SPRINGFIELD PUBLIC SCHOOL
SECTION 504
GRIEVANCE PROCEDURE

Section 504 of Rehabilitation Act of 1973, 29 U.S.C. 706(8), 794;34 C.F.R. Par 104.

Any individual may file a grievance in the Springfield Public School District if the individual believes there has been a violation of Section 504.

Any such grievance must be filed in writing within a "reasonable period of time" after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

Step One: The grievance shall be submitted in writing to the Section 504 Coordinator of the Springfield Public School District at 12 South Burns Avenue, Springfield, MN 56087, telephone number 507-723-4283, who shall investigate the circumstance to the alleged violation. The Section 504 Coordinator shall make a written report of the findings of fact and conclusions within ten (10) school days and submit it to the grievant.

Step Two: If the grievance has not been resolved to the satisfaction of the grievant, she/he may appeal the report of the Section 504 Coordinator to the Superintendent of Springfield Public School within five (5) school days of receipt of the report. After investigation, and within ten (10) school days of receipt of the appeal, the Superintendent shall affirm, reverse, or modify the report of the Section 504 Coordinator.

Step Three: If the grievance has not been resolved in Step Two to the satisfaction of the grievant, she/he may appeal to the School Board within five (5) school days of receipt of the report in Step Two. The School Board shall conduct an informal hearing in an open meeting to review the alleged violation. The Board shall give each party at least five (5) school days' notice of its meeting. The Board shall affirm, reverse, or modify the report following receipt of the appeal. This procedure contains written assurance that complaints may be made without fear of reprisal.

Section 504 Coordinator(s): Jeff Kuehn, Principal
David Kreft, Principal
Keith Kottke, Superintendent