



**402.2 NONDISCRIMINATION: SECTION 504**

**I. GRIEVANCE PROCEDURE FOR SECTION 504**

- A. Any person who has a complaint alleging that the South Washington County Schools are not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Director of Human Resources or designee.
- B. Upon receipt of a complaint, the person designated to handle complaints shall authorize an investigation. This investigation shall be conducted by the Director of Human Resources, other school district officials, or a third party designated by the school district. A determination shall be made as to whether the complaint is substantiated and communicated to the Superintendent of Schools within fifteen (15) school days of receiving the complaint.
- C. Upon determination that the complaint is substantiated, the school district will take appropriate action based upon the results of the investigation.
- D. To the extent permitted by state and federal law, the school district will report the results of the investigation to the complainant.
- E. If the complainant is not satisfied with the findings of the investigation, an appeal may be made to one or more of the following offices:

*Office for Civil Rights, Chicago Office (Region V)  
U.S. Department of Education  
500 W. Madison Street, Suite 1475  
Chicago, Illinois 60661*

*Minnesota Department of Human Rights  
190 5<sup>th</sup> Street East, #700  
St. Paul, MN 55101*

*Equal Employment Opportunity Commission (EEOC)  
Towle Building  
330 South Second Avenue, Suite 720  
Minneapolis, MN 55401-2224*

**Legal References:** Section 504, Rehabilitation Act of 1973  
42 U.S.C. §2000e *et seq.* (Title VII of the Civil Rights Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

**PROCEDURE ADOPTED:** September 15, 2016

**PROCEDURE REVIEWED:**

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