

504 Guidelines

If any person believes that the Lomega School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1972, he/she may bring forward a complaint, which shall be referred to as a grievance, to the District's Title IV/504/ADA Coordinator, Lomega Public Schools, 18319 N 2700 RD, Omega, Oklahoma, 73764; 405-729-4281.

The persons who believed he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Title IX/504/ADA Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/She may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by complainant shall be submitted to the local Title IV/504/ADA Coordinator within ten (10) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing the complainant within ten (10) business days.
2. If the complainant wishes to appeal the decision of the local Title IV/504/ADA Coordinator, he/she may submit a signed statement of appeal to the Board of Education within ten (10) business days after receipt of the Coordinator's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days) of this meeting.
3. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Region VI, 1210 Main Tower Building Room 1935, Dallas, Texas 75202; 214-767-3959.