Stafford County Public Schools - Office of Student Support Services
31 Stafford Avenue, Stafford, VA 22554
(540) 658-6500 Fax: (540) 658-6042

SECTION 504/AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE

Grievance Procedure

Stafford County Public Schools prohibits discrimination on the basis of disability in all aspects of its programs and services. Persons who believe that the school division has discriminated against them in violation of Section 504 of the Rehabilitation Act ("Section 504") or Title II of the Americans with Disabilities Act ("ADA") can file a written grievance with the school division's Chief Student Support Services Officer or their designee. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

A grievance may be filed by a student, the student's parent/guardian or parents/guardians, or a school division employee. A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain (1) the nature of the grievance; (2) the facts upon which the grievance is based, including a list of all witnesses; (3) the remedy requested; and (4) The complainant's signature and the date the grievance is filed.

The written grievance must be filed with the school division's Chief Student Support Services Officer or their designee at the following address:

Chief Student Support Services Officer
Stafford County Public Schools
31 Stafford Avenue
Stafford, VA 22554

The grievance should be reported as soon as possible and within thirty (30) school days of the occurrence. This time frame may be lengthened for extraordinary circumstances as determined by the Chief Student Support Services Officer (“Chief”) or their designee.

The complainant must have the opportunity to present verbal and written evidence.

The Chief or their designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The Chief or their designee will provide a written report of the investigation to the Complainant within thirty (30) school days of receipt of the complaint. The report should include the following information:

- A statement of the complainant's allegations and the remedy sought;
- A statement of facts as contended by each party;
- A narrative describing attempts to resolve the grievance;
- A list of the witnesses interviewed and the documents reviewed during the investigation;
- A statement of facts as determined by the Chief or their designee with reference to the evidence to support each fact;
- The Chief’s or their designee’s conclusion as to whether the allegations are valid; and
- If the Chief or their designee does determine that the allegations are valid, the report should include corrective action measures determined necessary to carry out.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the Chief or their designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to file a written appeal to the school division's superintendent within ten (10) school days of receiving the report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove of the decision of the Chief or the Chief's designee.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

The school division or its employees may not harass, coerce, intimidate or discriminate against an individual because that individual filed a grievance or participated in the grievance process.

Under the Freedom of Information Act, it may be necessary to release documents related to the grievance procedure and an individual grievance. If such information is requested, the school division will seek to protect and keep confidential, to the extent provided by law, information that, if released, could reasonably be expected to constitute an unwarranted invasion of personal privacy.

STAFFORD COUNTY PUBLIC SCHOOLS
31 Stafford Avenue
Stafford, Virginia 22554
(540) 658-6500

SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), Stafford County Public Schools provides you with the following procedural safeguards in relation to your child:

1. You have the right to receive notice of any proposed actions related to the identification, evaluation, or educational placement of your child.

2. You have the right to examine all relevant records of your child.

3. You have the right to file a grievance with the school division of an alleged violation ofSection 504 of the Americans with Disabilities Act.

4. You have the right to an impartial hearing, with participation by you and representation by your counsel, for disputes concerning the identification, evaluation, or educational placement of your child.

5. You have the right to review an impartial hearing officer's final decision if you disagree with that decision.

Please reach out to the 504 Coordinator or the Director of Student Support Services at (540) 658-6500 with any questions related to Section 504.

You may obtain a copy of Stafford Schools' Section 504 Policies and Procedures by contacting the Section 504 Coordinator at the above number or at Stafford Schools' website at www.staffordschools.net. Please note that all grievances and requests for impartial hearings and reviews must be in writing and submitted to the Chief of Student Support Services/Section 504 Coordinator at the following address:

Chief of Student Support Services/Section 504 Coordinator
Stafford County Public Schools
31 Stafford Avenue
Stafford,VA 22554