

## **Newport News 504 Grievance Process**

Level 1: *Principal or Immediate Supervisor (Informal and optional – may be bypassed by grievant)*

Many problems can be solved by an informal meeting with the parties and the principal or Coordinator. An individual with a complaint/grievance is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally.

Level II: *Title IX or Title IX/Section 504 Coordinator*

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance stating : 1) the nature of the grievance; 2) the remedy requested; and 3) be signed and dated by the grievant. The Level 2 written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

- *A clear statement of the allegations of the grievance and remedy sought by the grievant.*
- *A statement of the facts as contended by each of the parties.*
- *A statement of the facts as found by the Coordinator and identification of evidence to support each fact.*
- *A list of all witnesses interviewed and documents reviewed during the investigation.*
- *A narrative describing attempts to resolve the grievance.*
- *The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.*

If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Director of Special Education.

Level III: If the complaint or issue is not resolved at Level 2, the grievant may file a written grievance to:

*Director of Special Education  
Newport News Public Schools  
12465 Warwick Blvd.  
Newport News, VA 23606*

*Level IV:* If the complaint or issue is not resolved at Level 3, the grievant may file a written grievance to:

*Newport News School Board  
Newport News Public Schools  
12465 Warwick Blvd.  
Newport News, VA 23606*

***You have the right to file a complaint with the Office of Civil Rights (OCR) at the U.S. Department of Education.***