

RSU #63

- a. NEPN/NSBA Code:** JKH
- b. Title:** Grievance Procedure for Persons with Disabilities
- c. Author:**
- d. Replaces Policy:** KLA
- e. Date Approved:** 09/26/2016
- f. Previously Approved:** 04/07/2003
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Compliance/Affirmative Action Coordinator
Superintendent, Policy Committee
- i. Date Reviewed:** 09/12/2016 Compliance/Affirmative Action
Coordinator
09/13/2016 Policy Committee
- j. References:** 28 CFR Chapter 35.107(b)
34 CFR Chap. 104.7(b)
- k. Narrative:**

The RSU 63 Board of Directors (the Board) has adopted this grievance procedure to provide a method for persons with disabilities to raise concerns whether RSU 63 is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the Federal Rehabilitation Act (34 CFR Chap. 104.7(b)) and the Federal Americans with Disabilities Act (28 CFR Chap. 35.107(b)).

Questions about this grievance procedure should be directed to the ADA/504 Compliance Coordinator, 202 Kidder Hill Road, Holden, ME 04429. Tel. #: (207) 843-7851.

I. Step One:

- A.** A person with an identified disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the building principal where the grievance arose, or with the ADA/504 Compliance Coordinator. If filed with the ADA/504 Compliance Coordinator, that person shall forward it to the appropriate building principal. No grievance will be heard if it involves actions that occurred more than 60 days prior to the filing of the grievance.
- B.** The building principal, after consultation with the ADA/504 Compliance Coordinator, will respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed if necessary to address fully the issues in the grievance. The principal's written response will be forwarded to the grievant and to the ADA/504 Compliance Coordinator.

II. Step Two:

- A.** If dissatisfied with the response, the grievant may obtain a review by the Superintendent of the principal's decision.
- B.** The grievant must request a review within 15 working days of the principal's decision. The Superintendent, after consultation with the ADA/504 Compliance Coordinator, will respond to the grievance within 15 working days. Extensions of 15 working days may be allowed when necessary to address fully the issues in the grievance. The Superintendent's written response will be forwarded to the grievant and to the ADA/504 Compliance Coordinator.

III. Issues involving physical additions or physical alteration:

- A.** Except for grievances regarding physical additions to school buildings or grounds, the decision of the Superintendent will be final. In the cases of grievances regarding physical alterations to school buildings or grounds, a dissatisfied grievant may obtain a review of the Superintendent's decision by the Board.
- B.** The grievant must request the review within 15 working days of the Superintendent's decision. The Board shall have thirty (30) days to schedule a meeting on the grievance and another thirty (30) days, if needed, to issue its decision.

IV. Additional Avenues of Redress:

- A.** Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concerns at any time through other means, such as through the Office of Civil Rights, the Department of Justice, the Maine Human Rights Commission, or the Maine Department of Education.
- B.** Questions about other legal avenues available to persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA/504 Compliance Coordinator.
- C.** This notice will be made available in large print and on audiotape from the ADA/504 Compliance Coordinator when requested.