

Cornerstone Montessori Elementary School
SECTION 504/ADA GRIEVANCE PROCEDURES

Cornerstone Montessori Elementary School does not discriminate on the basis of disability with regard to admission access to services, treatment, or employment in its program or activities. Any qualified individual who wishes to file a complaint about alleged discriminatory treatment falling under Section 504 or Title II of the Americans Disabilities Act ("TITLE II") shall be addressed by the following Grievance Procedure.

This Grievance Procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA"). The District strongly prohibits retaliation on the basis of any grievance filed under the CMES Disability Nondiscrimination Policy (Policy #402).

Step 1: Informal Resolution

If a person believes that he or she has a valid basis for making a grievance under Section 504 or Title II, he or she shall informally discuss the grievance with the District's 504/Title II Compliance Coordinator, who may be reached at:

Head of School
Cornerstone Montessori Elementary School
1611 Ames Avenue
St. Paul, MN 55106
651-774-5000

A grievant must notify the compliance coordinator of his or her informal section 504/Title II Grievance within sixty (60) days of the occurrence. Unless the grievance can be resolved informally, the compliance coordinator will investigate and document the grievance (including dates of meetings, disposition, and dates of disposition). These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representations, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Compliance Coordinator and a copy forwarded to the complainant no later than ten (10) working days after its filing.

Step 2: Formal Resolution

If the grievance is not satisfactorily resolved by Step 1, the grievant may file a formal, written grievance with the Compliance Coordinator within five (5) working days of receiving the Compliance Coordinator's disposition from Step 1. The grievant shall include his or her name,

address, a brief description of the alleged discriminatory action, the date of the occurrence, and the name(s) if applicable of the persons responsible.

Within five (5) working days of receiving the written grievance, the District's 504/Title II Coordinator will appoint a hearing officer. The Hearing Officer will conduct an impartial hearing regarding the grievance within fifteen (15) working days of being appointed. The hearing shall give the grievant full and fair opportunity to present evidence relevant to the issues raised by the grievance. The grievant may, at his or her own expense, be assisted or represented by an individual of his or her choice, including legal counsel. The Hearing Officer will issue a written decision to the District's 504 Title II Compliance Coordinator within ten (10) working days of the hearing.

Step 3: Appeal to the Board of Education Directors

If the grievance is not satisfactorily resolved during Step 32, the grievant may file a written appeal with the Board of Directors. Written appeals should be sent to the superintendent's Head of School's office within thirty (30) days of the disposition at Step 2 and at least one week prior to the next scheduled Board of Education Directors meeting.

Provided that the appeal is filed with the head of school's office within one week of the school board's regularly scheduled meeting, the school board will consider the appeal at its next meeting.

Within ten (10) working days of addressing the grievance, the school board will issue a written decision to the grievant.

Step 4: Appeal to the Department of Education

If the grievance is not satisfactorily resolved during Step 3, the grievant may file an appeal with the United States Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Approved: July 19, 2011

Procedure 402.1 updated: November 19, 2013

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