

**SCHOOL DISTRICT OF MILTON
SECTION 504 COMPLAINT PROCEDURE**

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973 or is discriminatory on the basis of a disability, he/she may bring forward a complaint to the Director of Special Education or designee at the following address: 430 E. High Street, Milton, Wisconsin 53563.

INFORMAL PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title VI Coordinator, the Director of Special Education or designee, who shall, in turn, investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL GRIEVANCE PROCEDURE

- STEP 1: The complainant must submit to the Section 504 Coordinator, the Director of Special Education or designee, a signed, written "Statement of Complaint." The "Statement of Complaint" shall name the complainant; shall state the facts giving rise to the complaint; shall identify all the provisions of the Rules and Regulations alleged to be violated; shall state the contention of the complainant with respect to those provisions; shall indicate the relief requested; and shall be signed by the complainant involved. The coordinator shall give the complainant an answer in writing no later than five (5) business days after receipt of the written complaint.
- STEP 2: If the complaint is not resolved in Step 1, it must be submitted within five (5) business days to the Superintendent or her/his Deputy. The Superintendent or her/his Deputy and the complainant shall meet within a reasonable time, not to exceed fourteen (14) business days, in an attempt to resolve this matter.
- STEP 3: If a satisfactory disposition of the complaint is not made as a result of the meeting provided in Step 2 above, either party shall have the right to file said complaint with the Secretary of the Board within five (5) days of the meeting provided in Step 2. The Board shall have thirty (30) days to render its decision, in writing, to the complainant.

Any complaint submitted under this procedure shall be filed at Step 2 within twenty (20) business days after the complainant became aware, or reasonably should have become aware, of the complaint. If the complaint is not served within that time, the complaint will not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step 2 within the time limit provided shall also bar the complaint.