

## STUDENTS

### STUDENT WELFARE – Section 504 or ADA Grievance Procedure

The Regional Office of Education has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or the Americans with Disabilities Act (ADA). Section 504 states, in part, that “no otherwise qualified disabled individual . . . will, solely by reason of his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance . . .”

Individual students, and/or a parent/guardian on behalf of the student, who feel they have been discriminated against and have not been able to receive relief at the level the alleged violation occurred may have a formal hearing on a complaint.

READY Program Director  
45 East University Avenue  
Champaign, Illinois 61821

It is assumed that most complaints will be dealt with directly by the person(s) involved without resorting to the procedures described below. However, should that not be possible, a formal written complaint may be filed.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of a complaint. READY Program Director or Regional Superintendent shall conduct the investigation. These rules contemplate a hearing and thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by READY Program Director or Regional Superintendent and a copy forwarded to the complainant no later than five (5) school days following the hearing.

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5. The Section 504/ADA hearing officers and Regional Superintendent shall maintain the files and records of any complaints filed within the Regional Office of Education.
6. The complainant may request a reconsideration of the case in the instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made in writing within five (5) school days to the Regional Superintendent of Schools.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504/ADA complaint with the responsible person, department, or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the ROE complies with Section 504/ADA and implementing regulations.

Approved: 07/01/01