Section 504 Grievance Procedure

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Pemberton Township Board of Education to provide a free and appropriate public education (FAPE) to all students within its jurisdiction who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 and of the Americans with disabilities Act (ADA) of 1990. No student solely by reason of his or her handicap as defined in these Acts, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity operated by the school district.

504 Grievance Procedure

A parent, guardian or employee who believes that the district is violating Section 504 procedures may file a grievance with the district.

A parent or guardian who believes that they, or their child, have not received proper services or accommodations which are therefore a violation of Section 504, should file the complaint with the student 504 Coordinator, Kimberly Ferlauto, Director of School Counseling Services/Health Services at 609-893-8141 Ext. 1034.

An employee who believes that they have not received proper services or accommodations which are therefore a violation of Section 504, should file the complaint with the District 504 Staff Compliance Officer, Adelina Giannetti, at 609-893-8141 Ext. 1013.

The complaint should be in writing and explain why the complainant believes there is a violation of the law. Upon receiving the complaint, the 504 coordinator or District 504 Compliance Officer will schedule an informal hearing within fifteen (15) working days.

At the informal meeting, the purpose is to clarify each party's concerns and understandings of the specific alleged violation. At the informal meeting the parties will attempt to resolve the complaint. A description of the alleged violation will be reduced to writing.

If it is determined that a satisfactory conclusion cannot be reached a meeting will be scheduled within five (5) working days with the superintendent of schools.

If after meeting with the superintendent of schools, the complainant believes that the violation remains unresolved, the complainant may request a meeting with the Board of Education.

The Board of Education will arrange such a meeting within thirty (30) calendar days of such a request and hold such a meeting within the rules, regulations of the board, and in accordance with prevailing law.