

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the Berwick Area School District not to discriminate on the basis of disability. The Berwick Area School District 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). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined by contacting Pamela Hegland, who has been designated to coordinate the efforts of the Berwick Area School District to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Berwick Area School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedures:

1. Grievances must be submitted to the Section 504 Coordinator, Pamela Hegland, within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. The grievance can be sent to Pamela Hegland, 500 Line Street Berwick PA 18603, or via email at PHegland@berwicksd.org.
2. 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.
3. The Section 504 Coordinator 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 Berwick Area School District relating to such grievances.
4. The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
5. The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Superintendent within 15 days of receiving the Section 504 Coordinator's decision. The Superintendent shall issue a written decision in response to the appeal no later than 30 days after its filing.
6. 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 Education, Office for Civil Rights.
7. The Berwick Area School District will make appropriate arrangements to ensure that all persons are provided with accommodations, if needed, to participate in this grievance process. The Section 504 Coordinator will be responsible for such arrangements.

Pamela Hegland
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