WASHINGTON STATE SCHOOL FOR THE BLIND
SECTION 504/AMERICANS WITH DISABILITIES ACT
GRIEVANCE PROCEDURE

Grievance Procedure

Persons who believe that the Washington State School for the Blind (WSSB) has discriminated against them because of their disability and thus violated Section 504 of the Rehabilitation Act ("Section 504") or Title II of the Americans with Disabilities Act ("ADA") can file a written grievance with the WSSB's Human Resource Manager's office. Once a written grievance is received, the WSSB will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

A grievance may be filed by any member of the community, including by not limited to: a student, the student's parent or parents, or a WSSB employee. A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain:
(1) the nature of the grievance;
(2) the facts upon which the grievance is based, including a list of all witnesses;
(3) the remedy requested; and
(4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with the WSSB's Human Resource Manager's office at the following address:

Human Resource Manager's Office
WSSB
2214 East 13th Street
Vancouver, WA 98661

The grievance should be reported as soon as possible and within thirty (30) school days of the occurrence. This time frame may be lengthened for extraordinary circumstances.

The complainant must have the opportunity to present verbal and written evidence.

The coordinator or designee will independently investigate the allegations to determine whether the WSSB is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation within thirty (30) school days of receipt of the complaint. The report should include the following information:

- A statement of the complainant's allegations and the remedy sought;
- A statement of facts as contended by each party;
- A narrative describing attempts to resolve the grievance;
- A list of the witnesses interviewed and the documents reviewed during the investigation;
- A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;

- The coordinator or designee's conclusion as to whether the allegations are valid; and
- If the coordinator or designee does determine that the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the WSSB's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.