

N.H. School Administrative Unit No. 28
Pelham School District
59A Marsh Road
Pelham, NH 03076

Section 504 Grievance Procedures

The District utilizes the following grievance procedure for allegations of violations of Section 504 or the ADA. Retaliation against anyone who files a grievance or cooperates in the investigation of a grievance is strictly prohibited and may result in disciplinary action.

The District will take steps, including but not limited to, non-disciplinary interventions and discipline of students and/or employees, to prevent recurrence of any violations of Section 504 or the ADA, and to prevent retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

1. Any person who has a grievance may discuss it first with the appropriate building Principal in an attempt to resolve the matter informally. The alleged violation must have occurred within 180 days of the date of the informal discussion. The complainant may, at any time, suspend the informal process and submit a formal grievance to the District's Section 504/ADA Coordinator (the Director of Student Services). If the building Principal is the subject of the grievance, the individual may discuss the grievance with the Director of Student Services in an attempt to resolve the matter informally.
2. If the informal discussion does not resolve the matter to the satisfaction of the aggrieved party, or if the aggrieved party wishes to bypass the informal process and file a formal grievance, he/she may submit a formal, written grievance to the District's Section 504/ADA Coordinator.¹ The written grievance must contain the name of the filing party, as well as a description of the alleged violation and, if known, the remedy or relief sought. The alleged violation must have occurred within 180 days of the date that the grievance is filed.
3. The Section 504/ADA Coordinator or his/her designee shall conduct an investigation and provide the complainant with a written response to the complaint within five (5) business days of receipt of the written complaint. If the investigation cannot be completed within five (5) business days of receipt of the written complaint, the Section 504/ADA Coordinator shall notify the complainant of the need for additional time to complete the investigation, and shall provide an estimated time for completion of the investigation and the submission of a written response to the complaint.
4. The complainant may appeal the decision to the Superintendent, by submitting a written request for an appeal within five (5) calendar days of the date of the Section 504/ADA Coordinator's written response to the complaint. The Superintendent shall make a determination on the appeal and provide the complainant with a written response to the appeal, within ten (10) business days of the date the appeal is received. The decision of the Superintendent is final.

A complaint may also be filed with:

The Office of Civil Rights - Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square

¹ If the building Principal is the subject of the grievance, the formal grievance should be filed with the District's Section 504/ADA Coordinator. If the District's Section 504/ADA Coordinator is the subject of the grievance, the formal grievance may be filed with the District's Director of Human Resources, who shall then be responsible for ensuring that the grievance process is followed, including conducting an investigation (or designating an investigator) and providing complainant with notice of the results of the investigation.

Boston, MA 02109-3921
Telephone Number (617) 289-0111
Fax: 617-289-0150; TDD: 800-877-8339
Email: OCR.Boston@ed.gov

Further information can be obtained at the following website:

<http://www.ed.gov/about/offices/list/ocr/complaints-how.html>