

504 Grievance Resolution Procedures

It is our intention to provide individuals with disabilities equal access to district services, programs, and activities so all children are able to create a passion for learning, readiness to pursue personal and career aspirations and thrive as citizens in a global society.

If it is felt, a child has not had equal access to district programs, activities, and services or received reasonable accommodations to address their disability/impairment the parent/guardian is encouraged to work with the 504 Team. If a resolution cannot be reached, the following is a description of the grievance procedure.

Filing the grievance: "The grievance shall be filed in a timely manner to assure prompt, effective assessment and consideration of all the facts, but not later than 60 days from the date of the alleged act of discrimination." (Section 9-1 ADA/504 Appeal and Complaint Procedure)

The grievance shall be submitted by filling out **1.9 OSD Section 504 Grievance Form** or in writing (or in another accessible format suitable to the complainant) and contain the following information:

- Petitioner's name and address
- Nature and extent of the complainant's disability
- Describe Ogden City School District's alleged discriminatory actions
- Describe the action and/or accommodation desired
- Grievance signed by legal guardian

Investigation of Grievance: The District 504 Committee shall conduct an investigation of each grievance received. Within 15 working days after receiving the grievance the 504 Committee shall issue a written decision stating what action shall be taken on the grievance. The committee will decide whether to attempt to mediate the dispute between the parent /legal guardian and the school.

Appeals: The complainant may appeal the decision of the District 504 Committee by filing an appeal within five working days from receipt of the decision. The appeal shall be filed in writing to the Executive Director of Ogden School District. The appeal shall describe why the coordinator's decision is in error, is incomplete or felt in error. The Executive Director shall review the case and make a decision within 15 working days after receiving the appeal. The decision shall be in writing. If the Executive Director does not make a decision within 15 working days, they will notify the complainant in writing. The Executive Director will decide whether to attempt to mediate the dispute between the parent /legal guardian and school.

Should the parent/legal guardian not find satisfaction with the decision rendered by the Executive Director, information on further grievance procedures will be provided by Student Services at (801) 737-7290 or by mail 1950 Monroe Blvd. Building 1, Room 106, Ogden, UT 84401.

The Utah State Office of Education (USOE) and the United States Department of Education, Denver Office for Civil Rights (OCR) investigates grievances against school districts within their jurisdiction and monitors and enforces compliance of Section 504 laws and regulations.