

SECTION 504 and ADA GRIEVANCE PROCEDURES

Central Consolidated School District prohibits discrimination on the basis of disability. Central Consolidated School District has adopted these internal grievance procedures to provide for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) or the Americans with Disabilities Act the ADA. Section 504 and the ADA prohibit discrimination on the basis of disability. The Law and Regulations may be examined in the office of the Section 504 Compliance Officer, located at 505-368-5163, PO Box 1199 Shiprock, NM 87420.

Procedures

- Central Consolidated School District requests that all grievances be made in writing, stating the name and contact information of the person filing the grievance, a brief description of the problem or action alleged to be discriminatory, and the remedy or relief sought. Central Consolidated School District will not refuse consideration of verbal grievances, but notes that the absence of written documentation may create uncertainty regarding nature of the grievance. This applies to complaints alleging discrimination by employees, other students or third parties.
- The Section 504 Compliance Officer (or her/his designee) shall conduct a prompt and impartial investigation of the grievance. This investigation may be informal, but it must be thorough, affording interested persons an opportunity to submit evidence relevant to the grievance. The grievant shall be afforded the opportunity to offer information from witnesses, as well as documentary evidence.
- The Section 504 Compliance Officer will maintain the files and records of Central Consolidated School District relating to such grievances. Such records will be confidential to the extent permitted by the New Mexico Public Inspection of Records Act and other applicable laws.
- The Section 504 Compliance Officer will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Compliance Officer by writing to the Superintendent within 15 days of receiving the Section 504 Compliance Officer's decision. The Superintendent or 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 pursuing relief in other forums, such as filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

Central Consolidated School District will make appropriate arrangements to ensure that disabled persons are provided accommodations, if needed, to participate in this grievance process.

In the event of a determination that discrimination in violation of Section 504 or the ADA, Central Consolidated School District shall implement a prompt and appropriate resolution to prevent the recurrence of discrimination and remediate the effect of past discrimination.

Central Consolidated School District encourages persons with grievances to pursue relief through these procedures, and prohibits Central Consolidated School District, its employees and agents from retaliating against anyone for filing a grievance or participating in these grievance procedures.