Section 504 Grievance Procedures for Pickerington Local School

A “grievance” is a complaint by a student or parent. This grievance procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, educational services or educational program of students who are believed to be disabled within the definition of Section 504/ADA. A student or parent may initiate the procedure when they believe that an act of disability discrimination, or a violation, misapplication or misinterpretation of Board policy, or state or federal law or regulation has occurred.

Step 1 Principal Conference: A student or parent may initiate a grievance by making a written request for a conference with the building principal to discuss the complaint and seek resolution. The request shall fully describe the grievance. The principal shall conduct the conference within five (5) school days following receipt of the request. The principal will state in writing his/her decision to the individual within five (5) school days following the conference.

Step 2 Appeal to the District’s Compliance Officer: If the grievance is not resolved satisfactorily at Step 1, the student or parent may appeal the principal’s decision in writing to the Director of Student Services, who is designated as the District’s Compliance Officer. The appeal must be made within five (5) school days following receipt of the principal’s decision. The District’s Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 Further Appeal: If the grievance is not resolved satisfactorily at Step 2, the student or parent may appeal for an independent due process hearing or may take the matter directly to the U.S. Department of Education’s Office for Civil Rights. A request for a due process hearing must be made within ten (10) school days following receipt of the Compliance Officer’s response in Step 2. The request for due process should be made in writing to the Compliance Officer.

A parent or student may bypass the grievance procedure at any time and request a due process hearing with the Compliance Officer or submit a complaint directly to the United States Department of Education’s Office for Civil Rights.