

SECTION 504/TITLE IX Student/Parent Grievance Procedures

Section 504 of the Rehabilitation Act of 1973 and the Title IX of the Educational Amendments of 1972 prohibits discrimination against students with a disability in any program receiving Federal financial assistance. No discrimination against any student with a disability or on the basis of gender will knowingly be permitted in any of the programs and activities of the Mustang Public School district. If any person believes that the District, or any of the District's staff, has discriminated against them based on race, color, age, religion, national origin, sex, gender, sexual orientation, disability, veteran status or other perceived decimation, he/she is encouraged to visit with the administrator of the site. Reasonable efforts shall be made to resolve the problem or complaint. If that is not successful, he/she may utilize the following grievance procedure:

Mustang Public Schools Title IX/504/ADA Coordinator information:

Chris Tobler, Executive Director of Human Resources – **Title IX Coordinator**
 Stacy Edwards, Assistant Superintendent of Elementary Schools – **Title IX Deputy Coordinator**
 Ryan McKinney, Assistant Superintendent of Secondary Schools – **Title IX Deputy Coordinator**
 Karen Wilson, Executive Director of Student Services – **504/ADA Deputy Coordinator**
 Jason Pittenger, Assistant Superintendent of Operations – **Title IX/504/ADA Appeals Administrator**

(405) 376-2461
 Mustang, OK, 73099
 Email: titleix-504-ada@mustangps.org

Step One:

A written statement of the grievance, signed by the reporting party, shall be submitted to the local Title IX Coordinator, stating the name, nature and date of alleged violation; names of person responsible and requested action. Complaint should be submitted within thirty (30) days of alleged violation. Complaint forms are available in all school offices.

Step Two:

The Title IX Coordinator or designee shall investigate the complaint by interviewing both the reporting and the responding party (the person alleged to be responsible for the violation in the complaint), and any other person found to have knowledge regarding the complaint within ten (10) business days.

Step Three:

A written report is provided both to the reporting and responding party within five (5) business days following the completion of the investigation and actions taken as described within the report. Procedures for the next level of appeal will be provided.

Step Four

If the reporting party or responding party wishes to appeal the decision of the local 504/ADA Deputy Coordinator or the Title IX Coordinator, Mustang Educational Resource Center, 909 S Mustang Road, Mustang, OK 73064, 405-376-2461, he/she may submit a signed statement of appeal to the Title IX Appeals Administrator. He/She shall meet with all parties involved, review the documentation from all levels, formulate a conclusion, and respond in writing to the reporting party or responding party within ten (10) business days. Procedures for the next level of appeal will be provided.

Step Five:

The reporting party or responding party may appeal the decision of the Title IX Appeals Administrator to the District Hearing Officer by delivering a written request to the Clerk of the Board. If the reporting party or responding party wishes to appeal the decision of the District Hearing Officer, the reporting party or responding party may deliver a written request to the Clerk of the Board requesting an appeal to The Board. The Board may then consider the matter at the next regularly scheduled meeting if the appeal request is received in sufficient time to place it on the agenda, or a subsequent hearing date may be set within thirty (30) days of the receipt of the request. Within ten (10) days after the hearing, a final written decision regarding the validity of the grievance and any actions to be taken will be provided to the reporting or responding party.

Procedures for the next level of appeal will be provided.

Adopted: 11-02

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