TMSA Section 504 Grievance Procedure

It is the policy of TMSA not to discriminate on the basis of disability. TMSA has adopted this Grievance Procedure to provide for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, committed by a student, employee, or third party. TMSA has designated the following person as 504 Coordinator to coordinate these efforts:

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_____@_____-academy.org

(919) 222-2222; ext. 7508

Any person who believes that they have been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for TMSA to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Upon a finding of concern, TMSA will take steps to prevent the recurrence of any prohibited actions and to correct its discriminatory effects on the filers and others, if appropriate.

Procedure:

1. Grievances must be submitted to the 504 Coordinator as soon as possible after the grievant becomes aware of the alleged discriminatory action. If the 504 Coordinator is the subject of the grievance, the grievance may instead be submitted to the Assistant Principal.

2. The grievance must be in writing (print or electronic mail) and must include:

a. Name and address of the grievant;

b. A full description of the alleged discriminatory action or conduct; and,

c. The remedy or relief sought.

3. The Section 504 Coordinator shall conduct an investigation of the grievance and shall maintain records of any activity related to the handling of the grievance. The investigation shall include an opportunity for the grievant to present witnesses and other evidence.

4. The 504 Coordinator will issue a written decision, which will include the outcome and basis for the decision on the grievance within thirty days after receipt of the grievance.

5. The grievant may appeal the decision of the 504 Coordinator by writing to the 504 Coordinator within five school days of receiving the 504 Coordinator's decision.

6. The Principal will receive and review the 504 Coordinator decision and any records related to the grievance.

7. The Principal will provide a written decision in response to the appeal within ten school days following the appeal request.