



# SHARON PUBLIC SCHOOLS

75 Mountain Street, Sharon, MA 02067 Tel: 781-784-1570

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Peter Botelho Ed.D., Superintendent

Joel Jocelyn, Ed.D. Assistant Superintendent Ellen Whittemore, M.Ed., Assistant Superintendent

## Sharon Public Schools Section 504 Grievance Procedures

***Sharon Public Schools does not discriminate on the basis of disability.***

Sharon Public Schools has developed and is implementing an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973.

Any individual who believes that an individual has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is unlawful for Sharon 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 Sharon Public Schools Section 504 Grievance Officer as soon as possible and within sixty (60) days of the alleged discrimination. If the Complainant files beyond the sixty (60) days, it may affect the District's ability to fully respond.

A complaint must be in writing, containing the name and address of the person filing it. The Section 504 Grievance Officer will provide assistance reducing oral complaints to writing for any individual who requires such assistance. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

The Section 504 Grievance Officer (or their designee) shall conduct an investigation of the complaint. All grievances will be investigated in timely manner and resolved equitably and promptly. The 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 Grievance Officer will maintain the files and records of Sharon Public Schools relating to such aforementioned grievances.

Absent extenuating circumstances, the Grievance Officer will seek to meet with all involved parties within seven (7) school working days. Following the investigation process, the Section

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504 Grievance Officer will issue a written decision on the grievance no later than thirty (30) days after its filing. If the Section 504 Grievance Officer determines that unlawful discrimination has occurred, the District will take action to address any violations, if appropriate, and prevent the recurrence of any discrimination.

The District ensures that the complaint and investigation will be kept confidential to the extent possible.

The individual filing the grievance may appeal the decision of the Section 504 Grievance Officer by writing to the Superintendent or if necessary due to the nature of the complaint to the Assistant Superintendent within fifteen (15) days of receiving the Section 504 Grievance Officer's decision. The Superintendent (or the Assistant Superintendent) shall issue a written decision in response to the appeal no later than thirty (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 Education, Office for Civil Rights at any time.

Sharon Public Schools will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process (i.e. including, but not limited to: interpretation services, accessible location and the use of assistive technology). The Section 504 Grievance Officer will be responsible for such arrangements.

In the event that the Section 504 Grievance Officer is alleged to have been involved in the discrimination, the alternative contact for the grievance will be the Assistant Superintendent of Schools.

Sharon Public Schools Section 504 Grievance Officer:

Ms. Jessica Murphy, Director of Student Services  
District Office 75 Mountain St. Sharon MA, 02067.  
781-784-1570 ext. 9048

[jmurphy@sharonschools.net](mailto:jmurphy@sharonschools.net)

Alternative Section 504 Grievance Officer:

Dr. Joel Jocelyn, Assistant Superintendent of Schools  
District Office 75 Mountain St. Sharon MA, 02067.  
781-784-1570 ext. 9002

[jjocelyn@sharonschools.net](mailto:jjocelyn@sharonschools.net)

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