or related services decisions regarding a qualifying disability.

LEVEL ONE

A student/parent/guardian must first contact the teacher or school personnel with whom the problem arises. It is recommended, but not required at Level One, that the grievance be communicated in written form with a request for a conference with the teacher or school personnel. The conference shall be held within five school (5) days of receipt of the grievance.

LEVEL TWO

If the matter is not resolved at Level One, the grieving party shall have a right to appeal and request a conference with the designated Section 504 Chairperson at the **school site**. The request shall be in writing or via e-mail. The request should state the nature of the problem giving rise to the grievance. When possible, the School Principal or his/her designee will attend the Level Two conference. The parties will endeavor to resolve the issues when possible. Any resolution shall be reduced to writing and signed by all parties. In the event that a resolution is not reached at Level Two, the 504 Chairperson shall state the reason(s) for denial of the grievance in writing to the grieving party. This written statement of denial shall be mailed to the grieving party within five (5) school days of the Level Two conference.

LEVEL THREE

If the matter is not resolved at Level Two or school personnel fails to timely meet with the grieving party, the grieving party shall have a right to appeal and request a conference with the Tangipahoa Parish School Board Section 504 Coordinator. Any resolution shall be reduced to writing and signed by all parties. In the event that resolution is not reached at Level Three, the Tangipahoa Parish School System Section 504 Coordinator shall state the reason(s) for denial of the grievance in writing to the grieving party.

Contact Info: **Deondra Warner, Section 504 Coordinator**
Tangipahoa Parish School System
59656 Puleston Road, Amite, Louisiana 70422
Office: (985) 748-2477 Fax: (985) 748-2455
E-mail: Deondra.Warner@tangischools.org