



Dexter Community Schools

7714 Ann Arbor Street

Dexter, MI 48130

Parent/Student Rights Under Section 504/ADA

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act provides services for students identified as having a disability as defined by the act, which substantially limits a major life activity. You have the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
2. The right for your child to have equal opportunities to participate in academic, nonacademic, and extra-curricular activities in your school.
3. The right to be notified about referral, evaluation, and programs for your child.
4. The right for your child to be evaluated fairly.
5. The right, if eligible for services under 504/ADA, for your child to receive accommodations, modifications, and related services that will meet his/her needs as well as the needs of non-disabled students are met.
6. The right for your child to be educated with non-disabled peers as much as possible.
7. The right to an impartial hearing if you disagree with the school regarding your child's educational program.
8. The right to review and obtain copies of your child's school records.
9. The right to request attorney fees related to securing your rights under Section 504/ADA.
10. The right to request changes in the educational program of your child.

I have read and understand these rights _____ Date _____

The High School Section 504 Coordinator is Mollie Sharrar 734-424-4240 x 7002

The Dexter Community Schools Section 504 Compliance Officer is Mollie Sharrar (734) 424-4240 ext. 7002.

GRIEVANCE RESOLUTION PROCEDURE FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

Dexter Community Schools has an internal resolution procedure to provide a prompt and impartial review of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 which is designed to eliminate discrimination on the basis of disability in any program activity receiving federal financial assistance. This is an optional resolution procedure for a complainant. This resolution procedure is not a prerequisite before a complainant may directly pursue any other state or federal remedy available under law.

Section 504 complaints may include, but are not limited to, allegations that Dexter Community Schools engaged in discrimination against Section 504 students with disabilities by affecting their rights regarding identification, evaluation, educational program or placement, and accommodation.

As part of an informal approach to complaint resolutions, the District wants parents, students and other District patrons to have the opportunity to make concerns known to the District and for the District to have the opportunity to respond and resolve concerns as rapidly as practicable at the local school or program site level.

For purposes of this Grievance Resolution Procedure:

“Complaint” means a written allegation that the District or its personnel have violated, misinterpreted or erroneously applied provisions of Section 504. The complaint must contain the name and address of the complainant and a brief description of the alleged violation;

“Complainant” includes (1) a parent or guardian of a District student, (2) a District high school student who is 18 years of age or older, (3) a District patron;

“Building administrator” means District-wide administrators, principals, program supervisors, and their respective administrative designees.

LEVELS

Level 1*

A. Complaints should be filed with the building administrator of the school/program which the student attends. The complaint shall state with specificity the concern of the complainant.

B. After receiving the complaint, the building administrator will begin an investigation and schedule a conference with a complainant to discuss the complaint. A conference will be held as promptly as practicable, but in any event, no later than 14 school days after receipt of the complaint, unless the complainant agrees to a delay. These resolution procedures contemplate

informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

C. The conference will be conducted in an informal manner and shall be designed to provide an opportunity for the complainant to fully explain the nature of the complaint, the circumstances which give rise to it, and the redress sought. The conference should give the building administrator the opportunity to fully discover the facts which bear on the complaint.

D. As soon as practicable, but no later than 30 calendar days after the conference, the building administrator must prepare a written report as to the validity of the complaint and send the complainant a copy. The report will summarize the complaint and conference and state the conclusions, the reasons supporting them, and the remedial action, if any which the building administrator intends to take. For Section 504 compliance purposes, the building administrator will maintain the files and records of complaints received and investigated.

* At any point in this process the Building Administrator may consult with the District's 504 Compliance Officer.

Level 2

A. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within 20 school days after receipt of the written report by complainant. The request should be in writing and directed to the District's Section 504 Compliance Officer.

B. The Section 504 Compliance Officer will conduct an investigation and make a written report to complainant within 20 school days of receiving the request. The report should state relevant findings of fact, conclusions, and the reasons supporting them. These procedures are intended to protect the substantive rights of interested persons, meet appropriate due process standards, and assure district compliance with Section 504 of the Rehabilitation Act of 1973. Discrimination against any individual because he or she reported Section 504 violations, or made a complaint, testified, assisted or participated in Section 504 investigations, proceedings or hearings is prohibited. Coercion, intimidation, threats or interference with anyone because he or she exercised or enjoyed Section 504 rights, or helped or encouraged someone else to do so, is prohibited.

The District's Compliance Officer is the Assistant Superintendent who can be reached at (734) 424-4110.