



Section 504 Grievance Procedures

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits the discrimination against students with disabilities by local education agents receiving federal financial assistance. Under Section 504, students with disabilities are categorized as students whose physical or mental impairment limits one or more functions of life, such as: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. Under Section 504 guidelines, local education agents must identify, evaluate, provide appropriate services, provide a free and appropriate education, and abide by procedural safeguards to prevent discrimination of students with disabilities.

Grounds for Complaints

Coweta Charter Academy posts notices in conspicuous places in our school building listing the appropriate contacts to file a complaint. These notices are also included on our website.

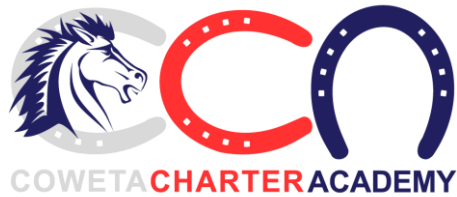
Any individual (parent, staff, student, general public, etc) or agency may file a complaint with Coweta Charter Academy if that individual or agency believes and alleges that Coweta Charter Academy or one its employees has violated section 504 and displayed discrimination on the basis of disability.

The Grievance and resolution process at Coweta Charter Academy should not exceed thirty (30) days unless there are certain circumstances. In the event that the grievance timeline is deemed to exceed thirty (30) days, the complainant will be notified.

Filing A Complaint

A complaint of discrimination and violation of section of 504 must be made in writing and signed by the individual or agency who is filing the complaint. The complaint must include the following:

1. A statement that Coweta Charter Academy, one of its employees, or a representative of Coweta Charter Academy has violated section 504 through discrimination on the basis of disability.
2. The date on which the violation occurred.
3. The facts on which the statement is based to support the claim of discrimination on the basis of disability.
4. A list of individuals and telephone numbers who can provide additional information, if applicable.
5. Information on whether a formal complaint has been filed with the GADOE or OCR.
6. Copies of any applicable supporting documents to substantiate the complaint of discrimination and violation of section 504.
7. The address of the individual or agency filing the complaint.



Section 504 Grievance Procedures

The complaint must be addressed to:

Coweta Charter Academy
Student Supports Programs
6676 E GA-16
Senoia, GA 30276

Investigation of Complaint

Within seven days of receipt of the complaint, the Student Supports Program Director and Coweta Charter Academy Administration Team will review the complaint and issue a Letter of Acknowledgement to individual or agency who filed the complaint with the following information:

1. The date of receipt of the complaint
2. The need for additional information, if applicable
3. A statement of ways Coweta Charter Academy may investigate or address the complaint.
4. Any other information that may be deemed pertinent after the review of the complaint.

Within ten days of receipt of complaint, an investigation will ensue to determine

1. Whether additional information is needed from the complainant
2. If there is evidence to support the complaint
3. If other measures must be taken to resolve the issues of discrimination that were raised in the complaint
4. A letter of findings can be issued.

Within fifteen - twenty days after receipt of the complaint, a letter of findings can be issued and a resolution meeting can be scheduled. If a letter of findings determines that section 504 has been violated by Coweta Charter Academy, an employee of Coweta Charter Academy, or a representative of Coweta Charter Academy, then corrective actions will be required as the Coweta Charter Academy will formally acknowledge that the discrimination has taken place on the basis of disability.

Within twenty-one through thirty days, a resolution meeting must occur to formally discuss any corrective actions needed if it is found that section 504 has been violated by Coweta Charter Academy. During this meeting, if the complainant does not agree with the resolution measures taken by Coweta Charter Academy, then the complainant must be notified of their right to



Section 504 Grievance Procedures

request a review of Coweta Charter Academy's decision by the Georgia Department of Education.

Right to Appeal

If the complainant disagrees with the resolution decision or findings of the investigation by Coweta Charter Academy, then the complainant has the right to have their complaint reviewed by the Georgia Department of Education. The review will be at the Georgia Department of Education's discretion.