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Rochester Community Schools Rochester, Michigan 48307

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SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)/AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) COMPLIANCE PROCEDURES

The Rochester Community Schools, in compliance with Section 504 of the Rehabilitation Act of 1973 regarding discrimination against the disabled adopted by the Department of Health and Human Services, and the ADA, publishes the following complaint procedures.

A complaint is defined as an alleged action prohibited under ONE OF the ActS identified above, and a complainant is one who submits a complaint.

Step 1 Within fifteen (15) calendar days after the complainant became aware of, or reasonably should have become aware of the complaint, the complainant must submit a signed, written "Statement of Complaint" alleging noncompliance with the Rules and Regulations to the administrator designated to receive and investigate complaints (Complaint Coordinator). The Statement of Complaint shall name the complainant, state the facts giving rise to the complaint, identify all the provisions of the rules and regulations alleged to be violated, state the contention of the complainant with respect to those provisions, indicate the relief requested, and be signed by the complainant. The Complaint Coordinator shall give the complainant a response in writing, and where appropriate, in a format accessible to the complainant, within ten (10) work days after receipt of the written complaint. The response will explain the position of the district and offer options for substantive resolution of the complaint.

Step 2 If the complaint is not resolved in Step 1, the complainant may appeal the decision to the Superintendent or his/her designee within ten (10) workdays of receipt of the Step 1 answer. The Superintendent or his/her designee and the complainant shall meet within a reasonable time, not to exceed fifteen (15) workdays, in an attempt to resolve the matter. The Superintendent or designee will respond in writing to the complainant within ten (10) workdays after the Step 2 meeting.

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Step 3 If a satisfactory disposition of the complaint is not made as a result of the Step 2 meeting, either party shall have the right to file said complaint with the Secretary of the Board of Education within five (5) work days of the written answer provided in Step 2. The Board shall have forty (40) workdays to meet with the concerned parties and will render its decision, in writing, to the parties within ten (10) workdays following the meeting.

If at any time a problem arises with regard to compliance of Section 504 the Office for Civil Rights, U S Department of Education may be contacted. In the Case of ADA, the Equal Employment Opportunity Commission may be contacted.

Designated District Complaint Coordinator

Executive Director of Human Resources Rochester Community Schools 501 W. University Drive Rochester, MI 48307

Telephone: (248) 726-3110

Approved: March 29, 2011