

RSU 16 (Mechanic Falls, Minot, Poland)^{(msn)✓}

Policy Code: ~~HHBAI~~ AC-R

Adopted: September 2005

Revised: ~~February 2011~~ May 2020

GRIEVANCE PROCEDURE FOR PERSONS WITH DISABILITIES

PHILOSOPHY:

It is the philosophy of the RSU 16 School Board that persons with disabilities have a right to raise concerns about whether or not the RSU 16 is meeting its obligations under state and federal law, with regard to persons with disabilities.

POLICY:

The RSU 16 School Board has adopted this grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether RSU 16 is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the federal Rehabilitation Act (34 CFR § 104.7 (b)) and the federal American with Disabilities Act (28 CFR § 35.107 (b)).

Questions about this grievance procedure should be directed to the ADA/504 Compliance Coordinator (Director of Special Education, RSU 16, 1146 Maine Street, Poland, ME 04274).

Step One

A person with an identifiable disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the building principal where the grievance arose, or with the special education director, who functions as the ADA/504 Compliance Coordinator. If filed with the ADA/504 Compliance Coordinator, that person will forward it to the appropriate building principal. No grievance shall be heard if it involves actions that occurred more than 60 days prior to the filing of the grievance.

The building principal, after consultation with the ADA/504 Compliance Coordinator, shall respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed, if necessary, to address fully the issues in the grievance. The principal's written response shall be forwarded to the grievant and to the ADA/504 Compliance Coordinator.

Step Two

If dissatisfied with the response, the grievant may obtain a review by the Superintendent of the principal's decision.

The grievant must request that review within 15 working days of receipt of the decision by the principal. The Superintendent, after consultation with the ADA/504 Compliance Coordinator, shall respond in writing to the grievance review request within 15 working days. Extensions of the 15 working days may be allowed when necessary to address fully the issues in the grievance. The Superintendent's written response shall be forwarded to the grievant and the ADA/504 Compliance Coordinator.

Except for grievances regarding physical alterations to school buildings or grounds, the decision of the Superintendent shall be final. In the case of grievances regarding physical alterations to school buildings or grounds, a dissatisfied grievant may obtain a review of the RSU 16 School Board of the Superintendent's decision. The grievant must request that review within 15 working days of the decision by the Superintendent. The RSU 16 School Board shall have a reasonable time to schedule a meeting on the grievance and to issue its decision.

Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concerns at any time through other legal avenues, such as through the Civil Rights, the Department of Justice, the Maine Human Rights Commission or the Maine Department of Education.

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Questions about other legal avenues available for persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA/504 Compliance Coordinator [Director of Special Education], RSU 16, 3 Aggregate Road, Poland, ME 04274].

DELEGATION OF AUTHORITY:

The RSU 16 School Board delegates authority to implement this policy to the Superintendent of Schools.

REPORTS:

Records of grievances that are filed will be kept by the ADA/504 Compliance Coordinator. If records are filed on behalf of students attending school, those records will be subject to the Family Educational Rights and Privacy Act.

This notice is available in large print and on audio tape from the ADA/504 Compliance Coordinator.

SIGNATURE BLOCK:

RSU 16 School Board

Mary Martin, Chair

DATE

Joe Parent, Vice Chair

DATE

Travis Ritchie

DATE

Scott Lessard

DATE

Louis Goulet

DATE

Mike Downing

DATE

Ed Rabasco, Jr.

DATE

Laura Hemond

DATE

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Steve Holbrook

DATE

Melanie Harvey

DATE

Norm Davis

DATE

Norm Beauparlant

DATE

Chelsea Clavet

DATE

Mike Lacasse

DATE

James Crouse

DATE