

SCHOOL DISTRICT FIVE OF LEXINGTON AND RICHLAND COUNTIES

GUIDELINES FOR SECTION 504 GRIEVANCE PROCEDURES

School District Five of Lexington and Richland Counties ensures that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in programs or activities of the District. This grievance procedure also prohibits retaliation against the complaining party. The District further prohibits harassment on the basis of disability. This procedure applies to students, employees and third parties.

Complaints brought under 504 should be addressed to **Angie Slatton, PhD., Special Services, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo SC 29063, Phone: 803-476-8222** who has been designated to coordinate 504 compliance efforts.

1. A complaint should be filed in writing, contain the name and contact information of the person filing it, and briefly describe the alleged discrimination. See attached form (Grievance 1).
2. A complaint should be filed within forty-five (45) calendar days after the complainant becomes aware of the alleged violation. The forty-five (45) calendar day timeline for filing complaints may be waived, in the District's discretion, on a case-by-case basis. A waiver will be dependent on circumstances, including, but not limited to, situations where the complainant is ill or otherwise had a legitimate reason for delay.
3. Following the District's receipt of a complaint, the District shall initiate an investigation, which investigation shall begin within seven (7) calendar days.
4. The investigation shall be conducted by the 504 Coordinator and/or appropriate trained designee. During the investigation, the complainant shall have the opportunity to present witnesses or other evidence in support of the complaint. To the extent possible, the District shall maintain the confidentiality of the complaint and the investigation. If the complaint is against the 504 coordinator or the appropriately trained designee, the Chief Instructional Officer will address the complaint. These complaints should be addressed to Dr. Christina Melton, Chief Instructional Officer, at 1020 Dutch Fork Road, Irmo, SC 29063, Phone 803-476-8169.
5. The District will work to complete the investigation within thirty (30) calendar days after it receives the complaint. If the investigation cannot be completed within that timeframe, the District will notify the complainant in writing of the delay and an anticipated date for completion.
6. Upon completion of the investigation, the District shall notify the complainant in writing via certified mail of the findings and of the District's proposed resolution. That notification shall

inform the complainant how to raise a concern if the complainant believes that she/he has been subject to retaliation regarding the filing of the complaint.

7. If the complainant is dissatisfied with the resolution, the complainant may request that the District Superintendent review the matter. Such request must be made in writing within fifteen (15) calendar days after the complainant is in receipt of the findings of the investigation. The Superintendent or his/her designee will review the matter and respond in writing within fifteen (15) calendar days.

8. The 504 Coordinator shall maintain the files and records of the District relating to complaints filed.