

## **Nondiscrimination on the Basis of Disability (Complaint Process)**

All students, employees and members of the public shall have a ready means of resolving any claims of discrimination on the basis of disability in the district's programs or activities. Persons may file a complaint of discrimination on the basis of disability in accordance with this procedure or may file a complaint in accordance with the district's nondiscrimination/equal opportunity complaint process. See AC-R.

A complaint may also be filed with the United States Department of Education, Office for Civil Rights ("OCR") at any time before or during the district's complaint procedures. Contact information for the regional OCR office is: The Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado, 80204-3582.

If a student, employee or member of the public believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA Compliance Officer ("compliance officer", superintendent) a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved, and the dates, times and locations. See ACE-E-2.

The compliance officer shall conduct an investigation as necessary to determine the facts involved and shall provide the individual filing the written statement with an opportunity to discuss the matter personally, if requested. The compliance officer (when different than the superintendent) shall report to the superintendent his or her findings and recommendations regarding resolution of the matter. Within 10 school days of receiving the findings and recommendation from the compliance officer, the superintendent or designee shall determine any sanctions or other action deemed appropriate, including recommendations to the Board for disciplinary or other action.

If the student, employee or member of the public is not satisfied with the handling of the matter by the superintendent, he or she may appear before the Board of Education and present the matter directly to the Board. Any action taken by the Board shall be final.

Adopted: June 15, 2011

Big Sandy School District 100J, Simla, Colorado

