TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 102

Section 504 Grievance Procedures

A. TRIO Wolf Creek Distance Learning Charter School also known as Wolf Creek Online High School recognizes that in accordance with Section 504 of the Rehabilitation Act of 1973, a procedure has been established whereby parents, employees, and students can be assured of a prompt and fair disposition of their grievances.

B. These complaint procedures will be placed on our website and distributed to parents and students as needed.

C. A grievance is defined herein as a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Section 504 by the local educational agency.

D. The right to file a complaint shall be afforded to any parent, employee, and/or student and shall begin with a written statement by said parent, employee and/or student alleging a violation of Federal law or regulation by the local educational agency. The written statement must include the following information:

1. The name and address of the party or parties alleging the violation.
2. A description of the alleged violation of the Federal law or regulation by the local educational agency.

E. Persons who desire to register complaints involving Section 504 of the Rehabilitation Act of 1073, should direct these inquiries to the charter school director/Section 504 compliance coordinator, 29678 Karmel Avenue, Chisago City, MN 55013.

F. Upon receipt of a complaint, Wolf Creek Online High School shall adhere to the following procedures:

1. The coordinator shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint with thirty (30) days.

2. The coordinator shall provide an opportunity for the complaint or complainant's representative, or both to present evidence, including the opportunity to question the parties involved.

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 102

G. Upon receipt of the coordinator's resolution to the complaint, the party or parties alleging the violation have the right to appeal this decision to the Board of Education within thirty (30) days.

H. The Wolf Creek Online High School Board of Education will render its final decision within thirty (30) days of the date they receive the appeal.

Wolf Creek Online High School does not discriminate on the basis of race, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Any hearings or public discussions of any case are covered by the Family Educational Rights Privacy Act.