

BEECHWOOD INDEPENDENT SCHOOLS SECTION 504 GRIEVANCE PROCEDURE

Students, parents of students, and employees, in the Beechwood Independent School District, and members of the public who allege program inaccessibility, shall have the right to file a formal complaint with the Kentucky Public School District alleging discrimination under federal or state law requiring non-discrimination in programs and employment.

Level One - Immediate Supervisor, Building Administrator, or Program Administrator (Informal and Optional - may be bypassed by the grievant)

An employee with a complaint of discrimination based upon his/her age, race, color, religion, national origin, sex, parental status, marital status, veteran status, or disability is encouraged to first discuss it with his/her immediate supervisor, with the objective of resolving the matter informally.

A student, or a parent of a student, with a complaint of discrimination based upon the above-state categories is encouraged to discuss it with the building administrator or program administrator involved.

An individual with a disability, including a member of the public, with a complaint regarding program inaccessibility is encouraged to first discuss it with the program administrator.

Level Two - Coordinator / Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Section 504 Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. Except for complaints of program inaccessibility for persons with disabilities, the formal written complaint must be filed within 30 workdays from the event giving rise to the grievance, or from the date the grievant could reasonably have become aware of the occurrence. In cases of ongoing discrimination, the 15 workdays shall run from the date of the last incident of discrimination. The grievant or the Compliance Officer may request that a meeting concerning the complaint be held. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken shall be sent to the involved parties within 15 workdays after receipt of the complaint, unless the time is extended by mutual agreement, or by the Compliance Officer for good cause.

Level Three - Superintendent

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the Superintendent within 5 work days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the Superintendent, or the Superintendent may request a meeting with the grievant to discuss the appeal. A written decision will be sent to the parties by the Superintendent within 10 workdays after the receipt of the written appeal, unless the time is extended by mutual agreement, or by the Superintendent for good cause.

Level Four - Appeal to Board

Except in areas of employment grievances which fall within the exclusive jurisdiction of the Superintendent under Kentucky Law, if the grievant is not satisfied with the Superintendent's decision, the grievant can file an appeal with the Kentucky Public School District Board of Education by delivering it to the Superintendent within 5 work days of receiving the Superintendent's decision. The Superintendent shall immediately forward it to the Board members. It is within the discretion of the Board to determine whether it will hear the appeal, and the Board shall notify the grievant within 5 days after its next regular meeting as to whether it will hear the appeal. If the Board determines to hear the appeal, it shall do so within 15 days after notifying the grievant it will hear the appeal, and shall notify the grievant of its decision within 5 days after the Board meeting during which the grievance was heard. The time lines may be extended by mutual agreement.

In cases of complaints concerning the identification, evaluation or educational placement of students with disabilities, the parents, or adult student, also have the right to an impartial hearing to resolve the issue.

None of the procedures herein in any way deny the right of the grievant to file formal complaints with the U.S. Department of Education, Office for Civil Rights; the Equal Employment Opportunity Commission; the U.S. Department of Justice, or other State or local Human Rights Commissions, or other regulatory agencies.

The Compliance Officer is:

Name: Linda Alford
Office Address: 54 Beechwood Road, Ft. Mitchell, KY 41017
Phone Number: 859-331-1220, ext. 6806