

SECTION 504 GRIEVANCE PROCEDURES

East Baton Rouge Parish School System (EBRPSS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. EBRPSS does not tolerate any form of harassment or discrimination on the basis of disability in its educational or employment activities. EBRPSS has adopted an internal grievance procedure for providing prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Danielle Staten, Section 504 Coordinator, has been designated to coordinate the efforts of EBRPSS to comply with Section 504. Ms. Staten can be reached at (225) 930-5350, any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for EBRPSS to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

PROCEDURE

- Grievances must be submitted to the Section 504 Coordinator within ten (10) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A grievance must be submitted in writing, including the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall promptly, and impartially conduct an investigation of the complaint. This investigation may be informal, but it must afford all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of EBRPSS relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 (30) days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Superintendent's designee, Mr. Gwynn Shamlin, 1050 South Forest Drive Baton Rouge, LA 70806, Phone: 225-922-5400 within 15 (15) days of receiving the Section 504 Coordinator's decision. The superintendent's designee shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the Office for Civil Rights- Kansas City, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106. Telephone: 816-268-0550

EBRPSS will make appropriate arrangements to ensure that persons with disabilities are provided accommodations, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for making any such arrangements.

EAST BATON ROUGE PARISH SCHOOL SYSTEM

SECTION 504 GRIEVANCE FORM

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You have the right to file a grievance if you believe that your child is being discriminated against on the basis of a disability. You may file a grievance with the district's Section 504 Coordinator (or designee), who will investigate the allegations in an effort to reach a prompt and equitable resolution of your concerns. The Section 504 Coordinator for the East Baton Rouge Parish School System is:

Ms. Danielle Staten
East Baton Rouge Parish School System
12000 Goodwood Boulevard, Baton Rouge, LA 70815
Phone: 225-930-5350 Email: dstaten@ebrschools.org

Student Name: _____ School: _____
Parent/Guardian: _____ Address: _____
Phone Number(s): (____) _____

1. Summary of Grievance: What is the problem? What are the facts?

2. How can the problem be solved?

3. Who have you spoken to or met with at the school to address this situation? What was the result of this contact?

4. Please describe any corrective action you wish to see taken with regard to this grievance.

Please attach any additional information or documentation you wish the district to consider. You also have the right to file a complaint with the regional office of the U. S. Department of Education's Office for Civil Rights (OCR) without going through the district's grievance procedures.

Signature of Parent: _____ Date: _____

Received by: _____ Date: _____

cc: Parents, Student File, District and School Section 504 Coordinator File

