

Shenandoah Valley School District

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MEMORANDUM

To: All Students, Parents/Guardians and Employees

RE: Procedures and Due Process Standards Section 504, of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Notice is hereby given that the Shenandoah Valley School District has adopted procedures and due process standards related to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and Title II of the American with Disabilities Act of 1990 (42 U.S.C. Section 12131).

The purpose of these procedures and standards is to ensure that the District has in place a manner to address any Disability Discrimination Complaints the District may receive from students, parents/guardians, teachers or third parties, and to provide prompt equitable resolution of any complaints.

A copy of the procedures related to filing a complaint, and the manner for resolution of a complaint are available by contacting Mr. Brian Waite, Superintendent of the Shenandoah Valley School District, or by accessing the Shenandoah Valley School District website: www.svbluedevils.org.



"Blue Devils"

This school district is an equal opportunity provider and employer.

SHENANDOAH VALLEY SCHOOL DISTRICT

**GRIEVANCE PROCEDURES AND PROCESS FOR
ADDRESSING COMPLAINTS OF DISABILITY
DISCRIMINATION**

By Resolution of the Shenandoah Valley School Board, the following sets forth the manner and methods for filing a complaint for Disability Discrimination and the Procedures by which the Shenandoah Valley School District shall address any such complaints.

Section 504 Grievance Procedures for Students, Parents and Employees Pursuing Disability Discrimination Complaints

The following procedures are available to students, parents and employees and applies to disability discrimination and harassment carried out by students, employees or third parties.

How and where to file a complaint of disability discrimination?

Incidents occurring in a school or at a school-sponsored activity should be reported in Writing to Brian Waite, SVSD Superintendent, or any successor superintendent, when the alleged violation took place. Verbal complaints will also be accepted by Brian Waite, SVSD, Superintendent, or any successor superintendent, however, written complaints are The preferred method. All complaints will be reviewed. Incidents occurring at other SVSD locations shall be reported in writing to Brian Waite, SVSD Superintendent, or any Successor superintendent.

What are the procedures for student, parent or employee complaints alleging disability discrimination carried out by students, employees, or third parties?

1. Complaints must be filed within 180 calendar days of the alleged discrimination, or 90 days after the complaining party becomes aware of the alleged discrimination. There is no need to file a standard form when entering a complaint. However, all complaints must contain the following:

- a. Name and address of the complaining party;
- b. A description of violation of the law or unlawful discriminatory act; and
- c. The date of the alleged act and the name of all persons alleged to be responsible.

Please note that SVSD offers assistance to students, parents or employees that may wish to file verbal complaints.

2. Complaints may be filed by the student alleging discrimination or by his/her parent/guardian.
3. Adequate, reliable, and impartial investigations, including the opportunity to present witnesses and other evidence shall be conducted with respect to all timely filed complaints of discrimination.
4. Complaints shall be resolved and decided within 60 calendar days of their filing written notice delivered to the complaining party and the respondent of the outcome of the investigation and based for decision.

Assurance

SVSD will take steps to prevent the recurrence of any prohibited action and to correct its Discriminatory effects on the complainant and others, if appropriate.