

Grievance Policy Self-Evaluation

Self-Evaluation: Section 504 Grievance Written Policy

Each district leadership team should consider the below-listed items when evaluating the content of a district's written Section 504 grievance policy to determine adjustments. The evaluation is organized into three sections:

- INITIATION AND FILING OF THE GRIEVANCE
- PROCESSING THE GRIEVANCE
- BASIC PROCEDURAL RIGHTS

- INITIATION AND FILING OF THE SECTION 504 GRIEVANCE

Does the written grievance policy:

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

1. Provide clear and adequate definitions of who may grieve, what issues may be grievances, and the terms used throughout the procedure?
2. Cover all students and employees?
3. Clearly state the form and procedure for filing grievances?
4. Provide methods for a notice on where to file grievances?
5. Specify any applicable time limits for the initiation of a grievance?
6. Provide for assistance in the filing, preparation, and processing of a grievance?
7. Specify the responsibilities of appropriate staff for the receipt and initial handling of grievances?
8. Provide methods for informal, prompt, and equitable resolution of grievances?

- PROCESSING THE SECTION 504 GRIEVANCE

Does the written grievance policy:

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

1. State the number and levels of steps for grievance processing and the criteria for referral to each level?
2. State the form of grievance presentation and processing (oral/written, conference, hearing officer/hearing panel, etc.) at each step?
3. Specify the criteria and procedure for the assignment of initial investigation/hearing levels?
4. Describe procedures and responsibilities for notification of all parties at each processing level?
5. Provide prompt timelines for all activities and stages within the grievance procedure?
6. Specify the procedures which shall be used in conducting grievance investigations/hearings:
 - Amount of time allocated to each hearing?
 - Amount of time allocated to each party to the grievance?
 - Right of each party to representation and assistance?
 - Right of each party to present witnesses and evidence?
 - Right of each party to question witnesses?
 - Roles of persons involved in the hearing?

- Right of the grievant to determine whether the hearing shall be open to the public?
- Provisions and requirements for recording the hearing?

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

7. Specify requirements for submission of written information by grievants?
8. Specify investigation procedures that are adequate, comprehensive, reliable, and impartial?
9. Specific the steps that will be taken during the investigation?
10. State the form and timelines for the preparation of grievance decisions?
11. Provide notification of the outcome of the complaint to the parties?
12. Provide the steps that will be taken to prevent the recurrence of a violation under Section 504 and to correct any discriminatory effects of harassing conduct?
13. State the procedures and timelines for the grievant's acceptance or appeal of grievance decisions?
14. Specify the roles and selection of persons involved in grievance processing including the Section 504 Coordinator, Equity Assistance Coordinator, principal, and/or Superintendent?

- BASIC SECTION 504 PROCEDURAL RIGHTS

Does the written grievance policy:

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

1. Provide assurances that any violation under Section 504 will be addressed?
2. Provide assurances regarding the impartiality of individuals involved?
3. Prohibit harassment and bullying by third parties?
4. Provide grievants with the right to appeal to progressive levels of decision-making?
5. Provide for confidentiality of grievance proceedings and records if so desired by the grievant?
6. Provide for grievants' access to relevant educational records?
7. Provide for the protection of grievants and respondents from harassment and entry of information into student and personnel files?