



Fort Smith Public Schools

Section 504 Grievance Procedure

Any student/parent who believes he/she has been subjected to discrimination on the basis of disability may file a grievance complaint. The use of this internal grievance procedure does not prevent a student/parent from filing a discrimination complaint with the Office for Civil Rights.

Procedure:

- If the complaint does not involve a teacher, the student/parent must request to schedule a conference with the School 504 Coordinator.
- If the complaint involves an issue with a teacher, the student/parent must meet with the teacher before requesting a conference with the school principal.
- If the results of the conference are not to the satisfaction of the student/parent, they may request a grievance conference with the District 504 Coordinator.
- The person filing the grievance must submit the form to the District 504 Coordinator within 30 days of becoming aware of the alleged discriminatory action.
- The complaint must state the alleged discrimination, along with the remedy sought, in writing. The complaint must also contain the name and address of the person filing the grievance.
- The District 504 Coordinator/504 Coordinator Designee will investigate the complaint in an informal, but thorough

investigation. All parties will have the opportunity to submit relevant evidence.

- A written decision will be issued by the District 504 Coordinator, no later than 30 days after the filing of the grievance.
- The District 504 Coordinator's decision may be appealed to the Director of Student Achievement and Accountability.
- An appeal to the Director of Student Achievement and Accountability must be submitted in writing within 10 days of receiving the decision from the District 504 Coordinator.
- Within 30 days after the filing of the appeal, the Director of Student Achievement and Accountability shall provide a written response.