

Section 504 Grievance Procedure

The Hitchcock County School District will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator (coordinator). All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at :

Title: Superintendent of Schools
Address: P.O. Box 368
Trenton, NE 69044
Phone: 308-334-5575

2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator.