



## Civil Rights or Section 504 Grievance Procedure

Tooele County School District prohibits all discrimination against any person based on race, color, national origin, sex, gender, disability, age or any other classification protected by law in employment, programs or educational opportunities. The district is committed to provide equal opportunity and access in programs, services and employment.

District coordinators who oversee district compliance with Title IX, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act and all other applicable State and Federal Civil Rights laws are as follows:

### Section 504 District Coordinator

Mat Jackson

[mjackson@tooeleschools.org](mailto:mjackson@tooeleschools.org)

435-833-1900 ext 1715

555 E. Vine Street

Tooele, Utah 84074

### Title IX and OCR Coordinator

Terry Christensen

[tchristensen@tooeleschools.org](mailto:tchristensen@tooeleschools.org)

435-833-1900 ext 1112

92 S. Lodestone Way

Tooele, Utah 84074

### ADA (Employment) District Coordinator

Wynn Porter

[wporter@tooeleschools.org](mailto:wporter@tooeleschools.org)

435-833-1900 ext 1920

92 Lodestone Way

Tooele, Utah 84074

### District Procedure:

1. A written grievance signed by the complainant should be submitted to the appropriate coordinator. The grievance should describe the nature of the grievance and the facts of the situation. The coordinator will investigate the grievance and reply in writing by 10 business days.

2. If the complainant is not satisfied with the response to the written grievance, an appeal may be filed with the Superintendent. The complainant can submit a signed statement of appeal to the Superintendent within 10 business days after receipt of coordinator's response. The Superintendent has 10 business days to respond in writing to the appeal.

3. The decision of the Superintendent can be appealed to the Tooele Board of Education. The complainant must submit a signed statement to the Board within 10 days of receiving the Superintendent's response. The Board will have 40 days to investigate the appeal. A response from the Board will be sent 10 business days after the investigation period.

#### Other Resources and Civil Rights Contacts:

##### State Contact:

A complainant may contact the Educational Equity Coordinator at the Utah State Office of Education. The contact information is:

Utah State Office of Education

Educational Equity Coordinator

250 East 500 South

Salt Lake City, Utah 84114-4220

(801) 538-7500

##### Federal Contact:

A complaint may be filed with the Office for Civil Rights (OCR) at any time. The contact information for the office is:

U.S. Department of Education, Office for Civil Rights

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

(800) 421-3481 TTD (877) 521-2172