



**LEVITTOWN PUBLIC SCHOOLS**  
**Levittown Memorial Education Center**  
**150 Abbey Lane**  
**Levittown, NY 11756**



**Dawn Wang, Acting Director of Pupil Services**  
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Section 504  
***Grievance Procedures***

**Section I**

If any person believes that the Levittown School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as a grievance, to the **District's Civil Rights Coordinator, Mrs. Jaelyn Guidice, Assistant Superintendent for Administration, Levittown Memorial Education Center, 150 Abbey Lane, Levittown, NY 11756.**

**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. S/He may initiate formal procedures according to the following steps:

**Step I**

A written statement of the grievance signed by complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

*Step 2*

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

*Step 3*

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. A copy of the Board's disposition of the appeal shall be sent to each concerned party within forty (40) days of receipt of the written appeal.

**Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, DC 20201.

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights coordinator's office.