

Formal Grievance Procedure for Section 504

A parent/guardian of a student may use the following process to file a grievance alleging discrimination on the basis of disability in violation of Section 504.

Saint Paul Public Schools (SPPS) urges that all grievances be resolved with the individual closest to the issue, usually the building 504 representative and/or building administrator. If these attempts have been unsuccessful, the grievance may be filed in writing with the Section 504 Coordinator.

Section 504 Coordinator
Saint Paul Public Schools
Office of Specialized Services
651-767-8321
<https://www.spps.org/section504>

1. The grievance procedure for alleging violations under Section 504 are as follows:

Step A

The grievance should be in writing and must be signed by the person making the complaint. **A grievant may present the grievance orally to the Section 504 Coordinator and the Coordinator will assist the grievant to reduce the complaint to writing.** The grievance should be submitted within thirty (30) calendar days. A grievance that is submitted beyond thirty (30) calendar days may not be considered. The Section 504 Coordinator will promptly attempt to resolve the matter among the affected parties. The Section 504 Coordinator will investigate the grievance by obtaining information from student/parents/guardians and teachers as necessary and will reply in writing to the grievant within thirty (30) days of completing the investigation.

Step B

If the grievant wishes to appeal the decision of the District Section 504 Coordinator, the grievant may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the District Section 504 Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within thirty (30) days of the completion of the meeting.

2. Complaint to the OCR or Minnesota Department of Human Rights:
At any point in the grievance procedure, a parent, guardian, or student may file a complaint with state or federal agencies.

Federal complaints can be addressed to:

Illinois, Indiana, Iowa, Minnesota, North Dakota, Wisconsin

Office for Civil Rights,

Chicago Office

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor

Chicago, IL 60604

Telephone: (312) 730-1560

Facsimile: (312) 730-1576

Email: OCR.Chicago@ed.gov

State complaints can be addressed to:

Minnesota Department of Human Rights
Freeman Building
625 Robert St. N.
St. Paul, MN 55155

Telephone: 651-539-1100, Toll Free: 1-800-657-3704, Fax: 651-293-9042, or TTY: 651-296-1283
Email: info.MDHR@state.mn.us or <http://www.humanrights.state.mn.us/intake/index.html>

3. Hearing:

For complaints involving the District's identification, evaluation, educational placement under Section 504 of a student, the parent/guardian and student have the right to an impartial hearing with the opportunity for parental participation and representation by an attorney. Parents/guardians have an opportunity to participate in the hearing; be represented by counsel; examine relevant records; and seek a review of the decision, including judicial review. These rights are explained further in the Notice of Procedural Safeguards.