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13801 E Benson Highway • P.O. Box 800 • Vail, AZ 85641 • 520-879-2000 • FAX 520-879-2001

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## **504 Grievance Procedures**

The Vail School District has established the following procedures to resolve complaints of discrimination on the basis of a disability. Any employee, parent/guardian of a student enrolled, or student 18 years of age or older may file a complaint if she or he believes there has been a violation of Section 504.

**Step One:** A complaint of discrimination must be in writing and submitted to the District Section 504 Coordinator within 10 days after the alleged violation occurred. The complaint should fully state the facts of the alleged violation and the remedy that is being sought. The District Section 504 Coordinator will investigate the circumstances of the alleged violation and make a written report of his or her findings of facts and conclusions within 10 school days.

**Step Two:** If the complaint has not been resolved to the satisfaction of the complainant, he or she may appeal the report of the District Section 504 Coordinator to Associate Superintendent within five school days of receipt of the report. After investigation and within 10 school days of receipt of the appeal, the Associate Superintendent will issue a written decision affirming, reversing, or modifying the report.

**Step Three:** If the complaint has not been resolved in Step Two to the satisfaction of the complainant, he or she may appeal to the school board within five school days of receipt of the Associate Superintendent's decision. The school board will conduct an informal hearing in a closed meeting to review the alleged violation. The board will give each party at least 10 days' notice of its meeting. The complainant may be represented at the board hearing by an attorney or another designated individual at the complainant's expense. The board will affirm, reverse, or modify the decision issued under Step Two within 15 school days of the hearing.

To the extent a report or decision in any of these steps calls for implementing additional accommodations or changes in existing services, those changes will be made no later than 15 school days following the date of the decision, unless the decision is appealed.