

**GRIEVANCE PROCEDURES FOR PERSONS WITH DISABILITIES**

The school board of the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) has adopted this grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether MECDHH/GBSD is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the federal Rehabilitation Act (34 CFR § 104.7(b)) and the federal Americans with Disabilities Act (28 CFR § 35.107(b)).

Questions about this grievance procedure should be directed to the Human Resources Manager who serves as the ADA/504 Compliance Coordinator. Such grievances are handled by the Human Resource Manager.

**Step One**

A person with an identifiable disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the building administrator where the grievance arose, or with the ADA/504 compliance coordinator. If filed with the ADA/504 compliance coordinator, that person shall forward it to the appropriate building administrator. No grievance will be heard if it involves actions that occurred more than 60 days prior to the filing of the grievance.

The building administrator, after consultation with the ADA/504 compliance coordinator, shall respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed if necessary to address fully the issues in the grievance. The administrator's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

**Step Two**

If dissatisfied with the response, the grievant may obtain a review by the Executive Director of the building administrator's decision.

The grievant must request that review within 15 working days of the decision by the administrator. The Executive Director, after consultation with the ADA/504 Compliance Coordinator, shall respond in writing to the grievance within 15 working days. Extensions of 15 working days may be allowed when necessary to address fully the issues in the grievance. The Executive Director's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

**Except for grievances regarding physical alterations to school buildings or grounds, the decision of the Executive Director shall be final. In the case of grievances regarding physical alterations to school building or grounds, a dissatisfied grievant may obtain a review by the School Board of the Executive Director's decision.**

**The grievant must request that review within 15 working days of the decision by the Executive Director. The School Board shall have a reasonable time to schedule a meeting on the grievance and to issue its decision.**

**Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concerns at any time through other legal avenues, such as through the Office for Civil Rights, the Department of Justice, the Maine Human Rights Commission or the Maine Department of Education.**

**Questions about other legal avenues available for persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA compliance coordinator.**

**This notice is available in large print, videotape and on audiotape from the ADA/504 compliance coordinator.**

**Adopted: August 4, 2005**

**Edited for school name and administrator title: January 2014**