

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Caddo Parish School Board shall respond to employee, student, or parent/guardians' complaints related to the provisions of *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination against qualified persons with a handicap solely on the basis of handicap in programs, activities or employment practices as outlined in this policy. An equitable solution of such complaints should be secured at the most immediate administrative level, as fairly and as expeditiously as possible.

DEFINITIONS

1. *Board.* Board shall mean the Caddo Parish School Board.
2. *Employee.* Employee shall mean any person regularly employed by the Caddo Parish School Board, either full or part-time.
3. *Student.* Student shall mean any person who is regularly enrolled in one of the schools of the Caddo Parish School Board.
4. *Parent/Guardian.* Parent/Guardian shall mean any person who is the parent or legal guardian of a student regularly enrolled in one of the schools of the Caddo Parish School Board.
5. *Person with a Handicap.* A person with a handicap is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
6. *Grievance.* Grievance shall mean a claim by an employee, student, or parent/guardian of a violation under *Section 504 of the Rehabilitation Act of 1973* which bans discrimination against qualified handicapped persons solely on the basis of handicap in program, activities, or employment policies.
7. *Immediate Supervisor.* Immediate supervisor shall mean the teacher, principal or that employee possessing supervisory and administrative authority next in rank above the grievant.

PROCEDURE

Every effort should be made to resolve the grievance at the school or department level between the principal or immediate supervisor and the aggrieved.

If the grievance is not resolved to the satisfaction of the complainant, the following procedure shall be followed:

1. The complainant shall report in writing the alleged conduct to the Section 504 Coordinator for the Caddo Parish School Board.
2. Upon receipt of the complaint, the Section 504 Coordinator shall refer grievance to appropriate Division for review and resolution. The written decision of the Division shall be presented to Section 504 Coordinator.
3. If the grievance is not resolved in Step 2, the Section 504 Coordinator shall meet with division personnel and the complainant. The Section 504 Coordinator may review all written decisions and transcripts of previous meetings or may investigate the grievance, conferring with parties involved and other administrative staff. The allegation may be upheld and necessary corrective action taken or the allegation may be dismissed as having no substance as a violation of Section 504 and the matter closed.
4. The complainant may, if not receiving desired satisfaction in Steps 2 and/or Step 3, request in writing an appointment with the Superintendent. (Request for the appointment shall be made to the Section 504 Coordinator, who will establish the appointment at a date and time mutually agreeable to all parties.)
5. The complainant may, if not receiving desired satisfaction in Steps 2, 3, and/or 4, request in writing a hearing before the School Board. (The request to be made to the Section 504 Coordinator. The hearing will be scheduled at a date and time mutually agreeable to all parties.)

Adopted: February 21, 2017

Ref: 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); La. Rev. Stat. Ann. §§17:81, 17:111, 23:302, 23:322, 23:323, 23:324;

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Cf: JAA, JCEA

Board minutes, 5-19-93, 2-21-17.