

Madison City Schools
Grievance Procedure Under Title II of the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits covered by the ADA by Madison City Schools. Employees with complaints alleging harassment on the basis of disability should utilize the Board's separate complaint process for reporting Prohibited Harassment.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number or e-mail address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. Madison City Schools has a complaint form that may be utilized to file a complaint. A copy of the complaint form can be obtained on the school system website or from the ADA Coordinator's office. The complaint should be submitted by the grievant and/or designee as soon as possible but no later than 60 working days after the alleged violation to:

ADA Coordinator
4192 Sullivan Street Madison, AL 35758
Phone: (256) 774-2727 Ext. 11247
Fax: (256) 774-2778
ada@madisoncity.k12.al.us

Within 15 working days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 working days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Madison City Schools and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within 15 working days after receipt of the response to the Madison City Schools Superintendent's office.

Within 15 working days after receipt of the appeal, the Madison City Schools Superintendent or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 working days after the meeting, the Madison City Schools Superintendent or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or designee, appeals to the Madison City Schools Superintendent or designee, and responses from these two offices will be retained by Madison City Schools for at least three years.

MADISON CITY SCHOOLS
TITLE II AMERICANS WITH DISABILITIES ACT (ADA) COMPLAINT FORM

Name of Complainant _____

Home Address _____

Additional method of contact _____
(E-mail address or phone number)

Where did the incident(s)/problem(s) occur? _____

What date did the incident(s)/problem(s) occur? _____

Describe the incident(s)/problems(s) _____

(Attach additional pages, if necessary)

List any witnesses who were present _____
(Attach additional pages, if necessary)

Signature _____

Date _____

Received by _____

Date Received _____

Please submit this form to ADA Coordinator, 4192 Sullivan Street, Madison, AL 35758
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