



POLICIES AND PROCEDURES

Policy: SECTION 504 GRIEVANCE

Index: Human Resources

Monitoring: As Needed

1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) does not discriminate on the basis of disability.

2. POLICY

It is the policy of the School not to discriminate on the basis of disability. The School has adopted an internal grievance procedure providing 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) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure with the School's appointed 504 coordinator:

Dr. Jaime Christensen
jchristensen@spectrumcharter.org

It is against the law for the School to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

2.1. Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing 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. You can find a copy of the School's 504 Grievance form [here](#).
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the School relating to such grievances.
- The Section 504 Coordinator 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 Coordinator by writing to the Board within 15 days of receiving the Section 504 Coordinator's decision. The Board 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 U. S. Department of Health and Human Services, Office for Civil Rights.
- Spectrum Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

DEFINITIONS

REFERENCES

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)

RELEVANT LINKS

DOCUMENT HISTORY

Adopted: 7/12/15

Revised/Reapproved: 8/23/23 – Addition of 504 Grievance Form, applied new policy template

