

**COMPLAINT PROCEDURE FOR PERSONS WITH DISABILITIES**

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The Bangor School Department (“School Department”) will use this procedure in the event that a student, parent, guardian or employee files a complaint with the School Department asserting that the School Department is not meeting its obligations to disabled persons under the Americans With Disabilities Act and the Rehabilitation Act.

The Bangor School Department has appointed an employee as the Section 504 Coordinator. This person’s name, business address and telephone number are available at the Office of the Superintendent.

**INFORMAL PROCEDURE:**

A person with a disability, or someone acting on that person’s behalf, may file a written complaint of any alleged noncompliance with the Americans With Disabilities Act or the Rehabilitation Act, with the Section 504 Coordinator. Any such complaint must be presented in writing to the Section 504 Coordinator within thirty (30) days of the events which the person relies upon as the basis for the complaint. Within fifteen (15) days from the receipt of the complaint, the Section 504 Coordinator shall attempt to resolve the matter in an informal matter.

**FORMAL PROCEDURE:**

If the complainant is not satisfied with the Section 504 Coordinator’s informal resolution, the complainant may file a written complaint with the Superintendent of Schools within ten (10) days thereafter alleging the basis for the noncompliance. Within thirty (30) days thereafter, the Superintendent shall, after an investigation, provide to the complainant written notice of the Superintendent’s findings on the allegations contained in the complaint.

The filing of a complaint under this procedure is not the exclusive avenue for presenting complaints by disabled persons. A disabled person may, instead, present his or her complaint to state and/or federal agencies, such as the Office of Civil Rights, the Department of Justice, the Maine Human Rights Commission, the Equal Employment Opportunity Commission and the Maine Department of Education. The Section 504 Coordinator can provide information regarding complaints to state and federal agencies. Complainants, if dissatisfied with the Superintendent’s findings, also have the right to request an impartial hearing.

ADOPTED: September 6, 1983

REVISED: November 6, 2000

