

## **MEDFORD PUBLIC SCHOOLS**

### **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of Medford Public Schools to not to discriminate on the basis of disability. Medford Public Schools has adopted an internal grievance procedure, that is consistent with other City of Medford grievance procedures, in providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Medford Public Schools to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Superintendent of Schools within 15 days of receiving the Section 504 Coordinator's decision. The Superintendent of Schools shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Medford Public Schools will make appropriate arrangements to ensure that individuals with disabilities are provided with accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

### **Medford Public Schools 504 Coordinators**

<b>School</b>	<b>Coordinator (Principal/Director)</b>	<b>Phone Number</b>
Andrews Middle School	Paul D'Alleva	781-393-2228
Brooks Elementary School	Michael Simon	781-393-2166
Columbus Elementary School	Joan Yaeger	781-393-2177
Curtis-Tufts	Anthony Volpe	781-393-2343
McGlynn Elementary School	Rebecca Sargent	781-393-2333
McGlynn Middle School	Jake Edwards	781-393-2333
Medford High School	Paul Krueger	781-393-2345
Medford Vocational-Technical High School	William Mahoney	781-393-2260
Roberts Elementary School	Kirk Johnson	781-393-2155